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Find a class!

Vea la página 28 para información en español, sobre nuestros programas de ESL.
Life, Work, Home, Success

SUNY Orange offers:
- Hundreds of classroom and online courses
- Instructors passionate about their subjects, in-depth, quality instruction
- Convenient class locations

Registering for a course has never been easier!

Our Online registration system is simple, easy to use and available 24 hours a day. Log on to: www.sunyorange.edu/ce and click Courses

Whatever you want to achieve in life, SUNY Orange is there to help you do it. As Orange County’s most comprehensive provider of continuing and professional courses, SUNY Orange presents the classes you want at times and locations that fit into your busy lifestyle.

Go ahead, turn the page and discover your potential!
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Vea la página 28 para información en Español, sobre nuestros programas de ESL.
Healthcare > Nuclear Medicine

Nuclear Medicine Certificate Program

Nuclear Medicine is an exciting, dynamic field which has grown over the past few years and the demand for qualified Technologists is estimated to increase in the next ten years.

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

Nuclear Medicine Technologists have a variety of interesting Nuclear Imaging opportunities available to them upon graduation and passing the National Boards.

Prerequisites: You must be a certified Radiologic Technologist or Registered Nurse to apply for the SUNY Orange Nuclear Medicine Technology Certificate program.

For more information and specific admissions requirements please call 845-341-4380.

“Faster than average growth in Nuclear Medicine will arise from an increase in the number of middle-aged and elderly persons, who are the primary users of diagnostic procedures.”

- U.S. Bureau of Labor Statistics

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Healthcare > Pharmacy Technician

This comprehensive 75 hour course will prepare you to enter the pharmacy field and take the Pharmacy Tech Certification Board's (PTCB) examination. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. You will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing and reimbursement.

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

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

Prerequisites: You should have taken some math and science courses in high school to be successful in this course. Experience in a medical setting is a plus.

To ensure your success in this course we recommend you take our assessment test. Please call 845-341-4890 to schedule the assessment. Purchase of textbook required.

FA I9115 IA Tue Thu 9/4-1/15 $945
MDTN 5:30-8pm HA 313 TBA

“Job opportunities for Pharmacy Technicians are expected to be good, especially for those with certification or previous work experience.”

- U.S. Bureau of Labor Statistics
Prepare to enter one of the fastest growing areas in the healthcare industry

The certificate program consists of the following five (5) courses:

- Medical Office Procedures
- Medical Terminology
- CPT Coding
- ICD-9 Coding
- Electronic Billing

Once you successfully complete all 5 courses, you will receive a certificate of completion and be qualified for administrative and clerical positions at a medical facility. Medical Terminology must be taken before the Coding courses.

Prerequisite: Must be able to type 25 wpm and have a working knowledge of the PC. Please call (845) 341-4380 and speak with Linda for Middletown classes, call Lou at (845) 341-4532 for Newburgh classes.

Medical Office Procedures
You will learn how to organize a medical office and understand the functions an administrative medical assistant performs. You will also review the Patient’s Bill of Rights, Triage, telephone procedures and the medical insurance and billing procedures. In addition, you will get to know Medicare, Medicaid, No-Faults, Worker’s Compensation, HMO’s, among others. Prerequisite: Typing 20 wpm. Purchase of textbook required. 12 sessions.

FA N2014 IA Mon Wed 9/3-10/15 $275
MDTN 7-10pm HA 114 Walker, K.
FA N2014 TA Mon Wed 9/15-10/27 $275
NBG 6:30-9:30pm KEY 211 Bourdage, P.

Introduction to CPT Medical Coding
Learn the CPT coding system which is required to bill medical services and procedures. You will learn the correct and proficient use of the CPT book, CPT guidelines and modifiers, as well as interpret case scenarios and assign the appropriate codes. This class is highly recommended for Medical Billers and Insurance Claim Examiners. Prerequisite: Medical Terminology. Purchase of textbook required. 8 sessions.

SP N3020 TA Mon Wed 1/26-2/18 $245
MDTN 7-10pm HA 114A Walker, K.
SP N3020 IA Mon Wed 2/23-3/25 $245
NBG 6:30-9:30pm KEY 211 Bourdage, P.

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

FA N3019 IA Mon Wed 10/22-12/10 $295
MDTN 7-10pm HA 114A Walker, K.
FA N3019 TA Mon Wed 11/3-1/12 $295
NBG 6:30-9:30pm KEY 211 Bourdage, P.

Introduction to ICD Medical Coding
Get the skills to provide accurate coding for maximum reimbursement and legal compliance within a healthcare facility. You will learn the ICD-9 classification system for diagnostic coding and inpatient procedural coding as well as learn the classification system, interpret case scenarios and assign appropriate codes. This class is highly recommended for Medical Billers and Insurance Claim Examiners. Prerequisite: Medical Terminology. Purchase of textbook required. 8 sessions.

SP N3022 IA Mon Wed 1/14-2/11 $245
MDTN 7-10pm HA 114A Walker, K.
SP N3022 TA Mon Wed 2/23-3/25 $245
NBG 6:30-9:30pm KEY 211 Bourdage, P.
Become a Medical Coder or Billing Specialist ONLINE!
Gain the knowledge to enter the billing and coding field by successfully completing a series of six (6) online courses in basic to advanced coding and billing.

Medical Terminology Online
This course serves as a foundation for all other medical training courses. Over 1,000 words and terms are defined in 33 chapters outlined by body systems. The CD used contains a comprehensive audio medical dictionary and words are pronounced through your computer speaker. Purchase of CD required. 39 hours.

FA I9103 DA  8/25-11/14 $195
Online   Hess, B.

SP I9103 DA  2/2-4/30 $195
Online   Hess, B.

Medical Billing Online
Prepare for entry-level jobs in a doctor's office or other medical facility. You will learn about the Front Office Manager's roles and responsibilities, filing Part B HCFA 1500, filing Part A HCFA 1450, Medicare billing, patient record keeping using Medisoft, and Home Health and Women’s Health. (A CD, which is required for purchase, contains a 1,000 page 28-chapter Advanced Claims Processing Manual with everything you ever wanted to know about starting your own medical billing business from home.) Purchase of CD required. 39 hours.

FA I9104 DA  8/25-11/14 $195
Online   Hess, B.

SP I9104 DA  2/2-4/30 $195
Online   Hess, B.

Introduction to Medical Coding Online
This course will prepare you for entry level jobs in a doctor’s office or other medical facility. You will be introduced to ICD-9-CM, CPT Coding, Medicare Fraud & Abuse, and Evaluation & Management. Prerequisite: Medical Terminology. Purchase of CD and textbooks required: ICD-9, Volume 1 & 2 and CPT Manual. 39 Hours.

FA I9108 DA  8/25-11/14 $195
Online   Hess, B.

SP I9108 DA  2/2-4/30 $195
Online   Hess, B.

Advanced CPT Coding Online
Further perfect your knowledge of CPT coding. This course will provide you with solutions to advanced coding problems, as well as provide you with a step outline to help you code the exercise/scenarios in the problems. Detailed medical history reports, including post-operative reports, are provided from which CPT codes are determined. Prerequisite: Medical Terminology & Introduction to Medical Coding. Purchase of CD and CPT Manual required. 39 Hours.

FA I9109 DA  8/25-11/14 $195
Online   Hess, B.

SP I9109 DA  2/2-4/30 $195
Online   Hess, B.

Due to the work that is required, students are advised to take no more than 2 courses at a time. Purchase of textbooks and CD required. CD is not Mac compatible. Once registered, you will be contacted by the instructor for textbook and CD ordering information.
Advanced ICD-9 Coding Online
Further develop your ICD-9 coding skills. This course summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. You will navigate through the ICD-9 manual and cover coding clarifications, physician documentation issues, and coding scenarios. Real-life coding problems illustrating the issues are presented with ICD-9 CM solutions. Prerequisite: Medical Terminology and Introduction to Coding. Purchase of CD and ICD-9 Volume I & 2 required. 39 Hours.

FA I9110 DA 8/25-11/14 $195 Online
SP I9110 DA 2/2-4/30 $195 Online

AAPC & AHIMA Coding Certification Exam Review Online
Prepare to take the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coder and the Certified Coding Associate exam administered by the American Health Information Management Association. Topics include: Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9-CM (Vol. 1, 2, & 3) Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers. Purchase of Certification Exam Review CD required. CPT & ICD-9 Coding Manual required. 11 weeks.

FA N3024 DA 8/25-11/14 $260 Online
SP N3024 DA 2/2-4/30 $260 Online

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

SP I9074 IA Mon 1/12-4/27 $575 MDTN 7-10pm PE Staff

Medical Surgical Nursing Review Course
Learn to recognize and understand common disorders within a typical medical surgical setting and gain confidence in how to intervene appropriately for the medical surgical patient. This course is organized by body system and specific diseases, encompassing the system, pathophysiology, nursing care and pharmacological interactions. Purchase of text required. 16 sessions.

FA N3070 OA Thu 8/28-12/18 $495 MDTN 7-9:30pm BT 364 Toscano, R.

Pediatric Certification Review
This 24 hour course is designed for the RN or LPN to attain a greater understanding of Pediatric Nursing. Topics will include the assessment and evaluation of pediatric patients, developmental milestones, and Family Centered Care. The course also includes physical examination techniques of normal vs. abnormal findings by systems, emergency management as well as general management topics. This course serves as an excellent refresher for experienced pediatric nurses who plan to take the Certified Pediatric Nurse (CPN) Examination, or nurses who care for pediatric patients on a limited basis and would like to feel more comfortable. Purchase of text required. 8 sessions.

FA N3069 OA Wed 9/3-10/29 $250 MDTN 1-4pm LRC 215 Hines, A.

No class 10/15/08
Basic Coronary Care: Dysrhythmia Interpretations
For RN’s who need a basic review of the heart’s anatomy, followed by an extensive study of dysrhythmias and the problems they present. Emphasis is on rhythm interpretation using practice strips. Purchase of textbook required. 14 sessions.

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<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>FA N3025 OA</td>
<td>Wed</td>
<td>9/3-12/10</td>
<td>7-10pm</td>
<td>BT 201</td>
<td>Hynds, D.</td>
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<tr>
<td>SP N3025 OA</td>
<td>Wed</td>
<td>1/21-4/29</td>
<td>4-6:50pm</td>
<td>BT 201</td>
<td>Hynds, D.</td>
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$265

Basic Critical Care Nursing
For practicing RN’s with minimal or no critical care experience. You will be walked through a fundamental review of body systems and their application to critical care. Specifically, the physiology-pathophysiology of the body systems to enable the nurse to care for the acutely ill will be discussed. Purchase of textbook required. 14 sessions.

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<tr>
<th>Course</th>
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<th>Instructor</th>
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<td>FA N3027 OA</td>
<td>Wed</td>
<td>9/3-12/10</td>
<td>4-6:50pm</td>
<td>BT 201</td>
<td>Hynds, D.</td>
</tr>
<tr>
<td>SP N3027 OA</td>
<td>Wed</td>
<td>1/21-4/29</td>
<td>7-10pm</td>
<td>BT 201</td>
<td>Hynds, D.</td>
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$265

Low Risk Neonatal Nursing
For RNs and Nurse Practitioners. Attain a greater understanding of the low-risk neonatal nursing. This comprehensive course is also designed to help prepare the experienced, eligible student for NCC’s Low-risk Neonatal Nursing Certification Exam. Topics include assessment and evaluation of the intrauterine environment, maternal factors and complications affecting the fetus/neonate, as well as resuscitation and stabilization. Focus of the newborn section will be presented including physical examination techniques and management of normal vs. abnormal findings by systems. General management topics will also be covered. Purchase of textbook required. 8 sessions.

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<th>Course</th>
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<th>Instructor</th>
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<tr>
<td>FA N3057 OA</td>
<td>Wed</td>
<td>9/3-10/29</td>
<td>9am-12pm</td>
<td>LRC 215</td>
<td>Hines, A.</td>
</tr>
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$250

No class 10/15/08

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

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<th>Course</th>
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<th>Dates</th>
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<th>Location</th>
<th>Instructor</th>
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<tr>
<td>FA N3043 OA</td>
<td>Sat</td>
<td>9/6</td>
<td>8am-5pm</td>
<td>BT 206</td>
<td>All County Care</td>
</tr>
<tr>
<td>FA N3043 OB</td>
<td>Sat</td>
<td>10/18</td>
<td>8am-5pm</td>
<td>BT 206</td>
<td>All County Care</td>
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<tr>
<td>FA N3043 OC</td>
<td>Sat</td>
<td>11/15</td>
<td>8am-5pm</td>
<td>BT 206</td>
<td>All County Care</td>
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<tr>
<td>FA N3043 OD</td>
<td>Sat</td>
<td>12/6</td>
<td>8am-5pm</td>
<td>BT 206</td>
<td>All County Care</td>
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$229

CCRN Review
This 42 hour comprehensive course is designed to prepare you for AACN’s CCRN Certification Exam. The course serves as an excellent critical care refresher for experienced critical care nurses or those with existing CCRN certification. A variety of teaching techniques including lecture, case study analysis and student learning games will be used to address the following systems: cardiovascular, pulmonary, neurological, renal, endocrine, hematological, immune and gastrointestinal. Information will be synthesized based on the AACN CCRN Exam Blueprint. 14 sessions. Students should consult the American Association of Critical Care Nurses for certification eligibility and examination registration requirements.

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<th>Course</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>FA N3068 OA</td>
<td>Mon</td>
<td>9/8-12/8</td>
<td>5:30-8:30pm</td>
<td>BT 264</td>
<td>Staff</td>
</tr>
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$495

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

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<th>Course</th>
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<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>FA N3056 OA</td>
<td>Sat</td>
<td>9/27</td>
<td>8am-5pm</td>
<td>BT 206</td>
<td>All County Care</td>
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$219

For more information, call (845) 341-4890

Registered Nurses who specialize in one or more patient care specialities have excellent job opportunities since there are a greater number of medical problems to be treated, as well as an increasing emphasis on preventive care.

- U.S. Bureau of Labor Statistics
Ventilation: Administration, Monitoring and Nursing Care Certification
This RN and LPN only class covers causes of respiratory alterations, identifying breath sounds, respiratory disorders, respiratory medications, modes of oxygen administration, ventilator settings and how they work, complications/interventions, oxygen therapy monitoring, trach/endotrach care, suctioning. Bring a copy of your license and a bag lunch. 1 session. (8.4 CEU)

FA N3046 OA Sat 10/4 $219
MDTN 8am-5pm BT 206 All County Care

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. Refund policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter. 1 session.

FA N3050 OA Mon 10/6 $75
MDTN 6-10pm BT 208 Boyle, H.

Clinical Documentation Certification
To insure proper patient care and safety the healthcare professional must pay great detail to proper case documentation. You will learn how to complete admission documentation, how to note challenging patient situations and change in patients’ conditions. Case scenarios will be practiced in class. Come ready to discuss challenging situations. 1 session. (5.58 CEU)

FA N3058 OA Sat 10/11 $219
MDTN 8am-5pm BT 206 All County Care

Nursing Bridge
Required for LPN’s who have completed the transition course and wish admission to SUNY Orange’s Nursing program. This course will cover current nursing program policies, use of Library services and media area in BT 155, medication calculations, nursing process, legal and ethical issues in nursing and review of infection control. Upon successful completion, you will be able to more effectively pursue established academic objectives. You will also be required to take a clinical calculation skills exam in which you must demonstrate safe practice for administering medications. Call 341-4107 for more information. 5 sessions.

FA N3029 OA Wed Thu 10/15-10/29 $159
MDTN 5-8pm BT 206 Boyle, H.

FA N3029 OB Wed Thu 11/5-11/20 $159
MDTN 5-8pm BT 206 Boyle, H.

www.sunyorange.edu/ce

“Job opportunities for Registered Nurses in all specialties are expected to be excellent. In fact, Registered Nurses are projected to create the second largest number of new jobs among all occupations.”
- U.S. Bureau of Labor Statistics

Applying LEAN Concepts To The Healthcare Industry
In this ½ day seminar you will learn the applications of the basic principles of LEAN as they apply to the healthcare industry to enable you to improve the efficiency of your facility, improve patient care, reduce cost and improve quality. 1 session.

FA N3071 OA Fri 10/17 $48
MDTN 9am-12pm SSC Alumni Most, A

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

FA N3042 OA Sat 11/1 $249
MDTN 8am-5pm BT 206 All County Care

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

FA N3047 OA Sat 11/29 $219
MDTN 8am-5pm BT 206 All County Care

Peritoneal Dialysis Certification
This RN, LPN or dialysis technicians only class covers psychological awareness, diagnosing renal failure, nursing management, diet/nutrition, administration modalities, exit/catheter care, medications, complications/interventions, post offering exam. Bring copy of your license and a bag lunch. 1 session.

FA N3048 OA Sat 12/20 $219
MDTN 8am-5pm BT 206 All County Care
Regulations specify that a total of 350 education/training clock hours must be acquired in four categories of the course work including:

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

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

Three modules/semesters are offered each year with new courses beginning several times throughout the year. New students may begin the program at any time and complete in approximately one year. Our program consists of a total of 369 clock hours.

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

Individuals with a previous history of alcohol/substance abuse problems should have at least one full year of sobriety before enrolling in the CASAC Training Program.

Students attending classes under the influence of drugs or alcohol will be subject to the disciplinary measures as specified under the Orange County Community College Student Code of Conduct. Violations of the drug and alcohol policies will lead to disciplinary proceedings and possible dismissal.

For more information call (845) 341-4993.
### Module I – Offered Fall 2008
- Overview & Diversity of Treatment Approaches: 19 hours
- Alcoholism Primer: 12 hours
- Addictions Professional: 9 hours
- Psychoactive Drugs: 15 hours
- Perspectives of Chemical/Alcohol Dependency: 30 hours
- Experiential Workgroup: 22 hours

### Module II – Spring 2009
- Human Growth & Development: 30 hours
- Counseling Skills: 30 hours
- Experiential Workgroup: 30 hours
- Relapse Prevention: 12 hours
- AIDS, Communicable Diseases: 9 hours
- Vocational Education: 6 hours
- Special Population Group Counseling: 30 hours

### Module III – Summer 2008/Summer 2009
- Community Ed. Programs: 6 hours
- Counselor-Client Relationship: 30 hours
- Ethics of Prof. Practice: 15 hours
- Assessment & Evaluation: 21 hours
- Tx Planning & Case Mgmt.: 22 hours
- Written Documentation: 21 hours

“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

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 next year 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 evening or Saturday morning of the following week.

For more information call 845-341-4993.
A Word about our Computer Classes

Do you know how to:
✓ Arrange your desktop?
✓ Create a directory and subdirectory?
✓ Import files from other applications?
✓ Maximize, minimize, and restore Windows?
✓ Access files from the “A” drive and the “C” drive?

If you were unable to answer any of these questions, then go ahead and try one of our introductory classes.

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

FA I9153 IA Tue Thu 9/2-9/11 $49
MDTN 6:30-9:30pm HA 114 Thurtle, C.

FA I9153 IB Tue Thu 12/2-12/11 $49
MDTN 6:30-9:30pm HA 114 Galligan III, V.

Managing and Protecting Your Home PC
Do you need advice on what’s new and what’s changed from previous Windows versions? Learn about Spyware/Adware, computer viruses, virus protection programs, firewalls and critical computer components like RAM and the hard drive. We will also discuss the pros and cons of upgrading to Windows Vista. Prerequisite: Basic computer skills. 4 sessions.

FA I9161 TA Sat 9/20-10/11 $120
NBG 10am-1pm KEY Savannah, R.

FA I9161 TB Sat 11/1-11/22 $120
NBG 10am-1pm KEY Savannah, R.

SP I9161 TA Sat 1/24-2/14 $120
NBG 10am-1pm KEY Savannah, R.

NEW Introduction to the Internet
Build confidence using the Internet and Email on your home computer! You will learn how to locate information on the Web quickly and master Email. Do you need to learn of Web sites that will help you plan your travel? Enroll now to learn of resources on the Web that you may not have known about. 4 sessions.

FA I9162 TA Tue Thu 10/21-10/30 $49
NBG 2:30-4:30pm KEY 211 Yorke, D.

SP I9162 TA Tue Thu 1/20-1/29 $49
NBG 2:30-4:30pm KEY 211 Yorke, D.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA I8626 IA</td>
<td>Tue Thu</td>
<td>9/18-9/30</td>
<td>6:30-9:30pm</td>
<td>HA 114</td>
<td>Bell, J.</td>
</tr>
<tr>
<td>FA I8626 TA</td>
<td>Tue Thu</td>
<td>10/21-10/30</td>
<td>6:30-9:30pm</td>
<td>KEY 211</td>
<td>Harris, C.</td>
</tr>
</tbody>
</table>

## 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. 12 hours.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>FA I8710 IA</td>
<td>Tue Thu</td>
<td>10/7-10/16</td>
<td>6:30-9:30pm</td>
<td>HA 114</td>
<td>Thurtle, C.</td>
</tr>
<tr>
<td>FA I8710 TA</td>
<td>Tue Thu</td>
<td>11/11-11/20</td>
<td>6:30-9:30pm</td>
<td>KEY 211</td>
<td>Harris, C.</td>
</tr>
</tbody>
</table>

## 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. 12 hours.

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
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<th>Location</th>
<th>Instructor</th>
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<tr>
<td>FA I8627 TA</td>
<td>Tue Thu</td>
<td>10/23-11/4</td>
<td>6:30-9:30pm</td>
<td>HA 114</td>
<td>Ruggiero, S.</td>
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<tr>
<td>FG I8627 TB</td>
<td>Sat</td>
<td>9/27-10/18</td>
<td>9am-12pm</td>
<td>KEY 211</td>
<td>Harris, C.</td>
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<tr>
<td>FG I8627 TC</td>
<td>Sat</td>
<td>11/1-11/22</td>
<td>9am-12pm</td>
<td>KEY 211</td>
<td>Harris, C.</td>
</tr>
<tr>
<td>SP I8627 TA</td>
<td>Sat</td>
<td>1/17-2/7</td>
<td>9am-12pm</td>
<td>KEY 211</td>
<td>Harris, C.</td>
</tr>
<tr>
<td>SP I8627 TB</td>
<td>Tue Thu</td>
<td>2/24-3/5</td>
<td>6:30-9:30pm</td>
<td>KEY 211</td>
<td>Harris, C.</td>
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</tbody>
</table>

## Intermediate Microsoft Excel
Enhance your worksheet experience. You will learn how to manage data and analyze it using the built in Excel functions as well as work with multiple worksheets at once. You will also be introduced to analyzing sharing Excel files and incorporating Web information. Prerequisite: Basic Microsoft Excel. Purchase of textbook required. 12 hours.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA I8778 TA</td>
<td>Tue Thu</td>
<td>1/13-1/22</td>
<td>6:30-9:30pm</td>
<td>KEY 211</td>
<td>Weiss, R.</td>
</tr>
</tbody>
</table>

## 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. 12 hours.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>FA I8690 TA</td>
<td>Tue Thu</td>
<td>12/2-12/11</td>
<td>6:30-9:30pm</td>
<td>KEY 211</td>
<td>Harris, C.</td>
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<tr>
<td>SP I8690 IA</td>
<td>Tue Thu</td>
<td>1/6-1/15</td>
<td>6:30-9:30pm</td>
<td>KEY 211</td>
<td>Weiss, R.</td>
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</tbody>
</table>

## 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. 12 hours.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>FA I8778 TA</td>
<td>Tue Thu</td>
<td>1/22-2/3</td>
<td>6:30-9:30pm</td>
<td>KEY 211</td>
<td>Weiss, R.</td>
</tr>
</tbody>
</table>

## 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. 12 hours.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SP I8691 TA</td>
<td>Tue Thu</td>
<td>2/10-2/19</td>
<td>6:30-9:30pm</td>
<td>KEY 211</td>
<td>Bell, J.</td>
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</tbody>
</table>
**Technology > Business Applications**

**Microsoft Outlook**
Increase your productivity and communication skills by learning how to effectively send and receive mail messages, manage contact records, and keep track of tasks. You also will be taught to use the Calendar, create notes, and customize menus and toolbars. Prerequisites: Knowledge of the PC, Windows and the Internet. Purchase of textbook required. 1 session.

FA I8529 IA Thu 8/28 MDTN 9am-4pm HA 114 Weiss, R. $55
SP I8529 IA Fri 1/9 MDTN 9am-4pm HA 114 Weiss, R. $55

**NEW Using Excel for Real Work Projects**
Would you like to bring your real work projects into the classroom so you can learn how to best complete them? Many students can benefit from regular instruction in Excel but this class will focus mainly on your real work projects. Do you own your own business and need help with basic and intermediate Excel tasks? This class may be for you. Purchase of textbook required. 4 sessions.

FA I9160 TA Mon Wed 9/15-9/24 MDTN 9am-12pm KEY 211 Jackson, S. $120
FA I9160 TB Mon Wed 10/20-10/29 MDTN 9am-12pm KEY 211 Jackson, S. $120
SP I9160 TA Mon Wed 1/26-2/4 MDTN 9am-12pm KEY 211 Jackson, S. $120

**Technology > Information Technology & Certification**

**A+ PC Service Technician**
This hands-on course will help prepare you for the CompTIA A+ certification. Your A+ certified instructor will walk you through installing computer hardware and the Windows operating system as well as instruct you to repair, upgrade and troubleshoot Windows compatible computers. Through instructor-led presentations, lecture and hands-on lab-time, you will understand the requirements for safely maintaining computers, install & use DOS commands, and gain familiarity with Local Area Networks. Prerequisite: Firm knowledge of the PC, Windows and the Internet. Purchase of textbook required. 84 hours. 28 sessions.

FA I8442 TA Mon Wed 9/29-2/2 MDTN 6:30-9:30pm HA 114 Staff $799

**NEW Introduction to Home/Office Networking**
Learn the ins and outs of building a small home/office network, including the hardware and software you need to build your network. Learn to install your networking hardware and how to configure Windows XP so your network computers can communicate. Also, discover the secret to properly configuring printers, and other peripherals plus, manage and maintain your Windows XP network and keep it secure. 4 sessions.

FA I9105 IA Fri 9/5-9/26 MDTN 7-10pm HA 114 Staff $99

**Network+**
Our Network+ course covers the CompTIA certification exam objectives that certify you can successfully describe the features and functions of network components, know the layers of an OSI model, have the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. Prerequisite: A+ PC Service Technician or equivalent knowledge. Purchase of textbook required. 84 hours. 28 sessions.

SP I8446 TA Tue Thu 2/17-5/28 MDTN 6:30-9:30pm HA 114 Baez, G. $799

**Need to take your road test?**
CAPE offers the 5-hour pre-licensing course where you can receive the MV-278 form you will need to make your road test appointment with the Department of Motor Vehicles. See page 25.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Duration</th>
<th>Fee</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td><strong>Technology &gt; Web &amp; Graphic Design</strong></td>
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<td><strong>Graphics for Non-Graphic Designers</strong></td>
<td>You don't have to be a graphic designer to recognize, purchase and create</td>
<td>effective posters, brochures, newsletters, announcements and web sites. In</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>8/30</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
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<td></td>
<td>one six-hour day you will learn everything you need to know to improve your effectiveness in communicating your message in print and on the Web.</td>
<td></td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<tr>
<td><strong>Photoshop Advanced: Web Graphics</strong></td>
<td>Master the full power of Photoshop for creating rich, professional web</td>
<td>images using millions of colors rather than the basic web colors, create</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>9/27</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
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<td></td>
<td>graphics, create rollovers, animation, titles and buttons. Discover how</td>
<td>top web sites “slice” their graphics to create rich pages that load fast,</td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<td></td>
<td>to set up web connection. Prerequisite: Photoshop I &amp; II or equivalent</td>
<td>even on a slow dial-up connection.</td>
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<td>skills.</td>
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<td><strong>Introduction to HTML</strong></td>
<td>This course provides hands-on instruction in the use of HTML (HyperText</td>
<td>Markup Language) the language in which all web pages are written. You will</td>
<td>9 sessions</td>
<td></td>
<td>Fri</td>
<td>9/5-10/17</td>
<td>HA 114</td>
<td>Weiss, R.</td>
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<td></td>
<td>learn how to create your own web pages with text, links, images and tables</td>
<td>as well as layout techniques. This course serves as a foundation and</td>
<td></td>
<td>$375</td>
<td>9am-1pm</td>
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<td>and prerequisites for all other web development courses.</td>
<td>prerequisite for all other web development courses.</td>
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<tr>
<td><strong>PhotoShop I</strong></td>
<td>Applying Adobe’s PhotoShop, you will use digital images from digital</td>
<td>cameras or scans to create enhanced photographs. You will learn to crop,</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>9/6</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
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<tr>
<td></td>
<td>adjust and filter a picture using the computer as a darkroom. Prerequisite:</td>
<td>Knowledge of Windows.</td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<td></td>
<td>Knowledge of Windows.</td>
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<td><strong>PhotoShop II</strong></td>
<td>This course continues the exploration of Photographics using digital images.</td>
<td>You will learn to clone objects, cut and paste, layer, and use advanced</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>9/13</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
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<tr>
<td></td>
<td>filtering. Prerequisite: PhotoShop I or equivalent knowledge.</td>
<td></td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<tr>
<td><strong>Photoshop Advanced: Special Effects</strong></td>
<td>Master the full power of Photoshop for creating stunning special effects</td>
<td>for ink-on-paper photographs and artwork, including glowing type, warped</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>9/20</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
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<td></td>
<td>and 3-dimensional lettering, advanced color correction of old faded</td>
<td>photographs, retouching, and creating collages and paintings. Prerequisite:</td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<td></td>
<td>Photoshop I &amp; II or equivalent knowledge.</td>
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<tr>
<td><strong>Flash Basics</strong></td>
<td>Understanding how Flash works, the authoring environment, using the</td>
<td>timeline, creating simple graphics, modifying simple graphics with colors,</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>10/11</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
</tr>
<tr>
<td></td>
<td>gradients and outlines, using multiple layers adding color and visualizing</td>
<td>and using animated masks. Prerequisite: Flash Basics.</td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<tr>
<td><strong>Flash Intermediate</strong></td>
<td>Frame-by-Frame animations, Animation with motion tweening, animation with</td>
<td>shape tweening and using animated masks. Prerequisite: Flash Intermediate.</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>10/25</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
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<td></td>
<td>and using sound and video. Prerequisite: Flash Intermediate.</td>
<td></td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<tr>
<td><strong>Flash Advanced (Visual)</strong></td>
<td>Creating interactivity with simple frame actions. Creating interactivity</td>
<td>with objects and adding sound and video. Prerequisite: Flash Intermediate.</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>11/1</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
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<tr>
<td></td>
<td>with objects and adding sound and video. Prerequisite: Flash Intermediate.</td>
<td></td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<tr>
<td><strong>Flash Advanced (Scripting &amp; Game Building)</strong></td>
<td>Complex interactivity. Manipulating variables, using conditional actions</td>
<td>and concludes with students creating their own interactive video games from</td>
<td>1 session</td>
<td></td>
<td>Sat</td>
<td>11/1</td>
<td>HA 114</td>
<td>St. Martin, M.</td>
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<tr>
<td></td>
<td>and concludes with students creating their own interactive video games from</td>
<td>scratch. Prerequisite: Flash Intermediate.</td>
<td></td>
<td>$120</td>
<td>9am-4pm</td>
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<td>scratch. Prerequisite: Flash Intermediate.</td>
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*www.sunyorange.edu/ce*
Technology > Web & Graphic Design

Macromedia Dreamweaver Basic
Start your first site and build your first web pages, while becoming familiar with the Dreamweaver workspace and tools. Learn how to add text and images to your pages. Use color and size to style your text, and create links to build a multi-page site. Prerequisite: Knowledge of Windows. 1 session.
FA I9167 IA Sat 11/15 $120 MDTN 9am-4pm HA 114 St. Martin, M.

Macromedia Dreamweaver Intermediate
Get control of positioning page content and creating styles. You’ll learn to create, modify and use tables professionally. You’ll create forms and fields, and learn how to add rollover images to your site. Prerequisite: Dreamweaver basic Introduction or equivalent knowledge. 1 session.
FA I9168 IA Sat 11/22 $120 MDTN 9am-4pm HA 114 St. Martin, M.

Macromedia Dreamweaver Advanced
Learn to create state-of-the-art websites with external CSS styles. Learn to design effectively and quickly in code view. You’ll learn to create pull-down menus and add JavaScript behaviors to text and graphics, to make your site truly interactive. Prerequisite: Dreamweaver Intermediate or equivalent knowledge. 1 session.
FA I9169 IA Sat 12/6 $120 MDTN 9am-4pm HA 114 St. Martin, M.

Adobe InDesign: Basic
Learn to use the world’s most powerful page layout program, combining the latest printing and PDF technology with an easy-to-use interface. Students will learn how to create text and graphic boxes and to create professional newsletters, effective ads and brochures. 1 session.
FA I9140 IA Sat 12/13 $120 MDTN 9am-4pm HA 114 St. Martin, M.

Building Websites with Macromedia Dreamweaver
This course is an introduction to using Macromedia Dreamweaver to create and manage websites. You will learn how to build websites from scratch, format text, create links, use images, build navigation menus and set up tables for sophisticated layout. Prerequisite: Introduction to HTML or equivalent knowledge. Purchase of textbook required. 6 sessions.
SP I8536 IA Fri 1/16-2/27 $375 MDTN 9am-1pm HA 114 Weiss, R.

ATTENTION SENIORS!
Anyone over 60 years of age may attend SUNY Orange credit courses at no charge, if seats are available. Registration is held on the first day of the semester. See the credit bulletin for the schedule of courses. Non-credit courses are not included. Call the Continuing Education office at 341-4890 for more information.

Technology > Computers for Seniors

Basic Word (Seniors)
Master the basics of this powerful word processing program. Learn how to create, save, and print documents. Become familiar with the editing features, learning to copy and paste. Prerequisite: Knowledge of the PC and Windows. 4 sessions.
FA I9149 TA Tue Thu 9/16-9/25 $49 NBG 2:30-4:30pm KEY 211 Yorke, D.
FA I9149 TB Tue Thu 11/4-11/13 $49 NBG 2:30-4:30pm KEY 211 Yorke, D.

File Management (Seniors)
Never lose an important file again Learn to organize your documents into files and folders and archive your letters, digital photos and other documents on your home computer. Prerequisite: Knowledge of the PC and Windows. 4 sessions.
FA I9150 TA Tue Thu 10/7-10/16 $49 NBG 2:30-4:30pm KEY 211 Yorke, D.
FA I9150 TB Tue Thu 12/2-12/11 $49 NBG 2:30-4:30pm KEY 211 Yorke, D.

For more information, call (845) 341-4890
NEW Introduction to QuickBooks Pro 2008
You will gain the skills needed to set up a company, maintain accounting records using the general ledger, accounts payable, receivable and proper formatting of reports. You will also complete several business simulations incorporating accounting records including payroll and invoicing. Prerequisite: Windows. Purchase of textbook required. This program can be completed in a 21 hour evening course or a 15 hour morning course.

Evening Program (21 hours)
FA I8812 TA Mon 9/15-11/3 $179
NBG 6:30-9:30pm KEY 136 Bruce, A.
FA I8812 TD Mon 11/17-1/26 $179
NBG 6:30-9:30pm KEY 136 Bruce, A.
SP I8812 TA Mon 2/16-4/6 $179
NBG 6:30-9:30pm KEY 136 Bruce, A.

Daytime Program (15 hours)
FA I8812 TB Tue Thu 9/16-9/30 $149
NBG 9am-12pm KEY 136 Jackson, S.
FA I8812 TC Tue Thu 10/21-11/4 $149
NBG 9am-12pm KEY 136 Jackson, S.
SP I8812 TE Tue Thu 1/27-2/10 $149
NBG 9am-12pm KEY 136 Jackson, S.

NEW Basic Bookkeeping Concepts and Procedures
This course provides you with hands-on practical instruction to prepare you for an entry level position as a Bookkeeper or account clerk with fiscal responsibilities. The material covered is designed to prepare you for further study to qualify for the National Certification Examination for Certified Bookkeepers. Topics covered will include a basic understanding of the Accounting Equation and the Double Entry Framework. Additional topics covered will be Deferrals and Accruals, Inventory, Internal Controls, Payroll and Depreciation (60 hours). We will also cover QuickBooks which will prepare you to handle Bookkeeping functions (15 hours). Purchase of textbooks required. 25 sessions.

FA I9060 TA Tue Thu 9/23-1/13 $599
NBG 6:30-9:30pm KEY 136 Baez, R.

Business & Professional > Accounting

Real Estate Brokers Course
This 45-hour mandated license qualifying course provides preparation for the New York State Brokers Licensing Examination. Topics include management and supervision of a real estate office, real estate agency disclosure, real estate financing, real estate investments, general business law, construction and development, real estate property management, taxes and assessments and local concerns. A Salesperson license is required prior to taking the brokers course. Purchase of textbook required. 45 hours.

FA N1826 OA Tue Thu 8/26-11/20 $595
MDTN 6:30-9:30pm HA 114A Morgan, E.
FA N7631 TA Fri 10/10 $65
NBG 8:30-11:30am KEY 111 Andryshak, J.
FA N7631 IA Fri 12/5 $65
MDTN 8:30-11:30am LRC 221 Andryshak, J.

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.

FA N7631 TA Fri 10/10 $65
NBG 8:30-11:30am KEY 111 Andryshak, J.
FA N7631 IA Fri 12/5 $65
MDTN 8:30-11:30am LRC 221 Andryshak, J.

Please call 845-341-4890 for information on the NEW Real Estate Salesperson course.

Check out our website for new and additional classes and to register online: www.sunyorange.edu/ce
Insurance Fraud Awareness
NYCS-214362
This is a 15 CEU home study bridge course covering Insurance Fraud Awareness. Tuition includes books/materials. Leave sufficient time to register and study for the exam prior to the test dates listed.

CE 114, $139
Choose one test session.
Tue, 8/12, Middletown, HU 107 9am-10am
Tue, 8/12, Middletown, HU 107 2pm-3pm
Wed, 10/15, Middletown, BT 201 9am-10am
Wed, 10/15, Middletown, HU 103 2pm-3pm

Property & Casualty Pre-Licensing
Prepare yourself for a career in insurance. Successful completion of this 96 hour course satisfies the NY State requirements for the NY State Property & Casualty Broker's License Exam. (Section 115/Agents & Section 119/Brokers). Tuition includes books/materials.

CE 107, 8:30am-5pm, $759
Mon-Fri, 6/9-6/24, Middletown, BT 117
Mon-Fri, 7/7-7/22, Middletown, BT 117
Mon-Fri, 8/4-8/19, Middletown, BT 117
Mon-Fri, 9/2-9/17, Middletown, HA 114A
Mon-Fri, 10/6-10/22, Middletown, HA 114A
Mon-Fri, 11/3-11/18, Middletown, SSC Alumni
Mon-Fri, 12/1-12/16, Middletown, HA 114A

CE 108, 5:30-9:30pm, $759
Mon & Wed, 9/3-11/17, Middletown, HU 107

To register for Bryant & Stratton Insurance Courses and for book information, please call (518) 437-1802 x243 or x245

NY State Life, Accident, & Health Pre-Licensing
Prepare for the New York Life/Accident & Health Insurance licensing exams under Section 2103 of the Insurance Law. Topics include: life insurance policies, annuities, retirement plans, health insurance and disability income insurance among others. This program can be completed in a 33 hour (5 days) course or a 24 hour (6 nights) course. Courses offered in partnership with Bryant & Stratton College. Tuition includes books/materials.

CE 111, 5:30-9:30pm, $409
Mon & Thur, 8/4-8/21, Newburgh, Key 209
Mon & Thur, 9/4-9/22, Newburgh, YMN 109
Mon & Thur, 10/2-10/23, Newburgh, YMN 109
Mon & Thur, 11/3-11/20, Newburgh, YMN 109
Mon & Thur, 12/1-12/18, Newburgh, YMN 109

CE 120, M-Th 8:30am-4pm & Fri 8:30am-4:30pm, $439
Mon-Fri, 8/25-8/29, Middletown, HU 107
Mon-Fri, 9/22-9/26, Middletown, HA 114A
Mon-Fri, 10/27-10/31, Middletown, HA 114A
Mon-Fri, 11/17-11/21, Middletown, HA 114A
Mon-Fri, 12/15-12/19, Middletown, HU 107

Series 6 & 63 Review Course
Review Course for Series 6 & 63. Series 6 qualifies an individual to sell investment company securities, variable annuities and variable life insurance mutual funds. Series 63 qualifies individuals to sell securities across state lines. Tuition includes books/materials. 6 sessions.

Registration:
To register or for more information, please call Bryant & Stratton College at (518) 437-1802 Ext. 243 or 245.

CE 125, 8:30am-5pm, $499
Mon & Wed, 12/1-12/17, Middletown, TBA
Have you been thinking of taking courses to become a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) but have put it off because of the confusion of which course to take and when? Our CASAC program offers you the opportunity to take the program on a semester-long basis -- every Tuesday and Thursday evening -- one complete module in one semester! It is even possible to complete the entire education program in one year!

See page 10.
Institute for Nonprofit Leadership and Management

The Institute for Nonprofit Leadership and Management at SUNY Orange provides nonprofits with valuable educational resources and professional tools that are needed to become more proficient and successful in reaching organizational goals.

Certificate Program for Nonprofit Organizations

SUNY Orange and the Institute for Nonprofit Leadership and Management offers a series of courses designed to address the specific needs of board members, executives, managers, administrative staff and volunteers.

The college awards a Certificate upon completion of six courses.

Roles and Legal Responsibilities of Nonprofit Boards

This workshop examines the reporting requirements, laws and regulations that govern nonprofit boards as well as highlighting the Sarbanes-Oxley legislation. The functions and contributions of successful boards are examined including the distinction between the role of the executive and the role of the board. This four-hour program counts as two courses. 1 session.

FA N2430 OA Wed 11/12 $70
MTGY 5-9pm Chamber Larkin D’Ambrosio, J. Heller, G.

Effective Leadership for Nonprofit Organizations

Learn principles of effective leadership required in today’s nonprofit sector, as well as learn about the importance of having an organizational mission. You will also explore short- and long-term planning techniques. 1 session.

FA N2432 OA Wed 10/15 $50
MDTN 3-6pm LRC 221 Grady, D.

Gearing Up For Strategic Planning

This course examines what you need to know to successfully engage in strategic planning. You will learn how to assess your organization’s readiness to plan, as well as the key elements of a strategic plan, including the role of vision, mission, goals, objectives, and action steps in successful planning. 1 session.

FA N2438 OA Wed 10/22 $50
MDTN 9am-12pm LRC 221 Checklick, J.

Fundamentals of Grant Writing

This course presents an overview of the core elements necessary to successfully construct a grant application for nonprofits. It will cover how to determine the appropriateness of a grant relative to your organization and tips to effectively research and locate grants. 1 session.

FA N2440 OA Wed 9/17 $50
MDTN 9am-12pm SSC Alumni D’Ambrosio, J.

Event Marketing for Nonprofits

Participants learn how to get the media attention their events require and accurately target prospective “customers”. This course will address the marketability within events through sponsoring partnerships with the business community. 1 session.

FA N2441 OA Wed 9/24 $50
MDTN 9am-12pm SSC Alumni Ridings, M.

Nonprofit Accounting Basics

This course addresses current issues posed by the IRS that impact exempt organizations. It covers the accounting responsibilities and requirements that tax-exempt groups must abide by. The course presents the necessary information that nonprofit organizations need to disclose in required filings and reports. 1 session.

FA N2442 OA Wed 12/3 $50
MDTN 9am-12pm SSC Alumni Weddell, T.

Please note that 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.
Capital Campaigning
Learn the components of Capital Campaign planning and implementation. Topics covered include feasibility studies through campaign strategy, planning, volunteer leadership and major gift solicitation. Also learn about campaign strategies including the role of the campaign leadership team, volunteer monitoring and post-campaign analysis. 1 session.

FA N2445 OA Wed 10/1 $50
MDTN 9am-12pm LRC 221 Wade, T.

Endowment Building and Planned Giving
Learn about endowments, their benefits to organizations and donors, and how endowment building and planned giving work together. You will also learn about assessing an organization’s readiness for endowment building and developing a case for support. 1 session.

FA N2473 OA Wed 10/29 $50
MDTN 9am-12pm LRC 221 VanHouten, K.

Coaching as a Powerful Model of Management, Mentoring and Leadership
This course will familiarize executives and leaders how implementing a coaching style can have quick and effective results within an organization to: Promote innovations and accelerate results; Effectively develop and retain valuable organization members; Improve organizational communications and team effectiveness, and; Deepen commitment to personal, professional, and organizational goals. 1 session.

FA N2449 OA Wed 12/10 $50
MDTN 9am-12pm SSC Alumni Spieler, P.

Starting a Small Business
Do you have what it takes to start your own business? This course covers the topic of starting a small business. The approach is to use real world situations and cases to help the student assess his/her readiness to start a business. Topics include: Planning a business start-up, securing financing, creating a marketing plan, assessing the student’s entrepreneurial skills, seeking professional help for the business. Upon completion of this course students will have sufficient knowledge of the start-up process to begin planning their own venture. 1 session.

FA I9066 IA Mon 9/22 $49
MDTN 6-9pm HA 214 Urmston, D.

Writing a Business Plan
Hands-on workshop for writing a business plan. You will learn how to write a business plan. Topics include: Financial statements, marketing and advertising, competitive analysis, formatting and where to get more help writing the plan. Students are encouraged to bring a rough draft of their business plan. Small class size is designed to give each person individual attention. 1 session.

FA I9101 IA Mon 11/10 $49
MDTN 6-9pm HA 214 Urmston, D.

Advertising a Hands-On Approach
You don’t need to be an artist to create great advertising. Advertising workshop specifically designed for small businesses. Students will learn how to create an advertising budget, how to work with a media mix and how to create effective advertising. Special attention is paid to print advertising and the difference between national advertising and local advertising. 1 session.

FA I9102 IA Mon 12/1 $49
MDTN 6-9pm HA 214 Urmston, D.
Free Online Classes and Resources!
You can use the IRS Online Classroom to: find out what qualifies as a deductible business expense, download forms, publications, and tax calendars, recognize and avoid tax scams, link to other resources for starting and operating a business. You can also order products and publications, such as the Small Business Resource Guide CD-ROM.

http://www.irs.gov/businesses/small/

Introduction to Home/Office Networking
Learn the ins and outs of building a small home/office network, including the hardware and software you need to build your network. Learn to install your networking hardware and how to configure Windows XP so your network computers can communicate. Also, discover the secret to properly configuring printers, and other peripherals plus, manage and maintain your Windows XP network and keep it secure. 4 sessions.

FA I9105 IA Fri 9/5-9/26 $99
MDTN 7-10pm HA 114 Staff

Business & Professional > Small Business

Access to Small Business Resources
You can use the IRS Online Classroom to: find out what qualifies as a deductible business expense, download forms, publications, and tax calendars, recognize and avoid tax scams, link to other resources for starting and operating a business. You can also order products and publications, such as the Small Business Resource Guide CD-ROM.

http://www.irs.gov/businesses/small/

Tractor/Trailer Driver Training (CDL)
Obtain Your CDL Truck Driver License!
Start your new career as a Professional Truck Driver even if you have little or no experience. This comprehensive Professional Truck Driver Training program includes everything you will need to obtain the Class A CDL License.
This 160 hour program will provide you with classroom instruction and behind-the-wheel experience. Evening programs are offered in the spring and summer months.

Graduates of the program receive:
Program Completion Certificate
Job Placement Assistance

Assessment interviews will be held at L & M Commercial Driving School throughout each month. To schedule an intake interview call: 845-497-2221 or 845-341-4532. Financial Assistance for qualifying individuals. Your instructor will provide you with a list of required materials to purchase (approx $191).

Daytime (8am-5pm)
FA N7512 TA Mon Tue Wed Thu Fri 9/2-9/29 $4500
FA N7512 TC Mon Tue Wed Thu Fri 10/1-10/28 $4500
FA N7512 TE Mon Tue Wed Thu Fri 10/29-11/25 $4500
FA N7512 TF Mon Tue Wed Thu Fri 12/1-12/24 $4500
FA N7512 TG Mon Tue Wed Thu Fri 1/5-1/30 $4500
SP N7512 TA Mon Tue Wed Thu Fri 2/2-2/27 $4500

Evening (6-10pm)
FA N7512 TB Mon Tue Wed Thu Fri 9/2-10/27 $4500

Introduction to Home/Office Networking
Learn the ins and outs of building a small home/office network, including the hardware and software you need to build your network. Learn to install your networking hardware and how to configure Windows XP so your network computers can communicate. Also, discover the secret to properly configuring printers, and other peripherals plus, manage and maintain your Windows XP network and keep it secure. 4 sessions.

FA I9105 IA Fri 9/5-9/26 $99
MDTN 7-10pm HA 114 Staff

Be A Teacher or Suggest A Course
We welcome suggestions for new courses, workshops, seminars and other activities. If you are interested in teaching, send your resume and cover letter with a course description to Orange County Community College, Continuing and Professional Education, 115 South Street, Middletown, NY 10940
8-Hour Security Guard Pre-Assignment Training
This program prepares you for entry level employment as a NYS Certified Security Guard. The role of a Safety & Security Officer, legal powers and limitations, emergency preparedness, communications and public relations, access control and ethics will be covered. You will take a mandated exam and after successfully completing the course, will receive a NYS issued certificate for license. 1 session.
FA I8347 IA Sat 8/30 $59
MDTN 8:30am-5pm HA 114A Girolamo, A.

8-Hour Security Guard: Annual Refresher
Security guards are required to take an 8-hour annual training class to remain in compliance with their security guard license. Participants will receive a certificate after completion of one session.
FA I9083 IA Sat 8/30 $59
MDTN 8:30am-5pm HA 114A Girolamo, A.

Incident Response to Terrorist Bombings (IRTB)
Learn response procedures for terrorist incidents involving energetic materials (explosives and incendiaries). At the conclusion of this course you will be able to prepare emergency responders and others who are involved in incident response to perform safely and effectively during incidents of terrorism involving energetic materials (explosives and incendiaries). 1 session.
FA I9164 IA Sat 9/13 $30
MDTN 8am-12pm HA 114A Girolamo, A.

Prevention & Response To Suicide Bombing Incidents
Learn the steps that individual emergency responders can take in order to recognize the Pre-attack indicators and assist in the prevention of suicide bombings and safely and effectively respond to one once it has occurred, and familiarize yourself with improvised explosive devices (IED) and explosive materials typically used in suicide bombings. 1 session.
FA I9163 IA Sat 9/13 $30
MDTN 1-5pm HA 114A Girolamo, A.

Understanding & Planning for School Bomb Incidents
Homeland Security course for emergency responders, staff, school resource officers and the public that addresses the issues involved in formulating safe and effective response plans for school bomb incidents. 1 session.
FA I9159 IA Sat 9/27 $59
MDTN 9am-4pm HA 114A Girolamo, A.

NEW WMD Awareness Training (AWR160)
Obtain knowledge of the prevention and deterrence strategy, to identify indicators of potential terrorist acts, and learn to identify potential terrorist targets, understand recognition, avoidance, isolation and notification techniques of chemical agents and toxic, industrial chemicals and materials in a WMD environment. 1 session.
FA I9165 IA Sat 10/11 $39
MDTN 8:30am-5pm HA 114A Girolamo, A.

NEW WMD Radiological/Nuclear Awareness Course (AWR-140)
Learn the basics of radiation, possible health effects, hazard identification, and proper notification procedures. At the conclusion of this course you will be able to define the fundamentals of radiation, radioactive materials, ionization, and contamination. You will also be able to describe the indicators, signs, and symptoms of exposure to radiation, recognize the presence of radiological materials from radiological posting (colors and symbols), container shapes/types, or unusual signs that may indicate the threat of a radiological event/incident, and appropriately communicate the need for additional resources during a radiological incident. 1 session.
FA I9166 IA Fri 10/25 $39
MDTN 9am-2pm HA 114A Girolamo, A.
American Management Association

To see a full list of courses and to register log on to: www.flexstudy.com/sunyorange

Take American Management Association courses online in such subject areas as:
✓ Communications
✓ Negotiation Skills
✓ Strategic Planning
✓ Team Building

You can also complete an AMA certificate program in such areas as:
✓ Management
✓ Manufacturing Management
✓ Sales and Marketing Management
✓ Human Resources Management

First Level Leadership: Supervising in the New Organization
“The way it was broken out, by chapters, etc., was very well done and efficient. Also, the font and background was very easy to read (I find many websites difficult to read and strain the eye).”
— Bill Murphy

Online Professional Grade Training
Develop your professional and personal growth through Online Professional Grade Training. Courses are as low as $15 and are available at your convenience.

To see a full list of courses and to register log on to: www.coursecatalog.com/sunyorange
✓ You have the opportunity to access online training in many subject areas:
✓ Hospitality Industry
✓ Management and Business
✓ OSHA, EPA and DOT compliance
✓ Creative Writing
✓ Quickbooks
✓ and many more!

Six Sigma Management and Leadership Training Program
“This course will help with my career advancement. I got my money’s worth and would recommend this course to others.”
— Nina Britton

Cisco CCNA IP Routing Configuration
“The instructor was responsive and quick to reply to my questions. I feel my time online was time well spent.”
— Betty McCullough
**Pre-Licensing**

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

- **FA N7502 OA** Sat 9/20 9am-2pm $38
  - MDTN BT 354 Mid-Hudson Safety Expert
- **FA N7502 OB** Sat 10/18 9am-2pm $38
  - MDTN BT 354 Mid-Hudson Safety Expert
- **FA N7502 OC** Sat 11/15 9am-2pm $38
  - MDTN BT 354 Mid-Hudson Safety Expert
- **FA N7502 OD** Sat 12/6 9am-2pm $38
  - MDTN BT 354 Mid-Hudson Safety Expert
- **SP N7502 OA** Sat 1/17 9am-2pm $38
  - MDTN BT 354 Mid-Hudson Safety Expert
- **SP N7502 OB** Sat 2/21 9am-2pm $38
  - MDTN BT 354 Mid-Hudson Safety Expert

**Pre-register or walk in:** Reserve a seat for Defensive Driving or Pre-licensing classes by completing the registration form in this bulletin and mailing it to Continuing Education at SUNY Orange or fax to 845-341-4898. Payment must accompany the registration in the form of a check, money order, MasterCard, Visa or Discover for mail-ins and credit cards only for fax. Students may register and charge-by-phone by calling 845-341-4892.

Not sure of your schedule yet? Students will be accepted on the date of the class meeting on a space-available basis. Registration and payment (credit cards only) will be accepted in the classroom. Cash, checks or money orders cannot be accepted by course instructors. Minimum number of students must be present in order for class to be held.

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.

There is a half-hour break for lunch for one-day Defensive Driving classes.

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**Defensive Driving**

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

- **FA N7503 OA** Sat 9/13 9am-3:30pm $38
  - MDTN BT 203 Green, D.
- **FA N7503 OG** Thu 9/18-9/25 10am-4:30pm $38
  - MDTN BT 203 Upton, V.
- **FA N7503 OE** Fri 9/26 9am-2pm $38
  - MDTN BT 203 Kreuter, D.
- **FA N7503 OB** Sat 10/11 9am-3:30pm $38
  - MDTN BT 203 Green, D.
- **FA N7503 OD** Sat 10/25-11/1 9am-12pm $38
  - MDTN BT 203 Green, D.
- **FA N7503 OH** Thu 11/6-11/13 9am-3:30pm $38
  - MDTN BT 201 Kreuter, D.
- **FA N7503 OC** Sat 11/8 9am-3:30pm $38
  - MDTN BT 203 Green, D.
- **FA N7503 OF** Fri 11/14 10am-4:30pm $38
  - MDTN BT 203 Upton, V.
- **FA N7503 OD** Sat 12/6 9am-3:30pm $38
  - MDTN BT 203 Green, D.

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

There is a half-hour break for lunch for one-day Defensive Driving classes.
Financial Management During Economic Uncertainty

Being financially responsible is tantamount to navigating waters of this current economic climate. Understanding consumer debt, living expenses, and overall budgeting can make tremendous reductions in stress, by enabling people and families to live within their means, and still enjoy the “extras.” 3 sessions.

FA N9404 OA Thu 11/6-11/20 $75
MDTN 7-9pm HA 307 Csak, E.

Using Credit Wisely

Learn to use credit to your benefit and not to put you in debt. In this course you will learn the proper use of credit; to be a wealth creator, not a wealth destroyer. 3 sessions.

FA N9406 OA Thu 11/6-11/20 $75
MDTN 7-9pm HA 203 VanDerBurgh, J.

Protecting and Investing Your Money Wisely

This fact-packed seminar teaches you how to avoid getting ripped off in real estate, buying or leasing cars, investing with or without financial planners, insurance agents, investigating in long term care insurance, credit companies, telephone companies and franchises. Learn methods to save your money and how to stretch your income. Optional $20 materials fee to be paid in class. 1 session.

FA N7604 NA Wed 9/24 $49
NBG 6-8pm NFA 243 Nathan, R.

How to Buy and Sell Real Estate Wisely

Learn how to buy or sell your home, foreclosure property, raw land, condominium, co-op, multi-family, vacation home, or time-share and retirement home. Topics include: working with realtors, traps to avoid, obtaining financing, buying for no money down, use of appraisals, home inspections, mortgage sources, and rent with option. Optional $20 materials fee to be paid in class. 1 session.

FA N7612 NA Wed 9/24 $75
NBG 8-10pm NFA 243 Nathan, R.

Wheeling and Dealing: Car Buying Wisely

You will learn the secrets to save you money when buying new or used cars. Learn tricks of leasing, invoice, wholesale, rebates, hidden rebates and warranties, negotiating from strength, sales tricks, buying from the Internet, FAX buying of cars, and car research sources of information. Optional $20 materials fee to be paid in class. 1 session.

FA N7822 NA Wed 9/24 $49
NBG 6-8pm NFA 201 Nathan, B.

Managing Your Personal Finances

Learn the options of saving money- long term, and short term saving investments: how to maximize return while considering risks. Explore prioritizing financial demands and how to establish, manage, and repair your credit, credit and debit cards, purchasing vs. leasing, renting vs. owning and how to improve your personal record keeping. Optional $20 materials fee to be paid in class. 1 session.

FA N9405 NA Wed 9/24 $49
NBG 8-10pm NFA 201 Nathan, B.
Enrichment > Language & Culture

French 1
An introduction to the spoken language with an emphasis on vocabulary development, correct pronunciation and basic phrases. (Outside practice/homework required.) The written language and teaching of proper grammar will also be taught. Purchase of textbook required. 10 sessions.

FA N6710 OA Thu 9/18-11/20 $125
MDTN 7-9pm HA 201 Conroy, W.
SP N6710 OA Thu 1/22-4/2 $125
MDTN 7-9pm HA 203 Conroy, W.

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

FA N6725 OA Mon 9/15-11/24 $125
MDTN 6-8pm HU 207 Saetta, R.
SP N6725 OA Mon 2/16-4/27 $125
MDTN 6-8pm HU 207 Saetta, R.

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.

FA N6726 OA Tue 9/16-11/18 $125
MDTN 6-8pm HA 105 Saetta, R.

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.

FA N6734 KA Wed 9/10-11/19 $125
MWHS 7-9pm MWHS 177 Romero, P.
FA N6734 NA Tue 9/23-12/16 $125
NBG 7-9pm NFA 202 Delgado, A.

Conversational Spanish Level II
This course is a continuation of Conversational Spanish Level I. You will receive more practice on what has already been learned, more useful sentence structures, more dialogues, songs and MORE FUN in Spanish. $17.00 material fee to be paid in class. 10 sessions.

SP N6739 NA Tue 1/20-9/24 $125
NBG 7-9pm NFA 202 Delgado, A.

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

FA N6735 OA Mon 9/15-11/24 $125
MDTN 7-9pm HA 303 Pirez, A.
SP N6735 OA Mon 2/17-4/28 $125
MDTN 7-9pm HA 103 Pirez, A.

Spanish Basic Conversation Level 2
This course is a continuation of Spanish Basic Conversation Level 1 by emphasizing more practical learning and further developing your skills through dialogues and conversation. Purchase of textbook required. 10 sessions.

FA N6736 OA Tue 9/16-11/15 $125
MDTN 7-9pm HA 103 Pirez, A.
SP N6736 OA Tue 2/17-4/28 $125
MDTN 7-9pm HA 103 Pirez, A.

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

FA N6750 TA Sat 9/27-12/6 $199
NBG 10am-1pm KEY 111 Hotchkiss, E.
FA N6750 TB Sat 1/10-2/14 $199
NBG 10am-1pm KEY 111 Hotchkiss, E.

Would you like to earn an insurance discount?
CAPE offers the 6-hour defensive driving course which results in a 10% liability and collision auto insurance discount. See page 25.
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.

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.

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.

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.

ESL Class Information

Required textbook can be purchased in class.

Registration Information:

First time students must call (845) 341-4593 or (845) 341-4033 to make an appointment for an evaluation for placement.

Repeat ESL students may register in class for the next class, or by phone with a credit card.
Pronunciation for Beginners
Improve your confidence in speaking English! This course in accent reduction for high beginners (Level II) and above will introduce you to learning how to produce sounds in English, as well as teach intonation, rhythm and word stress so you can make yourself better understood and comprehend what you hear. Required textbook can be purchased in class. 14 sessions.

FA N7957 TA  Mon Wed  9/3-10/22  $60
NBG  6:30-8:30pm  YMCA 105  Graf, K.

FA N7957 OA  Tue Thu  9/9-10/23  $60
MDTN  6:30-8:30pm  OH 107  Graf, K.

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

FA N7946 TA  Mon Wed  10/27-12/10  $60
NBG  6:30-8:30pm  YMCA 105  Graf, K.

FA N7946 OA  Tue Thu  10/28-12/11  $60
MDTN  6:30-8:30pm  OH 107  Graf, K.

ESL Fundamentals of Reading & Writing
Learn the basic skills needed in the development of reading and writing in the second language. Learn the proper use of punctuation and the construction of proper sentences, which will lead up to the construction of the basic paragraph. The use of outlining and brainstorming will also be taught. Reading skills will explore the use of context clues and reading for understanding. Required textbook can be purchased in class. 14 sessions.

FA N7954 OA  Mon Wed  9/3-10/22  $60
MDTN  6:30-8:30pm  OH 107  Mahoney, N.

FA N7954 TA  Tue Thu  9/9-10/23  $60
NBG  6:30-8:30pm  YMCA 105  Henighan, P.

ESL Intermediate Reading and Writing
Explore high interest readings especially for ESL students to develop comprehension skills and vocabulary development. Learn the mechanics of writing in the second language. Recommended for students who want to prepare to study on the college level or for those for whom reading and writing skills need further improvement. Required textbook can be purchased in class. 14 sessions.

FA N7948 OA  Mon Wed  10/27-12/10  $60
MDTN  6:30-8:30pm  OH 107  Mahoney, N.

FA N7948 TA  Tue Thu  10/28-12/11  $60
NBG  6:30-8:30pm  YMCA 105  Henighan, P.

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.

SP N7949 OA  Mon Wed  1/26-3/11  $60
MDTN  6-8pm  OH 107  Graf, K.

SP N7949 TA  Tue Thu  1/27-3/12  $60
NBG  6-8pm  YMCA 105  Graf, K.

ESL Vocabulary Development
Learn the most important words needed to increase your understanding of academic speaking and reading. This course makes learning vocabulary easy and fun if you want to prepare for academic work or if you want to better your vocabulary. (Suggested to be taken with ESL Advanced Reading & Writing).

SP N7953 OA  Mon Wed  1/26-3/11  $45
MDTN  8:15-9:15pm  OH 107  Graf, K.

SP N7953 TA  Tue Thu  1/27-3/12  $45
NBG  8:15-9:15pm  YMCA 105  Graf, K.

ESL Grammar Review I
In this first part of the two-part course ESL Grammar Review I and ESL Grammar Review II, students will review some of the major points of English grammar, including verb tenses, pronouns, and modals. Recommended for intermediate to advanced students. Required textbook can be purchased in class. 14 sessions.

SP N7994 TA  Mon Wed  1/26-3/11  $60
NBG  6:30-8:30pm  YMCA 105  Henighan, P.

SP N7994 OA  Tue Thu  1/27-3/12  $60
MDTN  6:30-8:30pm  OH 107  Mahoney, N.
Enrichment > Music, Dance & Theater

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

FA N6501 OA Tue 9/9-11/25 $79
MDTN 6:30-8pm PE Studio Elia, H., Elia, D.
FA N6501 OB Thu 9/11-12/4 $79
MDTN 7:15-8:45pm PE Studio Elia, H., Elia, D.
SP N6501 OA Tue 1/20-4/14 $79
MDTN 6:30-8pm PE Studio Elia, D., Elia, H.
SP N6501 OB Thu 1/22-4/16 $79
MDTN 7:15-8:45pm PE Studio Elia, D., Elia, H.

Social Ballroom Dancing 2
Learn intermediate style and techniques in foxtrot, waltz, lindy, polka, cha-cha, merengue, rumba, mambo, tango and hustle for those with previous instruction. Everyone must enroll with a partner and registration cards must be completed by each person. 12 sessions.

FA N6502 OA Tue 9/9-11/25 $79
MDTN 8-9:30pm PE Studio Elia, H., Elia, D.
SP N6502 OA Tue 1/20-4/14 $79
MDTN 8-9:30pm PE Studio Elia, D., Elia, H.

Salsa Level I
This beginner Salsa class introduces you to the rhythm and timing of the music, as well as technique in leading and following. You will learn basic footwork, dance positions and connections between partners. We will teach you fun and easy dance patterns that include single right turns and cross body leads. The class is for people who have no previous experience with Salsa dancing. 6 sessions.

FA N6518 TA Thu 9/18-10/23 $39
NBG 7-8:30pm YMCA 119 Maldonado, E.
FA N6518 TB Thu 10/30-12/11 $39
NBG 7-8:30pm YMCA 119 Maldonado, E.

Salsa Level II
The intermediate class will help you build on the basics you learned in Level 1. The curriculum covers single left turns, cross body leads and 1 ½ right turn and left turns. You will be introduced to variations and patterns to supplemen your dancing. 6 sessions.

FA N6519 TA Sat 9/20-10/25 $39
NBG 10:11:30am YMCA 119 Maldonado, E.
FA N6519 TB Sat 11/1-12/13 $39
NBG 10-11:30am YMCA 119 Maldonado, E.

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

FA N6510 OA Wed 9/17-11/19 $99
MDTN 7-9pm OH 111 Conques, J.
SP N6510 OA Wed 1/7-3/11 $99
MDTN 7-9pm OH 111 Conques, J.

Life, Times and Music of Beethoven
In this course you will learn about the three periods of Beethoven’s life, his influence on future composers, music style and political, religious and social developments.

FA N6513 NA Wed 9/10-10/1 $75
NBG 7-9pm KEY 221 Didio, U.

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

For information and/or application, call (845) 341-4890.
Enrichment > Arts, Crafts & Hobbies

Photography for the Serious Beginner
Learn how to start using that advanced SLR to its fullest potential. Whether it is a digital or film camera, the class will discuss how to get the best out of them. Topics include using the camera on manual settings, lenses, filters and image composition. Class will also include an overview of some popular digital image software, though this is not a software instruction class. For film users, darkroom time can be arranged. Bring SLR (Single lens reflex) camera with you to class. For film camera users, materials fee of $50-$60 covers supplies needed for the class. 10 sessions.

FA N7072 KA Mon 9/22-12/1 $159
MWHS 7-10pm MWHS 120 Albrecht, D.
SP N7072 KA Mon 1/26-4/20 $159
MWHS 7-10pm MWHS 120 Albrecht, D.

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

FA N1175 OA Wed 9/17-11/5 $79
MDTN 7-9pm BT 119 DeMaio, C.

Drawing II
A continuation of Drawing for Beginners. Covers use of charcoal and colored pencils, shadow and space, and changing the viewpoint. Students will refine techniques, improve quality of line and put atmosphere in their work. Purchase of supplies extra. Bring white drawing pad, pencils and eraser to first class session. Other supplies to be discussed in class. 10 sessions.

SP N1176 OA Tue 2/17-4/28 $89
MDTN 7-9pm BT 117 DeMaio, C.

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. Come to the second class ready to cut glass, so be sure to bring your new tools and supplies. 8 sessions.

FA N1058 KA Wed 9/24-11/19 $99
MWHS 7-9:30pm MWHS 122 Thomas, K.

Stained Glass Workshop
Topics in this advanced class include copper foil method, mosaics and proper finishing techniques for more advanced projects. Purchase of tools and glass extra. No lead coming and not for beginners. 8 sessions.

FA N1060 KA Mon 9/22-11/17 $99
MWHS 7-9:30pm MWHS 122 Thomas, K.

Pastels and Advanced Drawing
Refine your drawing techniques and learn to use color with pastels. Beginning with classic still life, you will learn to handle various drawing, pastel techniques and materials. Emphasis will be placed on learning to see changes in color and light. Purchase of supplies extra. 8 sessions.

FA N1182 KA Tue 9/23-11/25 $89
MWHS 7-9:30pm MWHS 118 Sealfon, M.
SP N1182 KA Tue 2/24-5/12 $89
MWHS 7-9:30pm MWHS 118 Sealfon, M.

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

FA N1175 OA Wed 9/17-11/5 $79
MDTN 7-9pm BT 119 DeMaio, C.

Drawing II
A continuation of Drawing for Beginners. Covers use of charcoal and colored pencils, shadow and space, and changing the viewpoint. Students will refine techniques, improve quality of line and put atmosphere in their work. Purchase of supplies extra. Bring white drawing pad, pencils and eraser to first class session. Other supplies to be discussed in class. 10 sessions.

SP N1176 OA Tue 2/17-4/28 $89
MDTN 7-9pm BT 117 DeMaio, C.

Cartooning For Adults
Learn to develop your own special drawing style, introduce basic characters in a comic strip, and generate clever cartoon ideas. Each student will have a chance to develop at least one cartoon feature idea. Student should bring white paper and drawing pencils. 8 sessions.

FA N1164 OA Tue 9/16-11/11 $79
MDTN 7-9pm BT 119 DeMaio, C.
SP N1164 OA Wed 2/18-4/15 $79
MDTN 7-9pm BT 117 DeMaio, C.

Christmas Floral Design
Create 3 floral decorations with fresh evergreens: a decorated wreath, a centerpeice and a boxwood Christmas tree. Bring a glue gun and glue sticks. Bring $36 to first class and $18 to second class. 3 sessions.

FA N3714 KA Wed 11/12-12/3 $39
MWHS 7-9pm MWHS 120 Tietjen, l.

Fresh Floral Design
Hands on instruction in the tools, materials, procedures (including the care and handling of fresh flowers) for creating a different floral arrangement each week. Bring a sharp knife or clippers and newspapers. Bring $28 to first class. Bring $14 per class thereafter. 6 sessions.

FA N3741 KA Wed 10/1-11/5 $69
MWHS 7-9pm MWHS 120 Tietjen, l.
SP N3741 KA Wed 3/4-4/22 $69
MWHS 7-9pm MWHS 120 Tietjen, l.

www.sunyorange.edu/ce 31
For more information, call (845) 341-4890
Enrichment > Youth Programs

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

FA N9036 OA Sat 9/13-11/8 $59
MDTN 9:10-15am HU 201 Estronza-Flores, M.

SP N9036 OA Sat 2/21-4/18 $59
MDTN 9:10-15am HU 201 Estronza-Flores, M.

**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.

FA N9037 OA Sat 9/13-11/8 $59
MDTN 10:30-1:45am HU 201 Estronza-Flores, M.

SP N9037 OA Sat 2/21-4/18 $59
MDTN 10:30-1:45am HU 201 Estronza-Flores, M.

**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 required. 8 sessions.

FA N9144 OA Sat 9/13-11/8 $59
MDTN 10:30-11:45am OH 23 Wilbur, D.

SP N9144 OA Sat 2/21-4/18 $59
MDTN 10:30-11:45am OH 23 Wilbur, D.

**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.

FA N9223 OA Sat 9/13-11/8 $59
MDTN 10:30-11:45am SSC Café Topps, C.

SP N9223 OA Sat 2/21-4/18 $59
MDTN 10:30-11:45am SSC Café Topps, C.

**Drawing for the Holidays (6-12 years)**
Students will create a variety of pictures on Fall holiday themes. Purchase of supplies extra. 8 sessions.

FA N9256 OA Sat 9/13-11/8 $59
MDTN 9:30-11:15am HA 207 DeMaio, C.

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

FA N9258 OA Sat 9/13-11/8 $59
MDTN 10:30-11:45am HA 207 DeMaio, C.

SP N9258 OA Sat 2/21-4/18 $59
MDTN 10:30-11:45am HA 207 DeMaio, C.

**Drawing for Beginners (6-12 years)**
Using elements of art -- line, shape, color, texture, space, form and value -- learn to draw. Purchase of supplies extra. Bring white drawing pad, pencils and eraser to first class session. Other supplies to be discussed in class. 8 sessions.

SP N9257 OA Sat 2/21-4/18 $59
MDTN 9:30-11:15am HA 207 DeMaio, C.

Enrichment > Special Programs

**College Music**

**Mixed Chorus**
FA N6523 OA Tue Thu 8/25-12/11 $0
MDTN 2-2:50pm OH 23 Damaris, C.

**Chamber Ensemble**
FA N6527 OA Thu 8/25-12/11 $0
MDTN 6-7:45pm PT Theater Clark-Moore

**Orchestra**
FA N6528 OA TBA 8/25-12/11 $0
MDTN 8-9:45pm PT Theater Clark-Moore

**Band**
FA N6529 OA TBA 8/25-12/11 $0
MDTN 7-8:45pm PT Theater Scott

**Madrigals**
FA N6531 OA TBA 8/25-12/11 $0
MDTN 3-3:50pm OH 23 Damaris, C.
Enrichment > Special Programs

FREE Workshops offered this fall by the Hudson Valley Federal Credit Union at the Newburgh Extension Center

This fall SUNY Orange is featuring FREE workshops offered by experts in their respective fields that will cover topics on Saving and Budgeting, Credit, Real Estate and Investing. Two FREE workshops, each taught by HVFCU employees, will be offered.

View the workshop offerings and dates below. You must RSVP by calling Ellen Stoneham at 341-4543 to reserve a seat (limit of 18 participants).

Room 111 Newburgh Extension Center

Sept 24 6PM-8:30

Saving Strategies and Budgeting Goals
Learn how to establish and maintain healthy finances. Topics include: Tracking Income and Expenses, Budgeting and Setting Goals.
Instructors: Michael Valentino & Kathy Ferrusi

Credit and You
Learn how to manage your credit wisely. Topics include: Defining Credit, The Cost of Credit, How to Apply for Credit and Credit Repair.
Instructor: Kevin Dier

Oct 1 6PM-8:30

Real Estate
Find out about real estate loans and home buying. Topics include: Shop for loans and houses in advance and checking your credit before you shop.
Instructor: Cathy Kantrowitz

Investments
We will cover Beginning Strategies for Successful Investing where you will discover the rules that help systematically build and protect your wealth.
Instructor: Jeff Thatcher

Workforce Development Education

If you are unemployed, a dislocated or a displaced worker, you may be eligible to receive funding to cover the costs of select courses and certificate programs. As an eligible training provider under the federal Workforce Investment Act, SUNY Orange’s Workforce Development Education offers programs and services that are covered by special training vouchers.

Our programs offer job readiness courses and career preparation programs, classes and services to provide participants with the skills needed to meet the demand of today’s workplace.

SUNY Orange, in both Middletown and Newburgh, is a partner in the Orange County Workforce Development System, Orange Works.

Our programs include:
• Business/Office Technologies
• Computer
• Health Occupations
• Transportation
• Law Enforcement

If you would like more information, call the Workforce Education Office at 845-341-4543 or 845-341-4532.

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

Orange Works
33 Fulton Street, 3 Washington Center
2nd Floor Maple Building, 4th Floor
Middletown, NY 10940 Newburgh, NY 12550
(845) 346-1100 (845) 568-5090
FAX (845) 346-1107 FAX (845) 568-5381

For more information, call (845) 341-4890
Sometimes you need more than the standard business writing training.

SUNY Orange gets the real world of business training.

"I participated in this workshop when I first began my career in County Government. To this day I feel it was one of the best and most valuable training programs I have ever attended. There isn’t a day that goes by on the job that I don’t use one of the skills that I learned or refined in the program. I recommend it highly!"

- SUNY Orange Business Solutions Client Chris Ashman, Commissioner Orange County Department of Mental Health

Writing That Works: Customized Business Writing Training for Your Organization

SUNY Orange
845-341-4718
www.sunyorange.edu/cape
We are a community of learners dedicated to reaching out to all citizens of Orange County to enrich their lives through the highest-quality education possible. Intellectual rigor, personal commitment and enhanced citizenship distinguish a SUNY Orange education which will enhance students’ economic opportunities, deepen their appreciation of culture and of their place in history while broadening their sense of responsibility in a democratic society.

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

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

Founded 1950
Accredited by the Middle States Association of Colleges and Secondary Schools
An Equal Opportunity/Affirmative Action College

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

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 Newburgh Extension Center (Key Bank Bldg)
One Washington Center, Newburgh

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

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

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

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

Best Routes to Newburgh Free Academy (NFA)
From the New York State Thruway: Take Exit 17 (Newburgh) to route 17K. Make left onto 17K and go nine traffic lights. Make a left onto Fullerton Ave. Go four blocks to South St. NFA is on the left.

From Middletown: Take Route 84 East to Exit 10 - Route 9W. Make a right at the exit. Go to third traffic light (VFW Bldg. on corner). Make a right onto North St. South. Follow North St., bear left and go through traffic light onto Fullerton Ave. NFA is two blocks down on the right.

From Beacon: Take Route 84 across Newburgh Beacon Bridge to Exit 10 (South). Go to 9W. At the fourth traffic light make a right onto North St. (VFW on corner). Make a right onto North St. Follow North St., bear left and go through traffic light onto Fullerton Ave. NFA is two blocks down on the right.

From Cornwall: Follow Route 9W North through Broadway. Continue on route 9W to intersection of South St. (Downing Park on the right.) Make a left onto South St. and follow to the intersection of Fullerton Ave. NFA is on the right.

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

Best Route 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 Newburgh Extension Center (Key Bank Bldg)
One Washington Center, Newburgh

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

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

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

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

Best Routes to Monroe-Woodbury High School
From Middletown: Rt. 17 to Exit 131; left to light. Turn left at light onto Ninninger 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 Ninninger Road. (Then same as from Middletown.)

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

From Route 17 East (South): Follow Route 17 East until you get to Exit 124 (Florida and Goshen) and follow Florida - 17A. Go through two lights in Florida and continue on Route 17A and 94 until you reach Warwick. At the second light, make a right onto West Street and continue until you come to a red light. Go through the light, continue on until you reach the second big building on the left.
General Information

Tuition and Fees
Registration is done a first come first serve basis. The tuition is listed for each course listing. There is a $2 Insurance Fee for each student per semester which is mandatory. Returned checks will incur a $25 fee per check returned. Foreign check handling fee per check will be $10.

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

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

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

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

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

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

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. 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
The College will make every effort to accommodate emergency situations that may occur such as severe weather conditions, a facility issue or instructor illness. 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 towards course tuition for selected non-credit courses. You must obtain that coupon from the Continuing and Professional Education office prior to registering. Please call 845-341-4890.

College Closing and Delay
For updated college closing and delay information, phone the College at 845-344-6222 for recorded voice information or look on the web at www.suny-orange.edu. You may also sign up for automatic email notification of college closings and delays at www.sunyorange.edu/alert. See page 36 for more information.
Five Ways to Register:

Register Early! 845-341-4890

1. **Online**
   - [www.sunyorange.edu/ce](http://www.sunyorange.edu/ce)

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

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

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

5. **Fax**
   - Fax registration form to 845-341-4897.
Fast Track Your CASAC Credential

Credentialed Alcoholism and Substance Abuse Counselor (CASAC)
This is a comprehensive training program meeting the established minimum 350 clock-hour education requirement to become a Credentialed Alcoholism and Substance Abuse Counselor.

Classes begin September 2008!

"My teachers are dedicated and very passionate about what they teach. The wealth of information, wisdom and enthusiasm they bring to the classroom has helped me realize I can make a real difference in people’s lives by becoming a Credentialed Alcoholism and Substance Abuse Counselor."

L. Muniz, CASAC student

Call 845-341-4993 to get your new career as a CASAC started.
See page 10 for more information.