Invest in Yourself

SUNY Orange means investing in people. It means maintaining our commitment to education. It means helping you prepare for success, so that you can achieve. It means challenging you to dream big dreams and work hard to make them come true.

Go ahead, turn the page and discover your potential!

We recently lowered the price on a select number of courses (excluding materials or book fees). Try something new and stretch your horizons.

Here is a partial list:

**Technology**

**Basic Microsoft Word 2007**
Master the basics of this powerful word processing program. Page 6 [save $20]

**Basic Microsoft Excel 2007**
Learn how to build, edit and format spreadsheets. Page 6 [save $20]

**English as a Second Language** (Now only $10)

**ESL Level I**
Get introduced to grammar, vocabulary, reading, writing, speaking and listening. Page 25 [save $40]

845-341-4890
www.sunyorange.edu/ce
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New Courses

Photovoltaics Installer Certification
Get in on a ground floor opportunity
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Geothermal Installer Certification
Learn to install a money saving option
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Solar Thermal Installer Certification
Get industry certified as an installer
pg. 5

CASAC - Fast Track Day Program
Complete all required hours in 9 months!
pg. 17

GED
Obtain your GED and advance your career
pg. 27

La Computadora - Los Básicos
Aprenda a usar la computadoras
pg. 27

Start & Run a Home Based Food Business
Turn you kitchen into a lucrative business
pg. 22

Vea la página 25 para información en español, sobre nuestros programas de ESL.
New Green Technology Training

With the increasing demand for renewable energy and sustainability, SUNY Orange has developed several training programs to tap into this green revolution. Key among these efforts are Photovoltaics Installer’s Course, Geothermal and Solar Thermal design and installation.

These programs are designed for those wishing to start a career in this growing field, professionals looking to expand their skills and credentials, and homeowners, or anyone interested in learning about current technology and practice in the area of sustainable living.

For more information and to register, contact:
Lou DeFeo at (845) 341-4532 or Ellen Stoneham at (845) 341-4543.

New Photovoltaics Installer’s Course - NABCEP Approved

Learn the basics of how to site, design, and install a photovoltaic (PV) system! This course includes sizing systems for both grid-connected and off grid PV systems. Learn about the solar resource, the problems associated with shading and what is the best orientation and tilt for PV arrays. Discuss the basic sizing and design of systems to serve a given electrical load. Learn safety procedures for installers and study the electrical code for PV systems in detail. Study various mounting systems for PV arrays and how they affect roofs. Includes a hands-on installation of a PV system! Students completing this course may sit for the NABCEP exam. 5 sessions.

Prerequisites: High School diploma; must be able to do simple arithmetic calculations; must have basic understanding of electricity including familiarity with volts, amps, and AC wiring.

Course Notes: Specially prepared course notes will be provided. Optional text is Photovoltaics Systems, Jonathan F Gosse ($75 approx)

Materials Needed: Scientific calculator, volt/amp meter for AC and DC voltage, AC and DC current of at least 20 amps.

NABCEP Entry Level of PV Systems Exam: You may sit for this exam after completion of the NABCEP Photovoltaics (PV) Installer’s course. Test dates to be determined. Fee: $99.

FA N9183 OA Sat 10/3-10/31 MDTN 8am-4pm $599
HA 101 O’Reilly, T.

New Geothermal Installer Certification

This IGSHPA Accredited Installation Course focuses on the installation of geothermal heating and cooling systems. The course combines classroom learning with hands-on experience. A step by step example of a local closed loop system designed for residential applications is covered as well as geothermal marketing and sales for small and large companies. The course includes an open book exam for accreditation as a geothermal installer. Course tuition includes manuals and books. This 4 session class is 24 hours long.

Accreditation: Upon successful completion of the workshop and passing the International Ground Source Heat Pump Association (IGSHPA) open book exam, you will be issued an IGSHPA accreditation as an installer of GSHP systems.

Your Instructor: Warren (Trey) Austin III, P.E., Certified GeoExchange Designer, Certified Energy Mgr., Geo-Energy Services, Centennial, Colorado

FA I9181 IA Sun Thu Fri Sat 11/5-11/8 MDTN 5:30-9:30pm LIB 221 $1249
5:30-9:30pm 8am - 5pm Austin, T.
- Thursday & Friday, 5:30-9:30pm
- Saturday, 8am - 5pm
- Sunday, 8am - 12pm
Technology > Green Technologies & Sustainability

New Solar Thermal: Solar Hot Water System Design

This three day course for contractors, engineers, plumbers, builders, trades people, architects, students and homeowners will lead to NABCEP Solar Thermal Certification. Today’s solar systems are reliable and efficient but must be customized for each client’s unique hot water system design. Solar thermal system design and installation capability can be a profitable addition to your list of services.

Day 1 provides a detailed understanding of solar hot water systems, their components and design and includes northeast solar resources, client British Thermal Unit (BTU) need determination and solar loop design options.

Day 2 will cover collectors, roof attachments, recharging old systems, heat exchange considerations and solar business issues.

Day 3 will be a review, tankage options, solar financing, code matters and integration of solar storage with existing and new domestic hot water and space heat systems on-site.

Your course tuition includes course materials. Registration is required 2 weeks prior to the start of class as reading will be assigned before the first session. Homework will be assigned between classes as well.

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

FA I9182 IA Thu Fri Sat 9/24-9/26 $499
MDTN 12-6pm LIB 221 Ferris Wyman, B., Skinner, P.

Last day to register is 9/9/09.

New Solar Thermal for Homeowners

Today’s solar systems are reliable and efficient, but must be customized for each homeowner’s unique hot water system. Knowledge of Solar Thermal design can be a money saving addition to your list of home improvement priorities. This introductory course is intended for homeowners who have a basic knowledge of hot water systems and would like to have a more detailed understanding of solar hot water systems, their components and design. Topics include northeast solar resources, client British Thermal Unit (BTU) need determination and solar loop design options. 1 session.

FA N9184 OA Thu 9/24 $199
MDTN 12-6pm LIB 221 Ferris Wyman, B.

Limited number of seats available.

New Green Technology for Your Home

Learn how to make your home greener through technology and save money. Get the needed information about available technologies and tools to make new and existing homes more energy efficient. We will discuss solar, geothermal, wind, the building envelope, Energy Star and the Zero Energy Home. The class will be taught by Emma Gonzalez-Laders, RA, LEED AP. 2 sessions.

FA N4207 TA Tue Thu 9/15-9/17 $59
NBG 6:30-8:30pm TWR 111 Gonzalez-Laders, RA

SP N4207 TA Tue Thu 2/2-2/4 $59
NBG 6:30-8:30pm TWR 111 Gonzalez-Laders, RA

New Bioregionalism: Ecological Living

Learn ecological design principles through field work. History of patterns of land use, food production, resource management and US economy. How is our well being interwoven with the well being of our ecosystems? Discussions of diverse food production strategies. Field work will include practicing gardening techniques such as bio-intensive, permaculture, organic and biodynamic, and ecological restoration work. Purchase of Textbook required. 6 sessions.

FA N9439 OA Thu 11/5-12/10 $159
MDTN 6-9pm HA 207 Faust, A.
# Technology > Introductory Computers

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

### Middletown
- **FA I8626 IA**
  - Tue Thu
  - 9/1-9/15
  - MDTN
  - 6:30-9:30pm
  - HA 114
  - Galligan III, V.
  - No class 9/8/09.

- **SP I8626 IA**
  - Tue Thu
  - 1/5-1/14
  - MDTN
  - 6:30-9:30pm
  - HA 114
  - Bell, J.

### Newburgh
- **FA I8626 TA**
  - Tue Thu
  - 9/15-9/24
  - NBG
  - 6:30-9:30pm
  - TWR 211
  - Harris, C.

## Technology > Microsoft Office

### Basic Microsoft Word 2007
Master the basics of this powerful word processing program. You will learn to create, save, and print documents and become familiar with editing features including formatting text and paragraphs, and creating and formatting tables. Prerequisite: Knowledge of Windows. Purchase of textbook required. 4 sessions.

### Middletown
- **FA I8627 IA**
  - Mon Wed
  - 10/7-10/21
  - MDTN
  - 6:30-9:30pm
  - HA 114
  - Ruggiero, S.
  - No class 10/12/09.

- **SP I8627 IA**
  - Mon Wed
  - 1/6-1/20
  - MDTN
  - 6:30-9:30pm
  - HA 114
  - Weiss, R.

### Newburgh
- **FA I8627 TA**
  - Mon Wed
  - 9/14-9/23
  - NBG
  - 9am-12pm
  - TWR 211
  - Loiola, M.

- **FA I8627 TB**
  - Mon Wed
  - 10/6-10/15
  - NBG
  - 6:30-9:30pm
  - TWR 211
  - Harris, C.

- **FA I8627 TC**
  - Mon Wed
  - 11/2-11/11
  - NBG
  - 9am-12pm
  - TWR 211
  - Loiola, M.

- **SP I8627 TA**
  - Tue Thu
  - 1/19-1/28
  - NBG
  - 6:30-9:30pm
  - TWR 211
  - Harris, C.

### Intermediate Microsoft Word 2007
Continuing what you learned in the Basic Microsoft Word class, the instructor will walk you through advanced formatting and desktop publishing features including inserting graphics, creating a web page, merging Word documents, and working with templates. Prerequisite: Basic Microsoft Word or equivalent knowledge. Purchase of textbook required. 4 sessions.

### Middletown
- **FA I8710 IA**
  - Mon Wed
  - 9/21-9/30
  - MDTN
  - 6:30-9:30pm
  - HA 114
  - Galligan III, V.

- **SP I8710 IA**
  - Tue Thu
  - 1/26-2/4
  - MDTN
  - 6:30-9:30pm
  - HA 114
  - Bell, J.

### Newburgh
- **FA I8710 TB**
  - Sat
  - 10/3-10/24
  - NBG
  - 9am-12pm
  - TWR 211
  - Harris, C.

# Technology > Microsoft Office

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

### Basic Microsoft Excel 2007
Learn how to build, edit and format spreadsheets. You will become skilled in working with formulas and functions while creating the ‘What-If-Analysis’ with scenarios. Prerequisite: Knowledge of Windows. Purchase of textbook required. 4 sessions.

### Middletown
- **FA I9153 IA**
  - Mon Wed
  - 8/31-9/14
  - MDTN
  - 6:30-9:30pm
  - HA 114
  - Thurtle, C.

- **FA I9153 IB**
  - Tue Thu
  - 12/1-12/10
  - MDTN
  - 6:30-9:30pm
  - HA 114
  - Thurtle, C.

### Newburgh
- **FA I9153 IA**
  - Mon Wed
  - 10/7-10/15
  - NBG
  - 9am-12pm
  - TWR 211
  - Harris, C.

- **FA I9153 TB**
  - Tue Thu
  - 11/2-11/11
  - NBG
  - 6:30-9:30pm
  - TWR 211
  - Harris, C.

Check out our website for new and additional classes and to register online: [www.sunyorange.edu/ce](http://www.sunyorange.edu/ce)

For more information, call (845) 341-4890
Intermediate Microsoft Excel 2007
Enhance your worksheet experience. You will learn how to manage data and analyze it using the built in Excel functions as well as work with multiple worksheets at once. You will also be introduced to analyzing and sharing Excel files and incorporating Web information. Prerequisite: Basic Microsoft Excel. Purchase of textbook required. 4 sessions.

Middletown
FA I8711 IA Mon Wed 10/28-11/9 6:30-9:30pm $120
MDTN HA 114 Ruggiero, S.

SP I8711 IA Mon Wed 2/3-2/15 6:30-9:30pm $120
MDTN HA 114 Weiss, R.

Newburgh
FA I8711 TA Mon Wed 10/5-10/19 9am-12pm $120
NBG TWR 211 Loiola, M.

FA I8711 TB Sat 10/31-11/21 9am-12pm $120
NBG TWR 211 Harris, C.

FA I8711 TC Mon Wed 11/30-12/9 9am-12pm $120
NBG TWR 211 Loiola, M.

SP I8711 TA Sat 2/6-2/27 9am-12pm $120
NBG TWR 211 Harris, C.

Intermediate Microsoft Access 2007
Build upon your knowledge of Access and learn key rules of database design. You will be provided with an in-depth study of creating multiple table queries, developing forms and subforms, using data with other applications, and create advanced queries. Prerequisite: Basic Microsoft Access. Purchase of textbook required. 4 sessions.

Middletown
FA I8778 IA Mon Wed 11/30-12/9 6:30-9:30pm $120
MDTN HA 114 Weiss, R.

Newburgh
FA I8778 TA Tue Thu 12/1-12/10 6:30-9:30pm $120
NBG TWR 211 Harris, C.

Basic Microsoft PowerPoint 2007
Create polished and professional looking presentations using PowerPoint. You will learn to develop eye-catching presentations suitable for any business function. Enhance the visual impact of your presentation by using text, charts, clip art/photos, and organizational charts. Prerequisites: Windows and Basic Microsoft Word. Purchase of textbook required. 4 sessions.

Middletown
FA I8691 IA Mon Wed 11/11-11/23 6:30-9:30pm $79
MDTN HA 114 Randolph, J.

SP I8691 IA Tue Thu 11/10-11/19 6:30-9:30pm $79
MDTN HA 114 Randolph, J.

Newburgh
FA I8691 TA Tue Thu 11/10-11/19 6:30-9:30pm $79
NBG TWR 211 Harris, C.

SP I8691 TA Sat 1/9-1/30 9am-12pm $79
NBG TWR 211 Harris, C.

Introduction to Print and Website Technology
Familiarize with the design, formatting, delivery, and archiving of business and personal documents (reports, catalogs, Web content, etc.), for printing, for uploading to a website, or for delivery on a CD. Take the mystery out of what works and what doesn’t when it comes to text, data, graphic, and other types of files. Students will familiarize with Word, desktop programs, graphics files and software, PDFs, and other media related programs. Knowledge of PC & Windows required. 6 sessions.

FA I9180 IA Fri 9/18-10/23 6:30-9:30pm $129
MDTN HA 114 Dahl, F.
A+ PC Service Technician
This hands-on course will help prepare you for the CompTIA A+ certification. You’re 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, lectures 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 9/21-1/25 $799
NBG 6:30-9:30pm TWR 110 Antunovich, J.
No class 12/21/09 to 1/10/10. Class resumes 1/11/10.

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.
FA I8446 TA Tue Thu 9/22-1/19 $799
NBG 6:30-9:30pm TWR 110 Carpentieri, K.
No class 12/21/09 to 1/10/10. Class resumes 1/12/10.

Security+
This course is designed to provide students with the fundamentals of security, and to help prepare for the CompTIA Security+ exam. It covers material related to general security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security.
At the end of this course, students will be able to demonstrate knowledge of security threats, understand communication and infrastructure security, cryptography, access control and authentication and prevent against external attack. Students will gain knowledge of operational and organizational security. Prerequisites: Thorough knowledge of TCP/IP, Network+ Certification or equivalent knowledge and experience. Purchase of textbook required. 84 hours. 28 sessions.
FA I9172 TA Mon Wed 9/28-2/1 $799
NBG 6:30-9:30pm TWR 123 Baez, G.
No class 12/21/09 to 1/10/10. Class resumes 1/11/10.

Technology > Information Technology & Certification

Introduction to HTML
This course provides hands-on instruction in the use of HTML (HyperText Markup Language) the language in which all web pages are written. You will learn how to create your own web pages with text, links, images and tables as well apply layout techniques. This course serves as a foundation and prerequisite for all other web development courses. Prerequisites: Knowledge of the PC, Windows and the Internet. Purchase of textbook required. 7 sessions.
FA I8535 IA Fri 10/9-11/20 $375
MDTN 9am-1pm HA 114 Weiss, R.

Intermediate HTML
This is a continuation of Introduction to HTML. You will explore web design and be introduced to scripting for HTML. In addition, you will learn Dynamic HTML (DHTML) including topics such as controlling content, positioning, and structuring data. Prerequisite: Introduction to HTML. Purchase of textbook required. 7 sessions.
FA N9179 IA Fri 12/4-1/29 $375
MDTN 9am-1pm HA 114 Weiss, R.

Building Websites with Macromedia Dreamweaver
This course is an introduction to using Macromedia Dreamweaver to create and manage websites. You will learn how to build websites from scratch, format text, create links, use images, build navigation menus and set up tables for sophisticated layout. Prerequisite: Introduction to HTML or equivalent knowledge. Purchase of textbook required. 6 sessions.
SP I8536 IA Fri 2/12-3/19 $375
MDTN 9am-1pm HA 114 Weiss, R.

Check out our website for new and additional classes and to register online: www.sunyorange.edu/ce
Technology > Web Design & Graphic Design

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

FA I8847 IA Sat 9/12 $120
MDTN 9am-4pm HA 114 St. Martin, M.
SP I8847 IA Sat 1/23 $120
MDTN 9am-4pm HA 114 St. Martin, M.

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

FA I8848 IA Sat 9/19 $120
MDTN 9am-4pm HA 114 St. Martin, M.
SP I8848 IA Sat 1/30 $120
MDTN 9am-4pm HA 114 St. Martin, M.

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

FA I9057 IA Sat 9/26 $120
MDTN 9am-4pm HA 114 St. Martin, M.
SP I9057 IA Sat 2/6 $120
MDTN 9am-4pm HA 114 St. Martin, M.

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

FA I9058 IA Sat 10/3 $120
MDTN 9am-4pm HA 114 St. Martin, M.
SP I9058 IA Sat 2/13 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Flash Basics
Using the industry-leading software for creating interactive websites and animated graphics, learn: how Flash works, the tools and workspace, use the timeline and keyframes to create motion, build graphic symbols, modify colors, use gradients and dissolves, work with multiple layers, create a rotating logo and a flashing banner ad. Prerequisites: Firm knowledge of the PC, Windows and the Internet. 1 session.

FA I9086 IA Sat 10/17 $120
MDTN 9am-4pm HA 114 St. Martin, M.
SP I9086 IA Sat 2/27 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Flash Intermediate
Learn to create an all-Flash website with an interactive buttons, building and using Button symbols, assigning names to keyframes, writing ActionScript code to make the site function, animating masks and graphics, key techniques of file management and effective use of the Flash library for building sites. Prerequisite: Flash Basics. 1 session.

FA I9087 IA Sat 10/24 $120
MDTN 9am-4pm HA 114 St. Martin, M.
SP I9087 IA Sat 3/6 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Flash Advanced (Visual)
Learn to build and create Movie Clip symbols, (independent movies-within-the-main-movie), adding sound, adding video, creating a flv (Flash Video component) and adding an interface for interactive control of the video clip, just like You Tube. Prerequisite: Flash Intermediate. 1 session.

FA I9088 IA Sat 10/31 $120
MDTN 9am-4pm HA 114 St. Martin, M.
SP I9088 IA Sat 3/13 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Flash Advanced (Scripting & Game Building)
Complex interactivity. Learn to control movie clips applying drag-and-drop and keystroke detection and to detect collisions between movie clips using conditional actions. Concludes with creating your own interactive games from your own drawings. Prerequisite: Flash Advanced (Visual). 1 session.

FA I9089 IA Sat 11/7 $120
MDTN 9am-4pm HA 114 St. Martin, M.
SP I9089 IA Sat 3/20 $120
MDTN 9am-4pm HA 114 St. Martin, M.
Adobe 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 the PC, Windows and the Internet. 1 session.

FA I9167 IA Sat 11/14 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Adobe 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: Adobe Dreamweaver Basic or equivalent knowledge. 1 session.

FA I9168 IA Sat 11/21 $120
MDTN 9am-4pm HA 114 St. Martin, M.

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

FA I9140 IA Sat 12/12 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Healthcare > Medical Transcription Online
Become a medical transcriptionist through online learning!

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

At the end of this program you will be familiar with medical terminology, know how medical words are “built”, have a basic understanding of anatomy, disease, pharmacology and basic acute care. You will have built your speed and efficiency on the keyboard, you will know how to build a medical record, and how to produce clinic notes.

This program will give you practice assignments, quizzes and many types of exercises to build your speed and understanding. You will receive an automated evaluation of your transcribed reports against a standard key. You will have access to Questions & Answers related to your study, a chat room for discussion with other students, student and technical support through email and a toll free number, personal employment consultations, an employment referral guide which shows potential employers such as transcription services and contractors across the U.S.

After graduation from the program, your access to the Help hotline will continue for a year. Program starts September 22, 2009!

FA N9427 DA Online 9/22/09-9/22/10 $1875

Open House August 14 — call for information
Healthcare > Pharmacy Technician

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

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

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

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

<table>
<thead>
<tr>
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<th>Days &amp; Times</th>
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<th>Tuition</th>
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<td>9/1-12/3</td>
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No class 9/8/09, 10/13/09 & 11/27/09.

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Healthcare > Medical Billing & Coding Online

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
- Medical Billing Online
- Medical Coding Online
- Advanced CPT Online
- Advanced ICD-9 Online
- Certification Exam Review Online

This program is a combination of an electronic material download and online curriculum. You must have access to a computer and an email address. Unless you have equivalent experience, courses should be taken in order. If this is your first online class, it is recommended to take one. Otherwise, you are advised to take no more than 2 courses at a time.

You must be registered at least two weeks in advance of the class start date to insure proper online course setup. Purchase of textbook and electronic material download are required. Just prior to the start of the class, you will be contacted by the instructor for textbook and electronic material download ordering information.

Please note that purchase 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.
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 course materials required. 39 hours.

FA I9103 DA 8/31-11/13 $195
Online Hess, B.
Last day to register 8/14/09.

SP I9103 DA 2/1-4/16 $195
Online Hess, B.
Last day to register is 1/15/10.

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. (Electronic materials—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 course materials required. 39 hours.

FA I9104 DA 8/31-11/13 $195
Online Hess, B.
Last day to register is 8/14/09.

SP I9104 DA 2/1-4/16 $195
Online Hess, B.
Last day to register is 1/15/10.

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 course materials and textbooks required: ICD-9, Volume 1 & 2 and CPT Manual. 39 hours.

FA I9108 DA 8/31-11/13 $195
Online Hess, B.
Last day to register is 8/14/09.

SP I9108 DA 2/1-4/16 $195
Online Hess, B.
Last day to register is 1/15/10.

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 course materials and CPT Manual required. 39 hours.

FA I9109 DA 8/31-11/13 $195
Online Hess, B.
Last day to register is 8/14/09.

SP I9109 DA 2/1-4/16 $195
Online Hess, B.
Last day to register is 1/15/10.

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 course materials and ICD-9 Volume I & 2 required. 39 hours.

FA I9110 DA 8/31-11/13 $195
Online Hess, B.
Last day to register is 8/14/09.

SP I9110 DA 2/1-4/16 $195
Online Hess, B.
Last day to register is 1/15/10.

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 course materials required. CPT & ICD-9 Coding Manual required. 39 hours.

FA N3024 DA 8/31-11/13 $260
Online Hess, B.
Last day to register is 8/14/09.

SP N3024 DA TBA 2/1-4/16 $260
Online Hess, B.
Last day to register is 1/15/10.

For more information, call (845) 341-4890
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-Fault, Worker’s Compensation, HMO’s, among others. Purchase of textbook required. 10 sessions.

FA N3019 IA Mon Wed 11/2-1/6 $369
MDTN 7-10pm HA 114A Walker, K.
No class 11/12/09, and 12/21/09 to 1/4/10. Class resumes 1/6/10.

FA N3019 TA Mon Wed 11/9-1/20 $369
NBG 6:30-9:30pm TWR 211 Sullivan, E.

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

SP N3022 IA Mon Wed 1/20-2/22 $279
MDTN 7-10pm HA 114A Walker, K.
SP N3022 TA Mon Wed 1/25-2/24 $279
NBG 6:30-9:30pm TWR 211 Sullivan, E.
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 Sat 9/19 $75
MDTN 1-5pm BT 208 Palermo, L.
FA N3050 OB Sat 11/21 $75
MDTN 1-5pm BT 208 Palermo, L.
SP N3050 OA Sat 1/9 $75
MDTN 1-5pm BT 264 Palermo, L.
SP N3050 OB Sat 2/27 $75
MDTN 1-5pm BT 264 Palermo, L.

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 10/24 $249
MDTN 8am-5pm BT 206 All County Care, M.
SP N3047 OA Sat 1/30 $225
MDTN 8am-5pm HA 114A All County Care, M.

Healthcare > Nursing

Have you been thinking of taking courses to get your 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 – one complete module in one semester! Its even possible to complete the entire program in less than one year! New classes begin every month!

See page 17.

Would you like to earn an insurance discount?

We offer the 6-hour defensive driving course which results in a 10% liability and collision auto insurance discount. See page 28.

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)

FA N3043 OA Sat 9/12 $239
MDTN 8am-5pm BT 206 All County Care, M.
FA N3043 OB Sat 10/17 $239
MDTN 8am-5pm BT 206 All County Care, M.
FA N3043 OC Sat 11/14 $239
MDTN 8am-5pm BT 206 All County Care, M.
FA N3043 OD Sat 12/5 $239
MDTN 8am-5pm BT 206 All County Care, M.
SP N3043 OA Sat 1/16 $239
MDTN 8am-5pm HA 114A All County Care, M.
SP N3043 OB Sat 2/6 $239
MDTN 8am-5pm HA 114A All County Care, M.

Basic EKG Interpretation Certification

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

FA N3047 OA Sat 10/10 $225
MDTN 8am-5pm BT 206 All County Care, M.
SP N3047 OA Sat 1/30 $225
MDTN 8am-5pm HA 114A All County Care, M.

Physical Assessment Documentation Workshop

For RN’s and LPN’s only. This workshop will review legal views, assessment and documentation of each system, objective vs. subjective documentation, special considerations when assessing geriatric and pediatric patients, documenting changes in your patient’s condition, documenting challenging behaviors, documenting standing Physician’s orders and telephone orders. 1 session.

FA N3073 OA Sat 10/3 $225
MDTN 8am-5pm BT 206 All County Care, M.
SP N3073 OA Sat 1/23 $225
MDTN 8am-5pm HA 114A All County Care, M.

For more information, call (845) 341-4890
**Healthcare > Nursing**

**Service Excellence for the Healthcare Professional**
This seminar will focus on administrative service excellence in the healthcare setting and effectively enhancing the patient’s experience. Learn keys to making a good first impression, tools and techniques for managing patient expectations, and how to ensure positive patient satisfaction and perception. Purchase of textbook required. 2 sessions.

FA N9418 OA Wed 10/7-10/14 $49  
MDTN 6-8pm BT 364  Esch, G., Walker, K

**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)

FA N3056 OA Sat 11/7 $225  
MDTN 8am-5pm BT 206  All County Care, M.

SP N3056 OA Sat 2/27 $225  
MDTN 8am-5pm HA 114A  All County Care, M.

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

FA N3044 OA Sat 12/12 $225  
MDTN 8am-5pm BT 206  All County Care, M.

**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)

SP N3046 OA Sat 2/20 $225  
MDTN 8am-5pm HA 114A  All County Care, M.

**Registered Nurses who specialize in one or more patient care specialties 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

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

FA N3029 OA Tue Thu 10/13-10/27 $199  
MDTN 5-9pm BT 208  Staff

FA N3072 OA Sat 9/19 $225  
MDTN 8am-5pm BT 206  All County Care, M.

FA N3072 OB Sat 11/21 $225  
MDTN 8am-5pm BT 206  All County Care, M.

SP N3072 OA Sat 1/9 $225  
MDTN 8am-5pm HA 114A  All County Care, M.

**Nursing Bridge Course I**
This course is designed for students requesting re-admission to the SUNY Orange nursing program and for LPN’s requesting advanced standing to NUR 102. Content includes current nursing program policies, medication calculations, nursing process, legal and ethical issues in nursing, review of infection control and review of select nursing procedures. There will be graded quizzes, skill performance evaluations and Nursing Care Plans. Students must achieve a grade of 80% on Clinical Calculations Skill exam Level I. Successful completion of this course is required for consideration for admission/readmission into the Nursing Program. Purchase of textbook required.

FA N3044 OA Sat 12/12 $225  
MDTN 8am-5pm BT 206  All County Care, M.

**Nursing Bridge Course II**
This course is designed for LPN students who have successfully completed the Excelsior College exam Maternal and Child Nursing (baccalaureate level only) and are requesting advanced standing into NUR 202. Content includes advanced clinical medication calculations, pediatric/ OB nursing process and review of select nursing procedures. There will be graded quizzes, skill performance evaluations and Nursing Care Plans. Students must achieve a grade of 90% on Clinical Calculations Skill exam Level III. Successful completion of this course is required for advanced standing to NUR 202. Purchase of textbook required.

FA N3074 OA Tue Thu 11/10-11/17 $119  
MDTN 5-9pm BT 208  Staff

www.sunyorange.edu/ce
Regulations specify that a minimum total of 350 education/training clock hours must be acquired in four categories of course work including:

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

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

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

In order to receive a Continuing Education Certificate for the entire CASAC program, an English placement test is 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.

Students who are not able to begin the full module when it begins may register for individual courses which begin each month. For more information call (845) 341-4993.

Meet Our Instructors:

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

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

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

Module I
Overview & Diversity of Treatment Approaches
Alcoholism Primer
Addictions Professional
Psychoactive Drugs
Perspectives of Chemical/Alcohol Dependency
Experiential Workgroup

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

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

CASAC Program Assistant Elizabeth Hession is always happy to answer your questions, help customize a day and/or evening schedule for you and assist you with registration—call her at 341-4993.

“Employment as a Credentialed Alcoholism & Substance Abuse Counselor will grow as more people become comfortable with seeking professional help for a variety of health, personal, and family problems.”
- U.S. Bureau of Labor Statistics

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

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

For more information call 845-341-4993.
Basic Bookkeeping Concepts and Procedures
This comprehensive 75 hour 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. Topics covered will include a basic understanding of the Accounting Equation and the Double Entry Framework, as well as Deferrals and Accruals, Inventory, Internal Controls, Payroll and Depreciation. We will also cover QuickBooks and MS Excel in an accounting context which will prepare you to handle Bookkeeping functions. Purchase of textbooks required. 30 sessions.

FA I9060 TA Tue Thu 9/15-1/19 $599
NBG 6:30-9pm TWR 136 Baez, R.
No class 12/21/09 to 1/10/10. Class resumes 1/12/10.

SP I9060 TA Tue Thu 1/26-5/13 $599
NBG 6:30-9pm TWR 136 Baez, R.

Introduction to QuickBooks Pro 2008
You will begin the class reviewing basic accounting concepts before using the QuickBooks software. Learn 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. Purchase of textbook required and is also used in the Advanced QuickBooks Pro 2008. Prerequisite: Knowledge of PC & Windows. 7 sessions.

FA I8812 TA Tue Thu 9/15-10/6 $199
NBG 9am-12pm TWR 136 Loiola, M.
FA I8812 TB Tue Thu 10/13-11/3 $199
NBG 9am-12pm TWR 136 Loiola, M.
FA I8812 TC Tue Thu 11/10-12/3 $199
NBG 9am-12pm TWR 136 Loiola, M.
SP I8812 TA Tue Thu 1/19-2/9 $199
NBG 9am-12pm TWR 136 Loiola, M.
SP I8812 TB Tue Thu 2/23-3/16 $199
NBG 9am-12pm TWR 136 Loiola, M.

Advanced QuickBooks Pro 2008
This course is a continuation of Intro to QuickBooks Pro 2008 and will cover working with Physical Inventory, using QuickBooks payroll and working with balance sheet accounts. Basic accounting procedures will continue to be covered as well as use of Excel introduced in the Introduction to QuickBooks course. Prerequisite: Introduction to QuickBooks Pro 2008 or equivalent knowledge. 7 sessions.

FA I9178 TA Sat 10/10-11/21 $199
NBG 9am-12pm TWR 136 Loiola, M.
FA I9178 TB Sat 11/7-1/23 $199
NBG 9am-12pm TWR 136 Loiola, M.

No class 11/28/09, and 12/21/09 to 1/10/10. Class resumes 1/16/2010.

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

To many points on your driving record?
We offer the 6-hour defensive driving course which results in up to 4 points being removed from your driving record, plus earns you an insurance discount. See page 28.
Bryant & Stratton

SUNY Orange is partnering with Bryant and Stratton College to offer courses in Insurance and Finance for people looking to start a career as well as professionals looking for continuing education.

To register for these courses, please call 518-437-1802 x. 243 or x. 245.

Classes are held on the Middletown Campus and tuition includes required textbook or materials.

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). Cost of textbook included in tuition.

CE 107, 8:30am-4pm (Friday, 8:30am-4:30pm), $759
Mon-Fri, 9/8-9/23, Middletown, HA 114A
Mon-Fri, 10/5-10/21, Middletown, HA 114A
Mon-Fri, 11/2-11/17, Middletown, HA 114A
Mon-Fri, 12/1-12/16, Middletown, HA 114A
Mon-Fri, 1/5-1/12, 8:30am-5:00pm, Middletown, HA 114A
Mon-Fri, 2/1-2/17, 8:30am-5:00pm, Middletown, HA 114A

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. Courses offered in partnership with Bryant & Stratton College. Tuition includes books/materials.

CE 120, M-Th 8:30am-4pm & Fri 8:30am-4:30pm, $439
Mon-Fri, 8/24-8/28, Middletown, HU 107
Mon-Fri, 9/8-9/12, Middletown, HA 114A
Mon-Fri, 10/6-10/10, Middletown, HA 114A
Mon-Fri, 11/6-11/9, Middletown, HA 114A
Mon-Fri, 12/1-12/5, Middletown, HA 114A
Mon-Fri, 1/16-1/20, Middletown, HA 114A
Mon-Fri, 2/13-2/17, Middletown, HA 114A

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
**Constituency Relationship Management**

The process of advancing the organization in many spheres through a planned, coordinated program of communications, events and activities that enhances the image, increases public awareness and acceptance, and gains friends and resources for the organization while increasing its influence and value to the community. 1 session.

FA N2428 OA  Wed  9/23  $50
MDTN  9am-12pm  LIB 221  Wade, T.

**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  9/30  $50
MDTN  9am-12pm  LIB 221  Ridings, M.
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 organizational members; Improve organizational communications and team effectiveness; and; Deepen commitment to personal, professional, and organizational goals. 1 session.
FA N2449 OA Wed 10/7 $50
MDTN 9am-12pm LIB 221 Spieler, P.

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 10/14 $50
MDTN 9am-12pm LIB 221 Wade, T.

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 10/28 $50
MDTN 3-6pm LIB 221 Grady, D.

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 10/21 $50
MDTN 9am-12pm LIB 221 D’Ambrosio, J., Mannix, K.

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 10/28 $50
MDTN 9am-12pm LIB 221 Chekclick, J.

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 11/4 $70
MTGY 5-9pm CHAMBER D’Ambrosio, J., Heller, G.

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 12/2 $50
MDTN 9am-12pm LIB 221 VanHouten, K.

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 12/9 $50
MDTN 9am-12pm LIB 221 Weddell, T.

Please note that purchase 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.
**Starting a Small Business**

Learn how to start your own business. Using real world situations and cases will help you assess your readiness to start a business. Topics include: Planning a business start-up, securing financing, creating a marketing plan, assessing entrepreneurial skills, seeking professional help for the business. After this course you will have sufficient knowledge of the start-up process to begin planning their own venture. 1 session.

**FA I9066 IA**  
Mon 9/21  $49  
MDTN 6-9pm HA 214 Urmston, D.

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**Strategy & Positioning**

Learn how to craft a business strategy and position your business for success using real world examples. Topics include: Business strategy and positioning, marketing and advertising, where to get help for the business. (Note: Starting a Small Business class is recommended but is not required to take this course. You are encouraged to bring business plans or start-up ideas to the class). 1 session.

**FA I9100 IA**  
Mon 10/19  $49  
MDTN 6-9pm HA 214 Urmston, D.

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**Writing a Business Plan**

This hands-on workshop will teach you 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. You are encouraged to bring a rough draft of a business plan. Small class size is designed to give each person individual attention. 1 session.

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

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**Advertising a Hands-On Approach**

You don’t need to be an artist to create great advertising. You 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 12/7  $49  
MDTN 6-9pm HA 214 Urmston, D.

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**Start & Run a Home Based Food Business**

Do you love to cook? Would you like to earn money doing what you love, making these foods at home? With minimal start-up money anyone can turn their kitchen into a lucrative business. This course will guide you step-by-step through the entire process by learning how to price, label, and package products; how to find customers and keep records; and you’ll begin the process of obtaining the necessary legal permits. If you are unable to operate your home business, alternatives will be discussed. 1 session.

**FA N9437 OA**  
Sat 10/3  $89  
MDTN 8:30am-4:30pm HA 103 Fix, M.
Tractor/Trailer Driver Training (CDL Class A)
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 the College throughout each month. To schedule an intake interview call: 845-341-4532. Most students must finance the cost of this tuition, please call for more information. Your instructor will provide you with a list of required materials to purchase (approx $191).

Required:
You must pass the DMV’s Written Test in order to enter the Tractor Trailer for training purposes.

Daytime (9am-5pm)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Cost</th>
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<td>FA N7512 TA</td>
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Evening (6-10pm)

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<td>SP N7512 TA</td>
<td>1/4-1/29</td>
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<td>$450</td>
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<td>SP N7512 TB</td>
<td>2/1-2/26</td>
<td></td>
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<td>$450</td>
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</tbody>
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Business & Professional > Security Guard-Preparedness

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.

<table>
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<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
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<tr>
<td>FA I8347 IB</td>
<td>10/17</td>
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<td>$59</td>
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</table>

8-Hour Security Guard: Annual Refresher
For Security Guards. This 8-hour class meets NYS requirements to remain in compliance as a security guard. You will receive a certificate after completion. 1 session.

<table>
<thead>
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<th>Start Date</th>
<th>Duration</th>
<th>Cost</th>
</tr>
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<tr>
<td>FA I9083 IB</td>
<td>10/17</td>
<td>8:30am-5pm</td>
<td>$59</td>
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</tbody>
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16-Hour Security Guard On-The-Job Training
NY State Department of Criminal Justice Services requires this 16-hour training for all security guards during their first 90 days of employment. Certificate issued after successful completion of course. Examination required. 2 sessions.

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<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Cost</th>
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<td>8:30am-5pm</td>
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</tbody>
</table>

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

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

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

Business & Professional > Online Courses
SUNY Orange Programa de Inglés Como Segundo Idioma
Ofrece la Calidad y la Selección

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

ESL Class Information
Required textbook can be purchased in class.

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

Repeat ESL students may register in class for the next class, or by phone with a credit card.

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

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

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

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

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.

“Kathy Graf is an energetic teacher full of new ideas… She’s someone who makes you feel good about yourself.”
Adrian Ramos

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

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

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Required textbook can be purchased in class.

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

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

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

Middletown
FA N7993 OA Tue Thu 9/15-12/3 $10
MDTN 6:30-9:30pm LIB 221 Brown, D.
No class 11/5/09

SP N7993 OC Tue Thu 9/15-12/3 $10
MDTN 9:30am-12:30pm LIB 215 Graf, K.
Day Intensive

SP N7993 OB Tue Thu 9/15-12/3 $10
MDTN 6:30-9:30pm LIB 221 Brown, D.

Newburgh
FA N7993 TA Tue Thu 9/15-12/3 $10
NBG 6:30-9:30pm TWR 123 Gehlhoff, K.

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

Middletown
FA N7959 OA Mon Wed 9/14-12/2 $10
MDTN 6:30-9:30pm LIB 221 Gehlhoff, K.

Newburgh
FA N7959 TA Mon Wed 9/14-12/2 $10
NBG 6:30-9:30pm GND 105 Esposito, I.

ESL Level V
This class for advanced students explores grammar, writing and reading skills more intensively for preparation for college study.

Middletown
SP N7960 OA Mon Wed 1/25-4/14 $10
MDTN 6:30-9:30pm LIB 221 Gehlhoff, K.

Newburgh
SP N7960 TA Mon Wed 1/25-4/14 $10
NBG 6:30-9:30pm GND 105 Esposito, I.

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 TA Tue Thu 9/8-10/22 $10
NBG 6-8:30pm GND 105 Graf, K.

FA N7948 OA Mon Wed 9/9-10/28 $10
MDTN 6-8:30pm OH 107 Graf, K.

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

FA N7949 TA Tue Thu 10/27-12/15 $10
NBG 6-9pm GND 105 Graf, K.

FA N7949 OA Mon Wed 11/2-12/16 $10
MDTN 6-9pm OH 107 Graf, K.

Last 3 classes: 5:30-9:30pm

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). Required textbook can be purchased in class. 14 sessions.

FA N7953 TA Tue Thu 9/8-10/22 $10
NBG 8:45-9:45pm GND 105 Graf, K.

FA N7953 OA Mon Wed 9/9-10/28 $10
MDTN 8:45-9:45pm OH 107 Graf, K.

Need to take your road test?
We offer 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 28.

For more information, call (845) 341-4890
Everyday Conversation and Expressions I
Practice speaking in everyday situations. Learn to use essential vocabulary and common expressions necessary for effective communication. Role play daily situations and practice using vocabulary and expressions in real life context. Required textbook can be purchased in class. 14 sessions.

SP N7946 OA Mon Wed 1/25-3/10 $10
MDTN 6-8:30pm OH 107 Graf, K.

SP N7946 TA Tue Thu 1/26-3/11 $10
NBG 6-8:30pm GND 105 Graf, K.

Computer Skills - Basics for ESL Learners
La Computadora - Los Básicos
Aprenda a usar la computadora mientras que está aprendiendo el vocabulario de la computadora en inglés. En siete sesiones, va a aprender: Microsoft Windows, Word, el correo electrónico, y como navegar el Internet. Este curso está diseñado especialmente para los adultos en el nivel bajo-intermedio y mas alto. Required textbook can be purchased in class. 7 sessions.

FA N7955 TA Mon 9/14-10/26 $10
NBG 10am-12pm TWR 124 Graf, K.

SP N7955 OA Mon 1/25-3/8 $10
MDTN 10am-12pm TBA Graf, K.

English GED
It doesn't matter why you didn't finish high school. You still can. Passing the GED test is the equivalent of getting your high school diploma. Find out what's involved, and be on your way to a better job, a degree, or the accomplishment of a dream. It’s never too late. You can do it! Purchase of textbook required. 33 sessions.

FA N9407 TB Tue Thu 9/21-2/10 $10
NBG 6:30-9:30pm TWR 111 Mensah, V.

Spanish GED
Do you need your high school diploma? Do you speak Spanish? If so this program can help you! The Spanish GED class provides GED test preparation in Spanish with a bilingual instructor. Purchase of textbook required. 20 sessions.

FA N9408 TB Tue Thu 9/22-12/3 $10
NBG 6:30-9:30pm GND 109 Zuluaga, J.
Pre-Licensing
The 5-hour course mandated by New York State Department of Motor Vehicles for all New York State Permit holders (4 hours of instruction with a multiple choice test at the end of the course). It addresses seatbelt use, drug & alcohol use, among other topics. Course will result in the issuance of the MV-278 form needed for road test appointment. Bring your permit to class with you. *Refund Policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter.

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

FA N7502 OE Wed 9/2 4-9pm HU 107 Mid-Hudson Safety Expert $38
FA N7502 OA Sat 9/19 9am-2pm BT 201 Mid-Hudson Safety Expert $38
FA N7502 OB Sat 10/17 9am-2pm BT 201 Mid-Hudson Safety Expert $38
FA N7502 OF Tue 10/27 4-9pm HU 208 Mid-Hudson Safety Expert $38
FA N7502 OC Sat 11/21 9am-2pm BT 354 Mid-Hudson Safety Expert $38
FA N7502 OD Sat 12/12 9am-2pm BT 354 Mid-Hudson Safety Expert $38
SP N7502 OA Sat 1/9 9am-2pm BT 354 Mid-Hudson Safety Expert $38
SP N7502 OF Thu 2/18-2/25 6:30-9:30pm BT 203 Kreuter, D. $38
SP N7502 OE Sat 5/8 9am-3:30pm BT 203 Green, D. $38

For more information, call (845) 341-4892
Enrichment > Money & Investing

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 NB Thu 10/1 $29
NBG 8-10pm GND 117 Nathan, R.
FA N7612 NA Sat 10/24 $29
NBG 9-11am TWR 208 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 NB Thu 10/1 $29
NBG 6-8pm GND 117 Nathan, B.
FA N7822 NA Sat 10/24 $29
NBG 9-11am TWR 207 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 NB Thu 10/1 $29
NBG 8-10pm GND 132 Nathan, B.

Secrets Wall Street Does Not Want You To Know When Investing
Learn how not to be ripped off when buying or leasing cars, buying insurance, investigating long term care insurance, investing with or without financial planners and when investing in mutual funds on your own. Gain the confidence to invest on your own or be able to interview financial planners so you can find those who are truly working for you. It is time to take charge of your Money! There is an optional $20 material fee for this class. 1 session.

FA N9434 NB Thu 10/1 $29
NBG 6-8pm GND 132 Nathan, R.
FA N9434 NA Sat 10/24 $29
NBG 11am-1pm TWR 208 Nathan, R.

How to Drastically Cut Costs in Difficult Financial Times
Learn to save money by investing on your own with no-load mutual funds, the benefits of credit unions, buying used cars, saving money when getting a car, home and life insurance and methods to reduce your school and county taxes on your home. There are many ways to save a considerable amount of money and these will be discussed in detail. Also 100’s of money saving websites will be discussed. 1 session.

FA N9435 NA Sat 10/24 $29
NBG 11am-1pm TWR 207 Nathan, B.

Enrichment > Language & Culture

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

FA N6721 OA Wed 9/16-11/18 $125
MDTN 6:30-8:30pm HA 313 Yang, J.
SP N6721 OA Wed 1/27-4/7 $125
MDTN 6:30-8:30pm HA 313 Yang, J.
No class 3/22/10.

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

FA N6722 OA Mon 9/14-11/23 $125
MDTN 6:30-8:30pm HA 313 Yang, J.
No class 10/12/09.
SP N6722 OA Mon 1/25-4/5 $125
MDTN 6:30-8:30pm HA 313 Yang, J.
No class 3/22/10.
**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** 9/14-11/23 $125
- **MDTN 6-8pm** HA 302 Saetta, R.
  - No class 10/12/09.
- **SP N6725 OA Mon** 2/1-4/12 $125
  - **MDTN 6-8pm** HA 105 Saetta, R.
  - No class 3/22/10.

**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** 9/15-11/24 $125
  - **MDTN 6-8pm** HA 105 Saetta, R.
  - No class 10/13/09.
- **SP N6726 OA Tue** 2/2-4/13 $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.

- **Newburgh**
  - **FA N6734 NA Tue** 9/22-12/1 $125
    - **NBG 7-9pm** TWR 111 Romero, M.
    - No class 10/13/09.
  - **SP N6734 NA Sat** 2/20-5/8 $125
    - **NBG 9-11am** TBA Romero, M.

- **Monroe Woodbury High School**
  - **FA N6734 KA Wed** 9/9-11/18 $125
    - **MWHS 7-9pm** MWHS 174 Romero, M.
    - No class 11/11/09.
  - **SP N6734 KA Mon** 2/22-5/17 $125
    - **MWHS 7-9pm** MWHS 174 Romero, M.

**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** 1/26-4/6 $125
  - **NBG 7-9pm** TBA Romero, M.
  - No class 3/23/10.
- **SP N6739 KA Wed** 2/17-5/5 $125
  - **MWHS 7-9pm** MWHS 174 Romero, M.

**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** 9/21-11/30 $125
  - **MDTN 7-9pm** HA 303 Pirez, A.
  - No class 10/13/09.
- **SP N6735 OA Mon** 2/22-5/17 $125
  - **MDTN 7-9pm** MWHS 174 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 Wed** 9/23-12/2 $125
  - **MDTN 7-9pm** HA 303 Pirez, A.
  - No Class 11/26/09.
- **SP N6736 OA Thu** 1/24-4/1 $125
  - **MDTN 7-9pm** HA 303 Pirez, A.

**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** 9/17-11/9 $125
  - **MDTN 7-9pm** HA 203 Conroy, W.
- **SP N6710 OA Thu** 1/24-4/1 $125
  - **MDTN 7-9pm** HA 203 Conroy, W.
Enrichment > Language & Culture

Sign Language 1
You will learn the basic vocabulary, grammar and sentence structure of American Sign Language (ASL). Practice signing and build your skill development while communicating receptively and expressively. Purchase of textbook is required. 10 sessions.

FA N6750 TA Sat 9/19-11/21 $199
NBG 10am-1pm TWR 111 Chapis, N.

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

SP N6751 TA Sat 1/16-3/20 $199
NBG 10am-1pm TWR 111 Chapis, N.

Enrichment > Personal Success

Voice Over: Getting Paid to Talk
Explores the many aspects of voice-over work for television, film, radio, and narration as well as emerging opportunities for voice in multimedia. Learn how to prepare the all-important demo tape as well as how to bypass the competition and get the job. You will listen to professional voice-over recordings and have the opportunity to prepare and read a piece of commercial copy for critique. 1 session.

FA N2234 OA Mon 12/7 $29
MDTN 6:30-9pm HA 302 Creative Voice Development Group

SP N2234 OA Mon 2/8 $29
MDTN 6:30-9pm HA 103 Creative Voice Development Group

Create Your Life Plan
You will define your idea of success, explore your negative and limiting beliefs and see how to take small action steps that will help you get to where you want to be. 1 session.

FA N9416 IA Thu 10/22 $39
MDTN 6-9pm HA 319 Phillips, S.

New
London: The Criminal Justice Tour
Anyone traveling with the college on the London trip spring 2010 must take this CAPE course. We will have four pre-trip lectures by experts in the field. The lectures will involve the common law, comparative law, history, and culture of the historical and modern components of England’s Criminal Justice System. We’ll also brief you on everything you need for this exciting trip. For more info contact Janine Sarbak at 845-341-4349 or janine.sarbak@sunyorange.edu. 4 sessions.

SP N9428 OA Thu 2/4-2/25 $40
MDTN 11am-12:30pm BT 352 Sarbak, J.

New
Historic Preservation Application Workshop
Learn to prepare and submit a national register nomination form. In addition this course will cover various applications of historic preservation in communities, and other regulatory roles of the federal state and local governments. 3 sessions.

FA N9417 OA Wed 9/16-9/30 $98
MDTN 6:30-9:30pm HA 101 Roth, S.

SP N9417 OA Wed 2/10-2/24 $98
MDTN 6:30-9:30pm HA 303 Roth, S.

New
Fleximind for Seniors
Aging doesn’t have to be a bad word! Ease the aging process while enhancing health, wholeness and happiness. Decrease isolation as well as the risk factors associated with being an older adult. Fleximind promotes independence through physical and mental exercises and nutritional/health counseling. 8 sessions.

FA N9430 OA Mon 9/14-11/9 $169
MDTN 6:30-8:30pm BT 117 Phagan, N.

No class 10/12/09.

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.
ZUMBA
Come join us for a “feel happy” workout that is great for both the body and the mind. ZUMBA is a fusion of Latin and International music-high energy and motivating music with unique moves and combinations that allows you to dance away your worries. ZUMBA is based on the principle that a workout should be “FUN AND EASY TO DO”. It is a mixture of body sculpting movements with easy to follow dance steps. 6 sessions.
FA N6499 OA  Sat  9/12-10/31  $29
MDTN  10-11am  PE Studio  Gillespie, D.

Social Ballroom Dancing 1
Learn the basic steps in foxtrot, waltz, lindy, cha-cha, merengue, hustle and polka. Fundamentals are given to make it easy 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  9/8-11/24  $79
MDTN  6:30-8pm  PE Studio  Elia, H., Elia, D.
FA N6501 OB  Thu  9/10-12/3  $79
MDTN  7:15-8:45pm  PE Studio  Elia, H., Elia, D.
SP N6501 OA  Tue  1/26-4/20  $79
MDTN  6:30-8pm  PE Studio  Elia, H., Elia, D.
SP N6501 OB  Thu  1/28-4/22  $79
MDTN  7:15-8:45pm  PE Studio  Elia, H., Elia, D.

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  9/8-11/24  $79
MDTN  8-9:30pm  PE Studio  Elia, H., Elia, D.
SP N6502 OA  Tue  1/26-4/20  $79
MDTN  8-9:30pm  PE Studio  Elia, H., Elia, D.

Beginner’s Guitar
Learn the basic chords, picking patterns, tuning and strumming methods while learning popular songs. Outside practice necessary. Bring an acoustic guitar. Classes for adults only. 10 sessions.
SP N6510 OA  Wed  1/6-3/10  $79
MDTN  7-9pm  OH 111  Conques, J.

Advanced Beginner Guitar
Continue learning guitar in this intermediate level class. Bring an acoustic guitar. Classes for adults only. 10 sessions.
FA N6517 OA  Wed  9/16-11/18  $99
MDTN  7-9pm  HA 210  Conques, J.

Intro to Afro-Cuban Dance
Come and dance to the warm rhythms of Cuba! Learn popular and folkloric dances of Cuba, including rumba, orisha and comparsa (carnival). Each class will begin with stretching exercises. Fun choreography that is a fat-burning workout! No prior dance experience necessary. 8 sessions.
FA N9432 OA  Sat  9/12-10/31  $59
MDTN  11am-12:30pm  PE Studio  Reeder, S.
Intermediate Stained Glass
This class is open to those who've completed Stained Glass for Beginners or who possess basic skills in glass cutting, foiling and soldering. Choose your own project(s) using the copper foil method to create glass panels, boxes, fan lights, etc., or learn to decorate mirrors, birdhouses, etc. using mosaics. Purchase of tools and glass extra. This class will not include instruction in the lead came process. Instructor will provide demonstrations and guidance throughout the class. 8 sessions.
FA N1060 KA Wed 9/9-10/28  $109
MWHS 7-9:30pm MWHS 122 Thomas, K.

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 9/15-11/10  $79
MDTN 7-9pm BT 117 DeMaio, C.
No class 10/13/09.
SP N1164 OA Wed 2/17-4/14  $79
MDTN 7-9pm BT 117 DeMaio, C.
No class 3/24/10.

Drawing for Beginners
Covers the basic concepts of still life drawing: line, contour, shading, 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 9/16-11/4  $79
MDTN 7-9pm BT 117 DeMaio, C.
SP N1175 OA Tue 2/16-4/13  $79
MDTN 7-9pm BT 117 DeMaio, C.
No class 3/23/10.

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 (see website). 8 sessions.
FA N1182 KA Tue 9/22-12/1  $89
MWHS 7-9:30pm MWHS 118 Sealfon, M.
No class 10/13/09.
SP N1182 KA Tue 2/23-5/11  $89
MWHS 7-9:30pm MWHS 118 Sealfon, M.
No class 3/23/10 & 3/30/10.

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 9/21-12/7  $159
MWHS 7-10pm MWHS 120 Albrecht, D.
No class 9/28/09 & 10/12/09.
SP N7072 KA Mon 1/25-4/26  $159
MWHS 7-10pm MWHS 120 Albrecht, D.
No class 2/15/10, 3/22/10, 3/29/10 and 4/5/10.

New
Drawing for Teens
Learn to draw using the basic elements of art: line, shape, color, texture, space, form, shading and value. Bring white drawing pad, pencils and eraser to first session. Other supplies to be discussed.
FA N9251 OA Thu 10/15-12/5  $49
MDTN 5:30-7:30pm BT 119 DeMaio, C.

Scuba Diving
SUNY Orange and Middletown Scuba are proud to offer scuba diving classes on the Middletown Campus. Through lectures and pool diving, you will learn basic skin and scuba diving. Our instruction will help prepare you for open water diving leading to international certification. Prerequisites: able to swim 200 yards without stopping and pass a scuba medical evaluation. Please call Middletown Scuba at 845-343-2858 for more information about additional expenses and to setup your scuba medical assessment. 8 sessions.
FA N6176 OA Wed 9/23-11/11  $129
MDTN 7-10pm PE Pool/223 Mattinson, P.

SUNY Orange Swim School
Swim classes for beginner through advanced for both children and adults taught by trained and experienced American Red Cross Water Safety Instructors. Students are pre-assessed to confirm correct placement. Show up dressed to swim any time during assessment times. Tuition must be paid at assessment to reserve space. First come first served. Space is limited. 8 sessions.
FA N9114 OA Sat 9/12-10/31  $99
MDTN 9am-12pm PE Pool Staff
Swim assessment 8/29/09, 10am-12pm.
SP N9114 OA Sat 1/16-3/6  $99
MDTN 9am-12pm PE Pool Staff
Swim assessment 1/21/10, 10am-12pm.

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

FA N9436 OA Wed 10/14-11/11 $69 MDTN 7-8pm PE Studio Tullin, A.

Beautiful Food on a Budget
Learn professional tricks to making easy, inexpensive meals beautiful and delicious. You will expand your cooking repertoire by learning chef-proven knife techniques and basic cooking methods such as blanching and roasting. This fun course will demystify dishes and allow you to be creative with basic ingredients and have fun experimenting with flavors and seasoning. Class located at Mountain Restaurant Supply in New Windsor. 4 sessions.

FA N9429 OA Wed 10/7-10/28 $169 NW 6-9pm MRS Bernstein, K.
FA N9429 OB Sat 11/7-12/5 $169 NW 10am-1pm MRS Bernstein, K.
No class 11/29/09.

Wine & Spirit Education
Trust Foundation in Wines
Learn to describe the main styles of wine and understand the factors that determine them. Become familiar with the main characteristics of the principal grape varieties, storage and preparation for serving. 2 sessions.

FA N9433 OA Sat 11/8-11/15 $75 MDTN 10am-1pm HA 201 Mooney, S.

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 9/12-11/7 $59 MDTN 10:30-11:45am HU 201 Pirez, A.
No class 10/10/09.
SP N9036 OA Sat 2/20-4/17 $59 MDTN 10:30-11:45am HU 201 Pirez, A.
No class 3/27/10.

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 9/12-11/7 $59 MDTN 10:30-11:45am OH 23 Wilbur, D.
No class 10/10/09.
SP N9144 OA Sat 2/20-4/17 $59 MDTN 10:30-11:45am OH 23 Wilbur, D.
No class 3/27/10.

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.

FA N9257 OA Sat 9/12-11/7 $59 MDTN 9-10:15am HA 207 DeMaio, C.
No class 10/10/09.
SP N9257 OA Sat 2/20-4/17 $59 MDTN 9-10:15am HA 207 DeMaio, C.
No class 3/27/10.

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 9/12-11/7 $59 MDTN 10:30-11:45am HA 207 DeMaio, C.
No class 10/10/09.
SP N9258 OA Sat 2/20-4/17 $59 MDTN 10:30-11:45am HA 207 DeMaio, C.
No class 3/27/10.

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

For more information, call (845) 341-4890
The following credit courses are offered to the public:

### Mixed Chorus
- **FA N6523 OA** Tue Thu 9/1-12/17 $0
- **FA N6527 OA** Thu 9/3-12/17 $0

### Chamber Ensemble
- **FA N6527 TA** Mon Wed 6:30-9:30 $0
- **FA N6528 OA** Thu 9/3-12/17 $0

### Orchestra
- **FA N6528 OA** Thu 9/3-12/17 $0

### Band
- **FA N6529 OA** Wed 9/2-12/16 $0

### Madrigals
- **FA N6531 OA** Tue Thu 9/1-12/17 $0

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**Coast Guard Auxiliary**

SUNY Orange partners with the local U.S. Coast Guard Auxiliary to provide instruction to boaters at all levels from the fundamental to the advanced.

### About Boating Safety Course

A beginning boaters class will give you the knowledge needed to obtain a boat Safety Certification in many states. Many boat insurance companies will offer discounts on boating insurance to a boater who successfully completes Boating Safety Course. Materials fee of $40 is required and to be paid to the instructor in the first class session.

- **FA N1714 OA** Tue Thu 9/17-9/29 $0
  - **MDTN** 7:30-9:30 pm BT 264 Fallon, T.
- **FA N1714 OB** Tue Thu 10/8-10/22 $0
  - **MDTN** 7:30-9:30 pm BT 264 Fallon, T.
  
  *No class 10/13/09*

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**Over Sixty Program**

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

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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.

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Best Routes to Middletown Campus
115 South Street, Middletown

Arriving from Connecticut or Upstate New York, take Interstate 84 West to exit 3W, Route 17M (Middletown), proceed on Route 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 on 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 Campus (Tower 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, Newburgh Campus 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.

There is no campus shuttle service during the summer.

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

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

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

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

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

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

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.
Learn the basics of how to site, design and install photovoltaic (PV) systems!

This PV program covers the design and installation of photovoltaic systems. The course format includes a balance of classroom instruction and hands-on as well as demonstrations that simulate the process of designing, installing and commissioning grid-connected PV systems, and are intended to develop the participant’s working knowledge of PV systems and equipment.

Classes begin October 3
Call 845-341-4532 for more information.

See page 4 for details.