Continuing and Professional Education

Your Opportunity
Your Power

SUNY ORANGE

Spring/Summer 2008

Healthcare
Technology
Professional Development
Ingles Como Segundo Idioma- ESL
Community Enrichment

www.sunyorange.edu/cape

Vea la página 28 para información en español, sobre nuestros programas de ESL.
Congratulations!

Whether you are a beginner on the computer or need to upgrade your skills, advance your career, get in shape or take a class you’ve always dreamed of... you’ll find what you need at SUNY Orange’s Continuing and Professional Education.

Go ahead, turn the page and discover your potential!
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**NEW Courses**

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[www.sunyorange.edu/cape](http://www.sunyorange.edu/cape)
**Healthcare > Paramedic**

**NEW Paramedic Certificate Program - Coming Summer 2008!**

This one year certificate program will prepare you to sit for the NYS Paramedic and the National Registry of Emergency Medical Technician-Paramedics (NREMT-P) exams. You will learn safe, effective EMS care that will help you make time-sensitive, critical decisions during emergencies.

Minimal requirements for entry: Proof of current EMT certification; 18 years of age by August of 2008; fill out application and attend a phone or face-to-face interview.

Successful applicants will be able to complete the program in one calendar year, which includes Fall, Spring, and Summer sessions. Classes are held 3 evenings per week (Mondays, Wednesdays and Thursdays from 6:30-10:30 pm). SUNY Orange will be collaborating with SUNY Ulster's nationally accredited Paramedic Program to offer the Paramedic Certification Program.

For more information please call 845-341-4890.

“Employment for paramedics is expected to grow much faster than the average for all occupations through 2014.”

- U.S. Bureau of Labor Statistics

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**Healthcare > Massage Therapy**

**NEW Massage Therapy Certificate Program - Coming Summer 2008!**

Our comprehensive and challenging 1,056 hour - one year certificate program - will prepare you to sit for the NYS licensing exam for Massage Therapy. The program includes courses in Anatomy and Physiology, Myology, Neurobiology, Pathology, Eastern and Western Theory and Practical Studies, Professional Development and Ethics and Clinical Education.

Our program can be completed in one year, and is timed to coordinate with the scheduling of the NYS licensing examination. You can attend class three days a week, eight hours per day, allowing flexibility in meeting the demands of work or other obligations.

Massage Therapy offers work in a variety of settings. These include private practice, group practice, physicians’ offices and clinics, hospitals and wellness centers, nursing homes/hospices, chiropractic offices, on-site (chair massage in offices, airports, at public events, etc.), health clubs and fitness centers, sports teams and events (amateur and professional), hotels, spas and resorts, cruise ships and others.

Prerequisites: High school diploma or GED. Purchase of textbooks and materials are required.

For more information please call 845-341-4890.

“Massage Therapy is a $6 to $11 billion dollar industry, and through 2012, Massage Therapists are likely to see a 20-35 percent increase in job opportunities.”

- American Massage Therapy Association
Healthcare > Nuclear Medicine

Nuclear Medicine Certificate Program - Coming Fall 2008!
Nuclear Medicine is an exciting, dynamic field which has grown over the past few years. The demand for Nuclear Medicine Technologist is estimated to increase in the next ten years, as the baby-boom generation ages.

This comprehensive one year, 376-classroom hour program and 1000 hour clinical prepares the RN or Radiologic Technologist for an exciting and dynamic career in Nuclear Medicine. Learn to use radiopharmaceuticals to image the physiology of specific organs in the human body, inject patients with radioisotope and scan them with either a gamma or positron scanner. Nuclear Medicine Technologists have a variety of interesting Nuclear Imaging opportunities available to them upon graduation and passing the National Boards.

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

For more information and specific admissions requirements please call 845-341-4890.

"Faster than average growth in Nuclear Medicine will arise from an increase in the number of middle-aged and elderly persons, who are the primary users of diagnostic procedures."
- U.S. Bureau of Labor Statistics

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.

Healthcare > Pharmacy Technician

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

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

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

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

"Job opportunities as a Pharmacy Technician are expected to be good, especially for those with certification or previous work experience."
- U.S. Bureau of Labor Statistics

SP I9115 IA Tue Thu 2/25-6/17 $945
MDTN 5:30-8pm HA 319 TBA

"Job opportunities as a Pharmacy Technician are expected to be good, especially for those with certification or previous work experience."
- U.S. Bureau of Labor Statistics
Administrative Medical Office Assistant Program

Prepare to enter one of the fastest growing areas in the healthcare industry

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

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

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

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

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

SP N3020 IA Mon Wed 2/11-3/5 $245
MDTN 7-10pm HA 114A Walker, K.
FA N3020 TA Mon Wed 1/14-2/11 $245
NBG 6:30-9:30pm KEY 211 Bourdage, P.

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

SP N3022 IA Mon Wed 1/7-2/4 $245
MDTN 7-10pm HA 114A Walker, K.
SP N3022 TA Mon Wed 2/25-3/19 $245
NBG 6:30-9:30pm KEY 211 Bourdage, P.

Computerized Billing for the Medical Office
In this hands-on class, you will learn about the versatility and flexibility of electronic billing to help build your confidence and skills to succeed as a medical office assistant. Knowledge of manual insurance forms is a benefit, and coding experience is helpful. Prerequisite: Knowledge of Windows. Purchase of textbook required. 9 sessions.

SP N2017 OA Mon Wed 4/2-4/30 $255
MDTN 7-10pm HA 114 Walker, K.
SP N2017 TA Mon Wed 3/31-4/28 $255
NBG 6:30-9:30pm KEY 211 Bourdage, P.

Too many points on your driving record?

CAPE offers the 6-hour defensive driving course which results in up to 4 points being removed from your driving record, plus earns you an insurance discount. See page 26.

Check out our website for new and additional classes and to register online:

www.sunyorange.edu/cape

For more information, call (845) 341-4890
Become a Medical Coder or Billing Specialist ONLINE!
Gain the knowledge to enter the billing and coding field by successfully completing a series of six (6) online courses in basic to advanced coding and billing.

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

Medical Billing Online
Prepare for an entry-level job in a doctor's office or other medical facility. You will learn about the Front Office Manager's roles and responsibilities, filing Part B HCFA 1500, filing Part A HCFA 1450, Medicare billing, patient record keeping using Medisoft, and Home Health and Women's Health. (A CD, which you are required to 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.) Prerequisite: Medical Terminology. Purchase of CD required. 39 hours.

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

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

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

<table>
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<tr>
<th>Course Code</th>
<th>Status</th>
<th>Start Date/End Date</th>
<th>Tuition</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SP N3024 DA</td>
<td>Online</td>
<td>2/4/18</td>
<td>$260</td>
<td>Hess, B.</td>
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<tr>
<td>SP N3024 DB</td>
<td>Online</td>
<td>5/5/28</td>
<td>$260</td>
<td>Hess, B.</td>
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Healthcare > Fitness Trainer Certification

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

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<tr>
<th>Course Code</th>
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<th>Start Date/End Date</th>
<th>Tuition</th>
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<tr>
<td>SP I9074 IA</td>
<td>Mon</td>
<td>1/14-4/28</td>
<td>$575</td>
<td>Stepp, S.</td>
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<tr>
<td>MDTN</td>
<td>7-10pm</td>
<td>PE 222</td>
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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.
Clinical Documentation Certification
To insure proper patient care and safety the healthcare professional must pay great detail to proper case documentation. You will learn how to complete admission documentation, how to note challenging patient situations and change in patients' conditions. Case scenarios will be practiced in class. Come ready to discuss challenging situations.
(5.58 CEU)

Spanish for the Medical Professional Level 1
A conversational basic Spanish course that will provide medical personnel with crucial vocabulary and sentence structures to deal more effectively with Spanish-speaking patients. Topics include: giving directions, communicating during rounds, asking questions for admission, and medical history. $17 material fee to be paid in class for the textbook.
10 sessions.

Basic Coronary Care: Dysrhythmia Interpretations
For RN’s who need a basic review of the heart’s anatomy, followed by an extensive study of dysrhythmias and the problems they present. Emphasis is on rhythm interpretation using practice strips. Purchase of textbook required. 14 sessions.

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

ACLS for Healthcare Providers
This is the American Heart Association Advanced Cardiovascular Life Support (ACLS) course. You will learn proper airway management techniques, megacode and team resuscitation concepts, learn to identify acute coronary syndromes and ischemic stroke, and practice BLS. Successful completers will receive an American Heart Association two year card. Purchase of textbook required. You must be registered three weeks before the start of the class to participate.

Peripherally Inserted Central Catheter Certification (PICC)
This course is for LPN’s, RN’s, 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)
Job opportunities for Registered Nurses in all specialties are expected to be excellent. In fact, Registered Nurses are projected to create the second largest number of new jobs among all occupations.”
- U.S. Bureau of Labor Statistics

Healthcare > Nursing

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. (9.75 CEU)

- SP N3043 OA Sat 1/12 $195
  MDTN 8am-5pm BT 206 All County Care

- SP N3043 OB Sat 2/2 $195
  MDTN 8am-5pm BT 206 All County Care

- SP N3043 OC Sat 3/1 $195
  MDTN 8am-5pm BT 206 All County Care

- SP N3043 OD Sat 4/5 $195
  MDTN 8am-5pm BT 206 All County Care

- SP N3043 OE Sat 5/17 $195
  MDTN 8am-5pm BT 206 All County Care

- S2 N3043 OA Sat 7/12 $195
  MDTN 8am-5pm BT 206 All County Care

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)

- SP N3056 OA Sat 2/9 $195
  MDTN 8am-5pm BT 206 All County Care

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

- SP N3057 OA Wed 2/20-4/16 $250
  MDTN 9am-12pm BT 203 Hines, A.

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)

- SP N3044 OA Sat 2/23 $195
  MDTN 8am-5pm BT 206 All County Care

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

- SP N3068 OA Mon 1/28-4/28 $285
  MDTN 5:30-8:30pm BT 270 TBA
Pediatric Certification Review
This 24 hour course is designed for the RN or LPN to attain a greater understanding of Pediatric Nursing. Topics will include the assessment and evaluation of the pediatric patients, developmental milestones, and Family Centered Care. The course also includes physical examination techniques of normal vs. abnormal findings by systems, emergency management as well as general management topics. This course serves as an excellent refresher for experienced pediatric nurses who plan to take the Certified Pediatric Nurse (CPN) Examination, or nurses who care for pediatric patients on a limited basis and would like to feel more comfortable. Purchase of text required.

SP N3069 OA Wed 2/20-4/16 $250
MDTN 1-4pm BT 119 Hines, A.

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

SP N3047 OA Sat 5/3 $195
MDTN 8am-5pm BT 206 All County Care

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

S1 N3048 OA Sat 6/21 $150
MDTN 8am-5pm BT 206 All County Care

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

- U.S. Bureau of Labor Statistics

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

SP N3046 OA Sat 3/15 $195
MDTN 8am-5pm BT 206 All County Care

Infection Control and Barrier Precautions
New York State mandated training in infection control and barrier precautions (Chapter 786 of the New York State laws of 1992) for registered professional nurses and licensed practical nurses. Refund policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter. 1 session.

SP N3050 OA Mon 4/14 $50
MDTN 6-10pm BT 208 Kolacz, N.

S1 N3050 OA Mon 6/16 $50
MDTN 6-10pm BT 208 Boyle, H.

Nursing Bridge
For students requesting readmission to nursing courses. Covers current nursing program policies, use of Learning Resource Center and media area in BT 155, medication calculations, nursing process, legal and ethical issues in nursing and review of infection control. Upon successful completion, the student will be able to more effectively pursue established academic objectives. Call 341-4107 for more information.

www.sunyorange.edu/cape 11
Regulations specify that a total of 350 education/training clock hours must be acquired in four categories of the course work including:

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

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

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

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

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

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

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

Module II – Spring 2008
Human Growth & Development 30 hours
Counseling Skills 30 hours
Experiential Workgroup 30 hours
Relapse Prevention 12 hours
AIDS, Communicable Diseases 9 hours
Vocational Education 6 hours
Special Population Group Counseling 30 hours

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

Module II
Module II will be offered during the Spring 2008 semester – January 3rd to May 8th
Begins Thursday, January 3, 2008
Meets every Tuesday and Thursday 5:30 to 9:30 p.m.*
Classes meet in SSC Alumni Room
Ends on Thursday, May 8, 2008
Tuition $1,176 + $2 Mandatory Student Insurance Fee
Payment Plan Available See previous page for details
SP N3293 OA Tu/Th 5:30-9:30 p.m. $1,176
MDTN SSC Alumni Room Begins 1/3

Module III
Module III will be offered during the Summer 2008 semester – May 13th to August 14th
Begins Tuesday, May 13, 2008
Meets every Tuesday and Thursday 5:30 to 9:30 p.m.*
Classes meet in Bio-Tech Building Room 354
Ends on Thursday, August 14, 2008
Tuition $920 + $2 Mandatory Student Insurance Fee
SU N3298 OA Tu/Th 5:30-9:30 p.m. $920
MDTN BT 354 Begins 5/13
*Some classes may end later

For more information call 845-341-4993.

www.sunyorange.edu/cape
A Word about our Computer Classes

Do you know how to:

Arrange your desktop?
Create a directory and subdirectory?
Import files from other applications?
Maximize, minimize, and restore Windows?

Access files from the “A” drive and the “C” drive?

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

Computers for Beginners
This course is designed for the computer novice. Following an introduction to computer terminology and the components of a PC, the instructor will guide you step-by-step in the basic use of a computer. You will get an overview of Windows, word processing, spreadsheets, and the Internet. Purchase of textbook required. 10 Sessions.

SP I8308 IA MDTN Mon Wed 1/7-2/11 6:30-9:30pm $320
   HA 114 Thurtle, C.
SP I8308 IC MDTN Mon Wed 3/4-4/4 6:30-9:30pm $320
   HA 114 TBA
SP I8308 IB MDTN Tue Thu 4/5-5/12 6:30-9:30pm $320
   HA 114 TBA

SP I8308 IC MDTN Mon Wed 3/4-4/4 9am-12pm $320
   HA 114 TBA
SP I8308 IB MDTN Tue Thu 4/5-5/12 6:30-9:30pm $320
   HA 114 TBA

Basic Microsoft Word
Master the basics of this powerful word processing program. You will learn to create, save, and print documents and become familiar with editing features including formatting text and paragraphs, and creating and formatting tables. Prerequisite: Knowledge of Windows. Purchase of textbook required. 12 hours.

Middletown
SP I8626 IA MDTN Mon Wed 1/7-1/9 6:30-9:30pm $99
   HA 114 TBA
SP I8626 IB MDTN Tue Thu 3/6-3/18 6:30-9:30pm $99
   HA 114 TBA
S1 I8626 IB Mon Wed 6/23-7/2 6:30-9:30pm $99
   HA 114 TBA

Newburgh
SP I8626 TA NBG Mon Wed 5/12-5/21 6:30-9:30pm $99
   KEY 211 Baez, G.

Intermediate Microsoft Word
Continuing what you learned in the Basic Microsoft Word class. The instructor will walk you through advanced formatting and desktop publishing features including inserting graphics, creating a web page, merging Word documents, and working with templates. Prerequisite: Basic Microsoft Word or equivalent knowledge. Purchase of textbook required. 12 hours.

Middletown
SP I8710 IA MDTN Mon Wed 1/28-1/30 6:30-9:30pm $120
   HA 114 TBA
SP I8710 IB MDTN Tue Thu 4/1-4/10 6:30-9:30pm $120
   HA 114 TBA
S1 I8710 IA Mon Wed 7/7-7/16 6:30-9:30pm $120
   HA 114 TBA

Newburgh
SP I8710 TA NBG Mon Wed 6/26-7/5 6:30-9:30pm $120
   KEY 211 Baez, G.
Basic Microsoft Excel
Learn how to build, edit and format spreadsheets. You will become skilled in working with formulas and functions while creating the 'What-If-Analysis' with scenarios. Prerequisite: Knowledge of Windows. Purchase of textbook required. 12 hours.

Middletown
SP I8627 IA Mon Wed 2/11-2/13 $99
MDTN 9am-4pm HA 114 TBA

SP I8627 IB Tue Thu 4/15-4/24 $99
MDTN 6:30-9:30pm HA 114 TBA

S3 I8627 IA Mon Tue 8/4-8/13 $99
MDTN 9am-12pm HA 114 TBA

Newburgh
SP I8627 TA Tue Thu 4/22-5/1 $99
NBG 6:30-9:30pm KEY 211 Baez, G.

S2 I8627 TA Mon Wed 6/23-7/2 $99
NBG 9am-12pm KEY 211 TBA

FA I8627 TC Tue Thu 1/15-1/24 $99
NBG 9am-12pm KEY 211 Harris, C.

FA I8627 TB Tue Thu 1/15-1/24 $99
NBG 6:30-9:30pm KEY 211 TBA

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

Middletown
SP I8711 IA Tue Thu 1/29-2/7 $120
MDTN 6:30-9:30pm HA 114 Hoffman, J.

SP I8711 IB Mon Wed 4/14-4/23 $120
MDTN 9am-12pm HA 114 TBA

S3 I8711 IA Tue Thu 7/22-7/31 $120
MDTN 6:30-9:30pm HA 114 TBA

Newburgh
SP I8711 TA Tue Thu 2/5-2/14 $120
NBG 9am-12pm KEY 211 TBA

SP I8711 TB Tue Thu 2/5-2/14 $120
NBG 6:30-9:30pm KEY 211 Harris, C.

SP I8711 TC Tue Thu 5/13-5/22 $120
NBG 6:30-9:30pm KEY 211 Baez, G.

S3 I8711 TA Mon Wed 7/14-7/23 $120
NBG 9am-12pm KEY 211 TBA

Basic Microsoft Access
Learn basic concepts of database management utilizing Access. Your instructor will walk you through creating tables and queries while using forms and reports. You will also learn about modifying the database structure. Prerequisite: Knowledge of Windows. Purchase of textbook required. 12 hours.

Middletown
SP I8690 IA Tue Thu 1/8-1/17 $99
MDTN 6:30-9:30pm HA 114 Hoffman, J.

SP I8690 IB Mon Wed 3/31-4/9 $99
MDTN 9am-12pm HA 114 TBA

S2 I8690 IA Tue Thu 7/8-7/17 $99
MDTN 6:30-9:30pm HA 114 TBA

Newburgh
SP I8690 TA Mon Wed 3/10-3/19 $99
NBG 9am-12pm KEY 211 TBA

S1 I8690 TA Tue Thu 6/24-7/3 $99
NBG 6:30-9:30pm KEY 211 Baez, G.

FA I8690 TC Mon Wed 1/7-1/16 $99
NBG 9am-12pm KEY 211 TBA

Intermediate Microsoft Access
Build upon your knowledge of Access and learn key rules of database design. You will be provided with an in-depth study of creating multiple table queries, developing forms and subforms, using data with other applications, and create advanced queries. Prerequisite: Basic Microsoft Access. Purchase of textbook required. 12 hours.

Middletown
SP I8778 IA Tue Thu 1/29-2/7 $120
MDTN 6:30-9:30pm HA 114 Hoffman, J.

SP I8778 IB Mon Wed 4/14-4/23 $120
MDTN 9am-12pm HA 114 TBA

S3 I8778 IA Tue Thu 7/22-7/31 $120
MDTN 6:30-9:30pm HA 114 TBA

Newburgh
SP I8778 TA Mon Wed 3/31-4/9 $120
NBG 9am-12pm KEY 211 TBA

S3 I8778 TA Tue Thu 7/15-7/24 $120
NBG 6:30-9:30pm KEY 211 Baez, G.

FA I8778 TC Mon Wed 1/28-2/6 $120
NBG 9am-12pm KEY 211 TBA
**Basic Microsoft PowerPoint**
Create polished and professional looking presentations using PowerPoint. You will learn to develop eye-catching presentations suitable for any business function. Enhance the visual impact of your presentation by using text, charts, clip art/photos, and organizational charts. Prerequisites: Windows and Basic Microsoft Word. Purchase of textbook required. 12 hours.

**Middletown**
- SP I8691 IA Thu 2/14-2/21 $99
- MDTN 9am-4pm HA 114 Hoffman, J.
- SP I8691 IB Mon Wed 3/5-3/17 $99
- MDTN 9am-12pm HA 114 TBA
- S3 I8691 IA Tue Thu 8/5-8/14 $99
- MDTN 6:30-9:30pm HA 114 TBA

**Newburgh**
- SP I8691 TA Mon Wed 2/18-2/27 $99
- NBG 9am-12pm KEY 211 TBA
- S3 I8691 TA Tue Thu 8/5-8/14 $99
- NBG 6:30-9:30pm KEY 211 Baez, G.

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

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<tr>
<th>Session</th>
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<tr>
<td>SP I8529 IA</td>
<td>Thu</td>
<td>1/31</td>
<td>MDTN 9am-4pm HA 114</td>
<td>Hoffman, J.</td>
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**Need to take your road test?**
CAPE offers the 5-hour pre-licensing course where you can receive the MV-278 form you will need to make your road test appointment with the Department of Motor Vehicles. See page 26.
Technology > AutoCAD

AutoCAD

Through a partnership with the American Design Institute (ADI) and SUNY Orange, AutoCAD is now being offered in Port Jervis at the ADI offices located at 78 Front Street, Suite 74. This five week program consists of a total of 40 hours of instruction and introduces you to the AutoCAD 2006 program. You will learn more advanced features utilizing the AutoCAD Design Center and Tool Palettes. Call 845-341-4532 for registration information. For technical or career information, call Rich Bowers of ADI at (845) 858-8878.

Prerequisites: Basic computer knowledge & skills, basic knowledge of Microsoft Windows operating system, and basic math skills.

 package  

Technology > Information Technology & Certification

A+ PC Service Technician

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

 SP I8442 TA  Mon Wed  2/11-5/21  $799
 NBG  6:30-9:30pm KEY 110 Savannah, R.

Network+

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

 SP I8446 TA  Tue Thu  2/12-5/20  $799
 NBG  6:30-9:30pm KEY 110 Baez, G.

 SP S1 I8446 TA  Tue Thu  6/2-9/8  $799
 NBG  6:30-9:30pm KEY 110 Baez, G.
### Technology > Internet and Graphic Design

#### Graphics for Non-Graphic Designers
You don’t have to be a graphic designer to recognize, purchase and create effective posters, brochures, newsletters, announcements and web sites. In one six-hour day you will learn everything you need to know to improve your effectiveness in communicating your message in print and on the Web. 1 session.

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<th>Course Code</th>
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<tr>
<td>SP I9143 IA</td>
<td>1/19</td>
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#### PhotoShop I
Applying Adobe’s PhotoShop, you will use digital images from digital cameras or scans to create enhanced photographs. You will learn to crop, adjust and filter a picture using the computer as a darkroom. Prerequisite: Knowledge of Windows. 1 session.

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<td>SP I8847 IA</td>
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<td>9am-4pm</td>
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#### PhotoShop II
This course continues the exploration of Photographics using digital images. You will learn to clone objects, cut and paste, layer, and use advanced filtering. Prerequisite: PhotoShop I or equivalent knowledge. 1 session.

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#### 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, advanced color correction of old faded photographs, retouching, and creating collages and paintings. Prerequisite: PhotoShop I & II or equivalent knowledge. 1 session.

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<th>Course Code</th>
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<td>SP I9057 IA</td>
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<td>9am-4pm</td>
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#### 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.

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<th>Course Code</th>
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#### Flash Basics
Understanding how Flash works, the authoring environment, using the timeline, creating simple graphics, modifying simple graphics with colors, gradients and outlines, using multiple layers and saving and reusing graphic elements. Prerequisites: Knowledge of the PC, Windows and the Internet. 1 session.

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<td>SP I9086 IA</td>
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#### Flash Intermediate
Frame-by-frame animations, animation with motion tweening, animation with shape tweening and using animated masks. Prerequisite: Flash Basics. 1 session

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#### Flash Advanced (Visual)
Creating interactivity with simple frame actions. Creating interactivity with objects and adding sound and video. Prerequisite: Flash Intermediate. 1 session.

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<td>SP I9088 IA</td>
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<td>9am-4pm</td>
<td>HA 114</td>
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#### 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. 9 sessions.

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<th>Time</th>
<th>Location</th>
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<td>SP I8535 IA</td>
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<td>6:30-9:30pm</td>
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#### 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. 9 sessions.

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<td>SP I8536 IA</td>
<td>7/9-8/6</td>
<td>6:30-9:30pm</td>
<td>HA 114</td>
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Real Estate Brokers Course
This 45-hour mandated license qualifying course provides preparation for the New York State Brokers Licensing Examination. Topics include management and supervision of a real estate office, real estate agency disclosure, real estate financing, real estate investments, general business law, construction and development, real estate property management, taxes and assessments and local concerns. A Salesperson license is required prior to taking the brokers course. Purchase of textbook required. 45 hours.

SP N1826 OA Tue Thu 1/29-3/20 $390
MDTN 6:30-9:30pm HA 114A Morgan, E.

www.sunyorange.edu/cape
Professional Development > Real Estate, Insurance & Law

Notary Public Workshop
This seminar prepares you for the New York State test and provides a comprehensive view of the notary public office. Confusing laws, concepts, and procedures are clarified in plain English. Examples are provided to illuminate situations that the officer is likely to encounter such as avoiding conflict of interest, maintaining professional ethics, charging proper fees, handling special situations minimizing legal liability, and much more. Purchase of textbook required prior to class. 1 session.

SP N7631 TA Wed 4/16 $65
    NBG  8:30-11:30am    KEY 111 Andryshak, J.
SP N7631 IA Wed 5/21 $65
    MDTN  8:30-11:30am    HA 114A Andryshak, J.

Property & Casualty Insurance Broker's Training
Prepare yourself for a career in insurance. Successful completion of this 112 hour course satisfies the NY State requirements for the NY State Property & Casualty Broker's License Exam. Purchase of books/materials required. 32 sessions.

SP N1900 OA Mon Wed 2/11-3/26 $275
    MDTN  6:30-10pm    BT 117 Taibe, A.

Personal Lines
Insurance Broker Training
Successful completion of this course satisfies the NY State requirements for the NY State Personal Lines license exam. Topics include New York and federal insurance regulations, agents and brokers regulations and general rules of agency, contracts, property and casualty insurance basics, dwelling forms, homeowner policies, auto insurance, watercraft, fair plans and miscellaneous coverages. Purchase of books/materials required. 14 sessions.

SP N1905 OA Mon Wed 2/11-3/26 $275
    MDTN  6:30-10pm    BT 117 Taibe, A.

Property & Casualty Insurance Certification Review
Need a quick review before taking the state exam? This class consists of three review sessions, plus a test your knowledge exam. Purchase of books/materials required. 4 sessions.

SP N1904 OA Mon Wed 5/27-6/4 $49
    MDTN  6:30-10pm    BT 117 Taibe, A.

Professional Development > Personal Success

Be a part of SUNY Orange history!
The course, How to Make 6 Figures by Reading Books, will be offered in our new Interactive Television Studio! Your instructor will be broadcasting from SUNY Ulster, but you will experience the course right here on campus through the best technology available.

How to Make 6 Figures by Reading Books
How would you like to make a six-figure income just by reading books? Your instructor will show you how you can make a great living by proofreading the kinds of books you would normally read for pleasure. (For example, she earned over $1,000 reading The DaVinci Code - a book that sells for $17.95.) In this info packed seminar, you'll learn how to: build proofreading experience from the ground up; begin earning freelance income immediately; land the jobs - even if you think you have no professional experience; make contacts and find untapped job opportunities; and generate a plan so you can read what you want, when you want - for money.

SP N7824 Sat 5/17 $59
    MDTN  9:30am-12pm    LIB SUNY Ulster

New Career Paths in Mid Life
Many people do not discover their true life's purpose until the second half of life. Whether you seek to change careers, plan for post-retirement, start your own business, or simply find your unique niche, this workshop will start you on a new path. Come explore the passions hidden inside you, crying out for expression. It's never too late to do what you love.

SP N2333 OA Mon 1/28 $39
    MDTN  6-8pm    HU 201 Mahoney, V.

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.

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

CE 111, 5:30-9:30pm, 24 hours, $359
Mon Th, 2/4-2/21 NBG, KEY 111
Mon Th, 3/3-3/21 NBG, KEY 111
Mon Th, 4/6-4/19 NBG, KEY 111
Mon Th, 5/4-5/21 NBG, KEY 111

CE 120, M-Th 8am-4pm, Fri 8:30am-4:30pm, 33 hours, $389
Mon-Fri, 1/28-2/1, MDTN, HA 114A
Mon-Fri, 2/25-2/29, MDTN, HA 114A
Mon-Fri, 4/21-4/25, MDTN, HA 114A
Mon-Fri, 6/23-6/27, MDTN, HU 107
Mon-Fri, 8/25-8/29, MDTN, HU 107

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

CE 125, 8:30am-5pm, $359 - Choose one section
Tue Thu, 2/5-2/21 MDTN, LRC 221
Tue Thu, 4/8-4/21 MDTN, SSC Alum
Tue Thu, 6/3-6/19 MDTN, BT 354
Tue Thu, 8/5-8/21 MDTN, BT 354

Series 7 & 63 Review Course
Review course for series 7 & 63 exams. Series 7 qualifies a representative to sell any type of security. Series 63 qualifies individuals to sell securities across state lines. 9 Sessions.

CE 126, 8:30am-5pm, $459 - Choose one section
Tue Th, 2/5-3/4, MDTN, LRC 221
Tue Th, 4/8-5/6, MDTN, LRC 221
Tue Th, 6/3-7/1, MDTN, BT 264
Tue Th, 8/5-9/2, MDTN, BT 264

Insurance Fraud NYCR-204186
This 15 CEU home study course covers: Perpetrators of Insurance Fraud, Overview-Insurance Fraud Occural, Company Department Responsibility at the Time of Claim, and Identifying Fraudulent Claims and Classes of Fraudulent Claims. 15 CEU’s (LA, C1, BR, C3, PC, PA) 1 Test Session. Leave sufficient time to study for the exam by purchasing the required textbook prior to the test dates listed.

CE 114, $100 - Choose one test date
Thur, 1/17, 9am-10am, MDTN, HA 114A
Thur, 1/17, 12pm-1pm, MDTN, HA 114A
Thur, 2/20, 9am-10am, MDTN, HA 114A
Thur, 2/20, 12pm-1pm, MDTN, HA 114A
Thur, 4/10, 9am-10am, MDTN, HA 114A
Thur, 4/10, 12pm-1pm, MDTN, HA 114A
Thur, 5/15, 9am-10am, MDTN, HU 107
Thur, 5/15, 12pm-1pm, MDTN, HU 107
Thur, 6/12, 9am-10am, MDTN, HU 107
Thur, 6/12, 12pm-1pm, MDTN, HU 107
Thur, 7/17, 9am-10am, MDTN, HU 107
Thur, 7/17, 12pm-1pm, MDTN, HU 107
Thur, 8/14, 9am-10am, MDTN, HU 107
Thur, 8/14, 12pm-1pm, MDTN, HU 107

To register for Bryant & Stratton Insurance Courses and for book information, please call (518) 437-1802 x243 or x245
Supervisory Certification Program (10 CEU’s)

In partnership with the American Management Association (AMA)

SUNY Orange has partnered with the AMA to bring you this nationally recognized certification program. Learn ways to fine tune your current skills and acquire new techniques and methods to become a better, or first time supervisor.

Enroll in the courses listed below and learn from the latest management thinking and best practices. In order to earn the Supervisory Program Certification you must complete the two required courses, and electives adding up to a total of 10 CEU’s. Books included in tuition.

If you are interested in AMA certification, you must complete all coursework by the end of the summer 2008 semester.

**First-Line Supervision (1 CEU)**
This course will help you develop skills to orient, train, coach, and manage employees using self-assessments, action plans and relevant work examples. Learn how to make a successful transition from staff to supervisor, develop your own leadership style, give feedback to improve performance, and ultimately build a top-performing team.

3 sessions.

- SP I9128 OA Tue Thu 2/19-2/26 2/27-3/1 6:30-9:30pm HA 114A TBA $175
- SP I9128 OA Tue Thu 3/4-3/18 3/19-3/23 3/26 6:30-9:30pm HA 114A TBA $175

**First-Level Leadership (2 CEUs)**
This course will help you develop concepts and skills to lead a dynamic workforce at the first management level. Using assessments, activities, and case studies, you will learn to motivate and retain employees, lead through influence, manage teams for competitive advantage, and guide the change process. Required course. 5 sessions.

- SP I9129 OA Tue Thu 4/1-4/8 4/15-4/29 6:30-9:30pm HA 114A TBA $175
- SP I9129 OA Tue Thu 5/6-5/13 5/14-5/18 5/19-5/22 6:30-9:30pm HA 114A TBA $175

**Making Teams Work (1 CEU)**
Through the use of real-world business case scenarios, you will help achieve identified business objectives by developing skills to set team goals, identify tasks, and measure performance for team success. You will learn to identify the best type of team for your organization, perform the essential “getting off to a good start” steps, and define key responsibilities. 3 sessions.

- SP I9154 OA Tue Thu 4/1-4/8 4/15-4/29 6:30-9:30pm HA 114A TBA $175
- SP I9154 OA Tue Thu 5/6-5/13 5/14-5/18 5/19-5/22 6:30-9:30pm HA 114A TBA $175

**How to Sharpen your Business Writing Skills (2 CEUs)**
You’ll update your writing skills and excel in today’s e-writing environment with the tools offered in this timely course. You will learn how to employ techniques to research, draft, compose, and edit professional documents. You will also be introduced to guidelines for writing appropriate and effective e-mail and learn to conduct online research. 5 sessions.

- SP I9156 OA Tue Thu 4/15-4/29 6/3-6/13 6:30-9:30pm HA 114A TBA $235
- SP I9156 OA Tue Thu 5/6-5/13 5/14-5/18 5/19-5/22 6:30-9:30pm HA 114A TBA $235

**Presentation Success (1 CEU)**
No more boring presentations! You will learn to employ a step-by-step approach to preparing presentations while mastering techniques to overcome obstacles in delivering successful presentations. Learn how to evaluate what your audience already knows, needs to know, and wants to know while reducing your anxiety and nervousness.

3 sessions.

- SP I9157 OA Tue Thu 4/15-4/29 6/3-6/13 6:30-9:30pm HA 114A TBA $175
- SP I9157 OA Tue Thu 4/15-4/29 6/3-6/13 6:30-9:30pm HA 114A TBA $175

**Taking Control with Time Management (1 CEU)**
Apply the tools and techniques in this course to meet contemporary time challenges and balance the demands of work and personal life. You will learn to develop a system for managing time using a self-audit, personal planner, and plan of action. You will also develop skills to use delegation in traditional work settings as well as team-based environments.

3 sessions.

- SP I9158 OA Tue Thu 4/17-5/1 6/3-6/13 6:30-9:30pm HA 114A TBA $175
- SP I9158 OA Tue Thu 4/17-5/1 6/3-6/13 6:30-9:30pm HA 114A TBA $175

**Coaching for High Performance (2 CEUs)**
Enhance team performance and maximize motivation and retention when you learn how to communicate performance expectations, assess employee skill levels, and agree on a coaching contract. Learn how to fine tune the critical skills needed to conduct coaching conversations, adapt one’s coaching style to fit changing situations, and create a coaching plan. 5 sessions.

- SP I9159 OA Tue Thu 4/17-5/1 6/3-6/13 6:30-9:30pm HA 114A TBA $235
- SP I9159 OA Tue Thu 4/17-5/1 6/3-6/13 6:30-9:30pm HA 114A TBA $235
Institute for Nonprofit Leadership and Management

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

ANNUAL CONFERENCE

The Institute’s Annual Conference will be held on Wednesday, March 26, 2008. Check the Institute’s website for more information.

www.sunyorange.edu/nonprofit/

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.

SP N2432 OA Wed 4/2 $50
MDTN 3-6pm LRC 221 Grady, D.

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.

SP N2430 OA Wed 4/9 $50
MDTN 5-9pm SSC Alumni D’Ambrosio, J.

Accreditation: Establishing a Professional Work Environment

This course examines the impact of having clear expectations regarding practice standards in the work environment. Nonprofit executives will benefit from adherence to ethical guidelines regarding human resource practices, including an emphasis on a diverse workforce representative of the client population. 1 session.

SP N2448 OA Wed 4/16 $50
MDTN 9am-12pm SSC Alumni Jacobsen, D.

Professional Development Planning

Learn how to work with your staff to identify necessary skills and resources to support their career goals as well as the needs of your organization. In this course, you will learn the steps to develop a professional development plan including assessing both the staff and the organization, developing opportunities for growth, as well as recording and interviewing progress. 1 session.

SP N2446 OA Wed 2/27 $50
MDTN 3-6pm LRC 221 Work, C.

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.

SP N2445 OA Wed 3/5 $50
MDTN 9am-12pm LRC 221 Wade, T.

The Performing Nonprofit

Learn how to identify personal constraints that affect productivity and effectiveness and how to overcome them for the good of your agency. In addition, learn how to facilitate a culture in which your staff can do the same. You will find out how to take this Theory of Constraints model, often used for corporate performance, and apply it to the nonprofit service world. 1 session.

SP N2447 OA Thu 3/20 $50
MDTN 9am-12pm LRC 221 Kays-Burden, A.
**Professional Development > Nonprofit Leadership & Management**

**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.

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<td>N2442 OA</td>
<td>5/7</td>
<td>9am-12pm</td>
<td>MDTN 221</td>
<td>Weddell, T.</td>
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</table>

**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.

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<th>Course ID</th>
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<tr>
<td>N2473 OA</td>
<td>5/21</td>
<td>9am-12pm</td>
<td>MDTN 243</td>
<td>VanHouten, K.</td>
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**The Board Building Cycle**
This workshop will guide you through a process that includes: identifying, cultivating, and recruiting members; orienting new board members; encouraging active participation and commitment; educating the board; and engaging in self-assessment.

1 session.

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<tr>
<td>N2433 OA</td>
<td>5/14</td>
<td>3-6pm</td>
<td>SSC Alumni</td>
<td>Lieberstein, S.</td>
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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.

**Professional Development > Entrepreneurship & Investing/Money Management**

**Protecting and Investing Your Money Wisely**
This fact-packed seminar teaches you how to avoid getting ripped off in real estate, buying or leasing cars, investing with or without financial planners, insurance agents, investigating in long term care insurance, credit companies, telephone companies and franchises. Learn methods to save your money and how to stretch your income. $18 materials fee to be paid in class. 1 session.

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<td>N7604 NA</td>
<td>5/14</td>
<td>6-8pm</td>
<td>NBG 243</td>
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<tr>
<td>S2 N7604 NA</td>
<td>7/9</td>
<td>6-8pm</td>
<td>NBG 243</td>
<td>Nathan, R.</td>
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**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. $18 materials fee to be paid in class. 1 session.

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<td>N7822 NA</td>
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<tr>
<td>S2 N7822 NA</td>
<td>7/9</td>
<td>6-8pm</td>
<td>NBG 201</td>
<td>Nathan, B.</td>
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**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. $18 materials fee to be paid in class. 1 session.

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<th>Course ID</th>
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<tr>
<td>N7612 NA</td>
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<td>8-10pm</td>
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<td>Nathan, R.</td>
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<tr>
<td>S2 N7612 NA</td>
<td>7/9</td>
<td>8-10pm</td>
<td>NBG 243</td>
<td>Nathan, R.</td>
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**Entrepreneurship: Starting Your Own Business**
Learn practical information on how to start a successful home-based second income business which can then become full time. You will learn how to decide on a business or product to sell with minimal problems; how to avoid psychological wear and tear; and franchising. $18 material fee to be paid in class. 1 session.

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<td>N2045 NA</td>
<td>5/14</td>
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<td>NBG 201</td>
<td>Nathan, B.</td>
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<td>S2 N2045 NA</td>
<td>7/9</td>
<td>8-10pm</td>
<td>NBG 201</td>
<td>Nathan, B.</td>
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For more information, call (845) 341-4890
Professional Development > Tractor/Trailer Training (CDL)

Tractor/Trailer Driver Training (CDL)

Obtain Your CDL Truck Driver License!

Start your new career as a Professional Truck Driver even if you have little or no experience. This comprehensive Professional Truck Driver Training program includes everything you will need to obtain the Class A CDL License.

This 160 hour program will provide you with classroom instruction and behind-the-wheel experience. Evening programs are offered in the spring and summer months.

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

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

SP N7512 TA Mon Tue Wed Thu Fri 2/4-2/29 $4199
NBG 8am-5pm KEY

SP N7512 TB Mon Tue Wed Thu Fri 3/3-3/28 $4199
NBG 8am-5pm KEY

SP N7512 TD Mon Tue Wed Thu Fri 4/1-6/2 $4199
NBG 6-10pm KEY

SP N7512 TC Mon Tue Wed Thu Fri 4/1-5/2 $4199
NBG 8am-5pm KEY

SP N7512 TE Mon Tue Wed Thu Fri 5/5-6/2 $4199
NBG 8am-5pm KEY

S1 N7512 TB Mon Tue Wed Thu Fri 6/3-7/29 $4199
NBG 6-10pm KEY

S1 N7512 TA Mon Tue Wed Thu Fri 6/3-6/30 $4199
NBG 8am-5pm KEY

Professional Development > Security Guard Training

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

SP I8347 IA Sat 2/9 $59
MDTN 8:30am-5pm HA 114A Girolamo, A.

8-Hour Security Guard Annual Refresher
Security guards are required to take an 8-hour annual training class to remain in compliance with their security guard license. Participants will receive a certificate after completion of one session.

SP I9083 IA Sat 2/9 $59
MDTN 8:30am-5pm HA 114A Girolamo, A.

16-Hour Security Guard On-The-Job Training
NY State Department of Criminal Justice Services requires this 16-hour training for all security guards during their first 90 days of employment. Certificate issued after successful completion of course. 2 sessions.

SP I8709 IA Sat 2/23-3/1 $115
MDTN 8:30am-5pm HA 114A Girolamo, A.

Gangs, Cults & Witchcraft
This course will help both the general public and professionals working with children, teens, and young adults to understand the growing rise in youth and gang violence and to recognize the signs of gangs and cult affiliation. 1 session.

SP I9145 IA Wed 3/19 $29
MDTN 6:30-9:30pm HA 200 Girolamo, A.

Understanding & Planning for School Bomb Incidents
Homeland Security course for emergency responders, staff, school resource officers and the public that addresses the issues involved in formulating safe and effective response plans for school bomb incidents. 6 hours

SP I9159 IA Sat 5/3 $49
MDTN 9am-3pm HA 200 Girolamo, A.

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.
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.

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<td>1/19</td>
<td>9am-2pm</td>
<td>BT 354</td>
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<td>2/16</td>
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<td>3/15</td>
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<td>4/19</td>
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<td>5/17</td>
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<td>6/21</td>
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<td>7/19</td>
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<td>8/16</td>
<td>9am-2pm</td>
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Defensive Driving
Learn driving techniques which will improve the odds for preventing accidents and moving violations. Earn a 10% liability and collision insurance discount for 36 months following completion. Remove up to 4 points from your driving record. Bring your license or permit with you.

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<td>1/12</td>
<td>9am-3:30pm</td>
<td>BT 203</td>
<td>Green, D.</td>
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<td>1/26-2/2</td>
<td>9am-12pm</td>
<td>KEY 310</td>
<td>Green, D.</td>
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<tr>
<td>2/9</td>
<td>9am-3:30pm</td>
<td>BT 203</td>
<td>Green, D.</td>
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<tr>
<td>3/6-3/13</td>
<td>6:30-9:30pm</td>
<td>BT 203</td>
<td>Kreuter, D.</td>
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<td>3/8</td>
<td>9am-3:30pm</td>
<td>BT 203</td>
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<td>10-4:30pm</td>
<td>BT 303</td>
<td>Upton, V.</td>
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<td>4/12</td>
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<td>4/26-5/3</td>
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<td>7/12</td>
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<td>7/18</td>
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<td>BT 203</td>
<td>Upton, V.</td>
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<td>8/9</td>
<td>9am-3:30pm</td>
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<td>Green, D.</td>
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<td>8/20-8/27</td>
<td>6-9:30pm</td>
<td>BT 203</td>
<td>Kreuter, D.</td>
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For more information, call (845) 341-4890
Community Enrichment > Foreign Languages

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

SP N6750 TA Sat 3/1-5/10 $199
NBG 10am-1pm KEY 111 Hotchkiss, E.

Sign Language 2
A continuation of American Sign Language (ASL) I, incorporating additional levels of the vocabulary, grammar and sentence structure of ASL. You are further introduced to information about the deaf community and their culture. Purchase of textbook required. 10 sessions.

SP N6751 TA Sat 5/24-8/2 $199
NBG 10am-1pm KEY 111 Hotchkiss, E.

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. There is an additional $17 material fee to be purchased in class for the textbook. 10 sessions.

SP N6735 OA Mon 1/28-3/17 $99
MDTN 7-9pm HA 103 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.

SP N6710 OA Thu 1/24-4/3 $99
MDTN 7-9pm HA 203 Conroy, W.

Spanish for the Medical Professional Level 1
A conversational basic Spanish course that will provide medical personnel with crucial vocabulary and sentence structures to deal more effectively with Spanish-speaking patients. Topics include: giving directions, communicating during rounds, asking questions for admission, and medical history. $17 material fee to be purchased in class for the textbook. 10 sessions.

SP N3137 NA Wed 1/23-4/2 $99
NBG 7-9pm NFA 202 Delgado, A.

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.

SP N6725 OA Tue 4/15-6/24 $99
MDTN 7-9pm HA 105 Saetta, R.

Hudson River Study
A short course for the classroom teacher or para-professional to learn about the Hudson River and how to use the river as an outdoor classroom. Environmental Educators from the Hudson Highlands Nature Museum will provide an in depth overview of the river’s geologic and cultural history, and its ecology. An activity guide with lesson plans appropriate for ages 7 and up will be included. Join us at Kowawese Unique Area at the river’s edge in New Windsor for two hands-on sessions. Dress appropriate for the weather as a portion of each session will be held outdoors. $15 materials fee to be paid in first class session. 2 sessions.

SP N9097 IA Thu 5/15-5/22 $49
4-5:30pm Hudson Highlands
English As A Second Language (ESL), Level I
Designed for the beginning English speaker. You are introduced to grammar, vocabulary, reading, writing, speaking and listening. Required textbook can be purchased in class.

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

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

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

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.

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.
ESL Grammar Review I
In this first part of the two-part course ESL Grammar Review I and ESL Grammar Review II, students will review some of the major points of English grammar, including verb tenses, pronouns, and modals. Recommended for intermediate to advanced students. Textbook is required. Approximate cost $46. 14 sessions.

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

ESL Intermediate Reading & 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.

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

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

www.sunyorange.edu/cape

Community Enrichment > English as a Second Language
Community Enrichment > Dance

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

SP N6501 OA Tue 1/22-4/15 $79
MDTN 6:30-8pm PE Studio Elia, H., Elia, D.

SP N6501 OB Thu 1/24-4/17 $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.

SP N6502 OA Tue 1/22-4/15 $79
MDTN 8-9:30pm PE Studio Elia, D., Elia, H.

Ballroom Dance Workshop
This intermediate level workshop will help improve dancing skills for those who have had previous instruction. Dances include: fox trot, lindy (swing), waltz, rumba and tango. Emphasis on movement, style, leading/following. Everyone must enroll with a partner and registration cards must be completed by each person. 4 sessions.

SP N6507 OA Tue 4/29-5/20 $39
MDTN 7-9pm PE Studio Elia, D., Elia, H.

Dance For That Special Occasion
A short “Crash Course” for beginners to learn the basic steps of four popular dances: fox trot, lindy, cha-cha and free style dancing. You’ll be able to get on the dance floor and enjoy the next special event. Everyone must enroll with a partner and registration cards must be completed by each person. Instructors suggest comfortable shoes, however, sneakers are not recommended. 4 sessions.

SP N6508 OA Thu 5/1-5/22 $39
MDTN 7-9pm PE Studio Elia, D., Elia, H.

Community Enrichment > Crafts & Hobbies

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 1/23-4/2 $99
MDTN 7-9pm OH 111 Conques, J.

Photography 1
For the beginner. Topics include manual cameras and lenses, films, filters and composition. You will develop and print color and black and white photographs. Bring 35mm SLR (single lens reflex) camera. Materials fee of $50-$60 covers supplies in class and is paid to the instructor. 10 sessions.

SP N7060 KA Tue 1/23-4/2 $159
MWHS 7-10pm MWHS 120 Albrecht, D.

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

S1 N7071 TA Mon 6/2-6/30 $99
NBG 7-10pm KEY 208 Albrecht, D.

S3 N7071 TB Mon 7/21-8/18 $99
NBG 7-10pm KEY 208 Albrecht, D.

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.

SP N2234 OA Thu 3/20 $29
MDTN 6:30-9pm HA 211A Creative Voice

S1 N2234 OA Mon 6/2 $29
MDTN 6:30-9pm HA 211A Creative Voice

For more information, call (845) 341-4890
Scrapbooking for Beginners
This course will help you get started in preserving family photos and memories for years to come. Learn the different types and uses of papers, inks and adhesives as well as all types of embellishments, tools and techniques. Must have a class kit which includes a paper trimmer, adhesive, scissors, pencil and ruler. Materials fee of $40.00 covers all supplies used in class and is to be paid in the first class session.

SP N1160 PA  Mon 2/25-4/28  $99
PJ       6:30-9pm  PJH Randolph, J.

NEw Hand Embroidery
Learn a variety of hand work including cross stitch, bell pulls, chicken scratch samplers, medieval and Jacobean designs. Bring $8 to each class session. 10 sessions.

SP N1113 OA  Tue 2/19-4/29  $99
MDTN 6-8pm  BT 119 Bullinger, L.

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

SP N3741 KA  Wed 3/5-4/16  $69
MWHS 7-9pm  MWHS 120 Tietjen, I.

NEw Quick Weeknight Meals
Learn how to create soup stocks, balanced meal casseroles, desserts and appetizers. $20.00 to be paid to instructor first class. A brief grocery list may be required for some sessions.

SP N9213 NA  Wed 2/6-4/2 $159
NBG 6-8pm  NFA 234 Kennedy, D.

NEw Sewing and Toy Making
Learn beginner cross stitching macrame and how to make some early American and Victorian English toys including: tumbling jugglers, felt frames and artist trading cards. Bring $2 to each class session. 8 sessions.

SP N1114 OA  Sat 2/23-4/19  $59
MDTN 10:30-11:45am HA 200 Bullinger, L.

Community Enrichment > Crafts & Hobbies

Chinese Silk Painting
No painting or drawing experience necessary. You will learn techniques to paint on silk fabric to create decorative and practical items. Purchase of supplies required: Dye-na-flow Silk Paint, Pebeo Water-Based Guttas in Tubes - Clear and Gold, One Crepe De Chine Scarf 12mm 6” x 24”, One Ladies Silk Handkerchief 11” x 11” White 8mm Habotai. 3 sessions.

SP N1146 KA  Thu 1/17-1/31  $49
MWHS 7-9pm  MWHS 122 Mooney, P.

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

SP N1176 OA  Mon 2/18-4/28  $99
MDTN 7-9pm  BT 119 DeMaio, C.

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

SP N1182 KA  Tue 2/12-4/15  $99
MWHS 7-9:30pm  MWHS 118 Sealfon, M.

Supplies:
Set of Pastels-minimum 30 colors, Rembrandt or Nupastel. A couple of sticks of soft vine charcoal. Kneaded eraser. Canson mie-tintes Pastel Paper 19”x25”. Neutral grays are good to begin with. Drawing board large enough for paper (paper can be trimmed).

Would you like to earn an insurance discount?
CAPE offers the 6-hour defensive driving course which results in a 10% liability and collision auto insurance discount. See page 26.

www.sunyorange.edu/cape
For more information, call (845) 341-4890

Community Enrichment > Avation and Scuba

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>SP N6176 OA</td>
<td>Sat</td>
<td>1/5-2/23</td>
<td>9am-12pm</td>
<td>PE Pool</td>
<td>$99</td>
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<td>MDTN</td>
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<td>Mattinson, P.</td>
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<td>Assessment Dates: December 22nd, 9am-12pm</td>
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<tr>
<td>SP N6176 OB</td>
<td>Sat</td>
<td>4/5-5/31</td>
<td>9am-12pm</td>
<td>PE Pool</td>
<td>$99</td>
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<td>MDTN</td>
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<td>Mattinson, P.</td>
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<td>Assessment Dates: March 8th &amp; 15th, 9am-12pm</td>
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Private Pilot Ground School
Prepare for FAA written exam, supplement your flight instruction, or review your general knowledge of flying under visual flight rules (VFR). Principles of flight, aircraft performance, instruments, weights & balance, federal aviation regulations, navigation, communications, and meteorology are covered in class. Purchase of textbook required. 14 sessions.

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<tr>
<th>Course Code</th>
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<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>SP N1701 OA</td>
<td>Thu</td>
<td>1/24-5/1</td>
<td>6:30-9:30pm</td>
<td>BT 117</td>
<td>Bernstein, D.</td>
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Community Enrichment > Special Programs

Music

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SP N6523 OA</td>
<td>Tue Thu</td>
<td>1/15-5/1</td>
<td>2-2:50pm</td>
<td>OH 23</td>
<td>TBA</td>
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<tr>
<td>MDTN</td>
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<tr>
<td>SP N6527 OA</td>
<td>Thu</td>
<td>1/17-5/1</td>
<td>6-7:45pm</td>
<td>TBA</td>
<td>$0</td>
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<td>MDTN</td>
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<tr>
<td>SP N6528 OA</td>
<td>Thu</td>
<td>1/17-5/1</td>
<td>8-9:45pm</td>
<td>TBA</td>
<td>$0</td>
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<td>MDTN</td>
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Boating

American Boating Course
Materials fee of $40 is required and to be paid in the first class session.

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<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>SP N1714 OA</td>
<td>Thu</td>
<td>2/7-3/13</td>
<td>7:30-9:30pm</td>
<td>BT 119</td>
<td>Fallon, T.</td>
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<tr>
<td>MDTN</td>
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<tr>
<td>SP N1714 OB</td>
<td>Thu</td>
<td>4/3-5/8</td>
<td>7:30-9:30pm</td>
<td>BT 119</td>
<td>Fallon, T.</td>
</tr>
</tbody>
</table>

Waterfront Lifeguarding
Learn the knowledge an skills needed to prevent and respond to aquatic emergencies both ia pool and at a waterfront environment. This course prepares participants to recognize and respond quickly and effectively to emergencies to prevent drownings. Contact our office for prerequisites and certification requirements. Purchase of textbook and certification fee to be paid in class.

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<tr>
<th>Course Code</th>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SP N6185 OA</td>
<td>Sun Sat</td>
<td>1/26-2/3</td>
<td>9am-5pm</td>
<td>PE Pool</td>
<td>Stepp, S.</td>
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<td>MDTN</td>
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<tr>
<td>SP N6185 OB</td>
<td>Sun Sat</td>
<td>4/26-5/4</td>
<td>9am-5pm</td>
<td>PE Pool</td>
<td>Stepp, S.</td>
</tr>
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Madrigals

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<tr>
<th>Course Code</th>
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<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SP N6531 OA</td>
<td>Tue Thu</td>
<td>1/15-5/1</td>
<td>3-3:50pm</td>
<td>OH 23</td>
<td>TBA</td>
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<td>MDTN</td>
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For more information, call (845) 341-4890
Teen Summer Computer Camp (13-17 years)
Create your own amazing interactive and animated website. In 6 days, you will learn to use three of the most powerful, professional programs: Adobe Photoshop to create and manipulate digital photographs and art, DreamWeaver to build and maintain your site, and Macromedia Flash to create animations and interactive games. The Matrix has nothing on what the internet has to offer. Spend 6 days with us and learn how to design and build one of the best interactive web sites in the world... your own. 6 sessions
S3 I8900 IA Mon Tue Wed 7/21-7/30 $195
MDTN 9am-4pm HA 114 St. Martin, M.

Spanish (7-11 years)
Simple conversation, vocabulary, sentence structure through conversation, songs and games. Bring a notebook to class. 8 sessions.
SP N9036 OA Sat 2/23-4/19 $59
MDTN 9-10:15am HU 201 Estronza-Flores, M.

Spanish 2 (8-13 years)
A more advanced course for those who have completed Spanish 1 or who have knowledge of Spanish. Bring a notebook to class. 8 sessions.
SP N9037 OA Sat 2/23-4/19 $59
MDTN 10:30-11:45am HU 201 Estronza-Flores, M.

Scrapbooking for Girls 9-12
Learn to create your own scrapbook with your own theme, style and personality; tell your story through your photographs. Please bring an album and your pictures with you to class.
SP N1159 OA Sat 2/23-4/19 $59
MDTN 9-10:15am HA 214 Holmes, A.

Drawing For Beginners (7 - 12 years)
Using elements of art -- line, shape, color, texture, space, form and value -- learn to draw. Purchase of supplies extra. Bring white drawing pad, pencils and eraser to first class session. Other supplies to be discussed in class. 8 sessions.
SP N9257 OA Sat 2/23-4/19 $59
MDTN 9-10:15am HA 207 DeMaio, C.

Cartooning (9-12 years)
Learn to create your own cartoon characters, techniques of the cartoonist, developing a cartoon story and producing a comic strip. Purchase of supplies extra. Bring white drawing pad, pencils and eraser to first class session. Other supplies to be discussed in class. 8 sessions.
SP N9258 OA Sat 2/23-4/19 $59
MDTN 10:30-11:45am HA 207 DeMaio, C.

Beginner’s Guitar (8-15 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.
SP N9144 OA Sat 2/23-4/19 $59
MDTN 10:30-11:45am OH 23 Wilbur, D.

Calling All Actors/Actresses (9-12 years)
Prepare for live theater, learn how an actor walks, talks and projects. Take part in classroom skits and improvisations. 8 sessions.
SP N9223 OA Sat 2/23-4/19 $59
MDTN 10:30-11:45am SSC cafe Topps, C.

Summer 2008 Camp College
The new Camp College brochure for summer 2008 will be available soon! For more information please call 845-341-4890 or visit our website at www.sunyorange.edu/cape/

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

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

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

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

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

Our programs include:

- Business/Office Technologies
- Computer
- Health Occupations
- Transportation
- Law Enforcement

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

Institute for Healthcare Providers

The Institute for Healthcare Providers is committed to serving the needs of the healthcare industry, which offers one of the largest employment opportunities in the county, with upward mobility for those who choose this career field. The Institute, in collaboration with SUNY Orange’s health professions departments offers:

- Customized training program the healthcare industry
- Courses which prepare people to enter the health professions
- Courses to upgrade skills
- Cross training opportunities for professionals
- Licensing renewal courses

Please contact 845-341-4380 for more information.
Sometimes you need more than the standard business writing training.

SUNY Orange gets the real world of business training.

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

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

Spring 2008 Travel Opportunities

**Mexico—The Yucatan**

March 22 - 29, 2008

Open to students, faculty, staff and the general public

Includes RT air, hotels, guided tours, in-country transport, entrance fees, & most meals

Final price will depend on number of participants.

For further information and registration forms, please call Prof. Wright at 341-4024.

**Yucatan Trip Companion**

Students taking this companion course to the Mexico - Yucatan trip will attend a pre-trip lecture and slide show about the Mayan pyramids, European influence and the people. This course may be taken if you are registered for the trip. The trip will cost an additional $2,100 (final price will depend on number of participants) and includes round trip air, hotels, guided tours, in-country transport, entrance fees, and most meals. Please contact Professor Wright for further information and to register for the trip at 845-341-4024.

N6999 OA $40
We are a community of learners dedicated to reaching out to all citizens of Orange County to enrich their lives through the highest-quality education possible. Intellectual rigor, personal commitment and enhanced citizenship distinguish a SUNY Orange education which will enhance students’ economic opportunities, deepen their appreciation of culture and of their place in history while broadening their sense of responsibility in a democratic society.

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

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

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

Orange County Community College is a two-year college established under the authority of the State of New York, primarily to fulfill the educational needs of those persons living within its service area. To help reach this goal, the College offers day and evening classes and summer sessions.

Orange County Community College curricula are registered by the New York State Department of Education and approved by the State University of New York. It is authorized to award the Associate in Arts, the Associate in Applied Science, and the Associate in Science Degree as established by the Board of Regents of the University of the State of New York.
**General Information**

**Tuition and Fees**
Registration is done on a first come first served 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.

* 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.

**Payment**
Payment can be made by mail, in person, by phone, via fax, or online. You can pay your tuition and fees with 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 payments are processed and mailed approximately four to six weeks after the cancellation date.

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

**Course Cancellation**
All Continuing and Professional Education courses are subject to minimum enrollment. 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.
Best Routes to Middletown Campus

Arriving from Connecticut or Upstate New York, take Interstate 84 West to exit 3W, Route 17M (Middletown), proceed on 17M which becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left on Bennett to the top of the hill (right on Nininger). From New York City or New Jersey; N.Y.S. Thruway to exit 16 (Harriman) to Route 17 West to exit 123 (Middletown). Follow 17M (to Middletown) which becomes Dolson Avenue. Continue to Bennett, turning left on Bennett to top of hill (South Street).

From Upstate-Route 17 to exit 121W, Interstate 84 West for 3.3 miles to exit 3W. (Route 17M) becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left to Bennett Street.

Best Routes to Newburgh Extension Center (Key Bank Bldg)

One Washington Center, Newburgh

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

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

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

Best Routes to Newburgh Free Academy (NFA)

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.

From the New York State Thruway (North): Take Exit 16 in Harriman onto Route 17 West. Take Exit 127 (Greycoat 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.
Five Ways to Register:

1. Online
   www.sunyorange.edu/cape

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

3. In-Person
   Continuing and Professional Education is located in the
   Christine Morrison House at the Middletown Campus or at
   the Newburgh Extension Center, One Washington Center,
   Newburgh.

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

5. Fax
   Fax registration form to 845-341-4897.
Get Your Massage Therapy License

Massage Therapy Certificate
This program is an excellent option for those who are seeking to become licensed massage therapists in a short amount of time or already have a degree. Our comprehensive and challenging 1,056 hour one year certificate program will prepare you to sit for the NYS licensing examination for Massage Therapy.

Classes begin in Summer 2008.
For more information, please call 845-341-4890.

See page 4 for more information.

Spring/Summer 2008
Continuing and Professional Education

Register Now
845-341-4890
www.sunyorange.edu/cape