For more information, call (845) 341-4890
Professional Medical Coding & Billing Online

Learn inpatient and outpatient medical billing at home with the Medical Coding and Billing training program from SUNY Orange.

This highly interactive program will give you hands-on experience in the same software many medical facilities use. You will develop the knowledge and skills needed to meet and exceed the requirements for both the American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC) certification exams and get a job.

Throughout the program, you will: have access to knowledgeable student and technical support specialists; code actual inpatient and outpatient records from a wide variety of specialties; be given frequent tests with immediate feedback as you complete the coursework; have unlimited access to student chat rooms and online forum with over 16,000 registered users; and have the opportunity to attend moderated chats with career counselors, industry experts, and employers.

You will gain a basic understanding of medical terminology; documentation; confidentiality and ethics in the healthcare field; coding in healthcare; the structure and organization of the healthcare industry; anatomy and pathophysiology; pharmacology; medical records; and healthcare reimbursement. Please note: the date published is not the actual start date of the course; it is the registration deadline. Your login information will be e-mailed to you within 1-2 days. Interested in a payment plan? Call us at (845) 341-4890 for details.

FA N9450 DA Online 10/19/15-10/19/16 $2695
SP N9450 DA Online 3/7/16-3/7/17 $2695

All reference materials will be provided to the students online. Students must provide an e-mail address. Call (845) 341-4890. www.sunyorange.edu/ce/

Healthcare Career Open House

Train at home for an in-demand career

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

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

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

Wednesday, September 16, 6 p.m.
The Sandra and Alan Gerry Forum (Room 010) in the Rowley Center, Middletown Campus

Please RSVP to (845) 341-4890 by Monday, September 14
For more information, call (845) 341-4890
Healthcare ➤ Administrative Medical Office Assistant

Introduction to ICD/CPT Medical Coding

Learn the basic skills of medical coding used by medical billers and insurance claim examiners. Gain the knowledge needed to effectively extract key elements from patients medical documentation and to use the ICD-10, ICD-9 and CPT manuals to translate those elements into billing codes. This class is an introduction to coding and concentrates on the outpatient setting. A brief comparison to inpatient billing is presented as well as claim denial analysis. This class is highly recommended for those striving to be an effective part of a medical office team. 22 sessions.

FA N3017 OA Tue Thu 12/8-3/3 $689
MDTN 7-10pm HA 103 Esch, G.
No Class: 12/22, 12/24, 12/29, 12/31

Self Study: Computerized Billing & EHR

In this class you will use an EHR/PM simulation tool that offers realistic, hands-on practice and medical office procedures review. You will be trained with Optum EMR/PM (formerly Care Tracker by Ingenix), an industry leading software solution used in thousands of medical offices in the healthcare field today. 5 sessions

N9684 SS Tue/Thu 3/29-5/10 $189
MDTN 7-10pm HA 114 Walker, K.

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

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

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

Required texts must be purchased/ordered in advance of classes and are often available for purchase online (click Books & Supplies button within the course details on our website for some purchase options). For assistance with ordering books you may contact the campus bookstore (845) 341-4815 or local retail bookstores.

Introduction To Dental Billing

Learn the basic skills of dental coding used by dental offices, basic dental terminology, CDT codes/when to use them, how to accurately complete an ADA dental claim form and the claims process. You will gain a good understanding of the importance of accurate billing to avoid claim denial and delay of payment. 4 sessions

SP N9645 OA Tue Thu 5/24-6/2 $129
MDTN 7-10pm HA 103 Guarino, R.

GET YOUR CONTINUING EDUCATION UNITS (CEUs) THROUGH CAPE!

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

Nurses may be eligible to receive CEUs from the ONS (Oncology Nursing Society) for Caring for the Older Adult with Cancer and from HPNA (Hospice and Palliative Nurses Association) for the Review Course for Hospice and Palliative Care Certification. Nurses who complete this review course will be eligible to sit for the National Board for Certification of Hospice and Palliative Nurses (NBCHPN®) certification examination.

We would be happy to speak with you or your professional association about your continuing education needs! Please contact Linda Ferris at (845) 341-9380 or lindagrammferris@sunyorange.edu

www.sunyorange.edu/ce
Pharmacy Technician

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

Purchase of textbook required. 25 sessions.

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

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

Prerequisites: You must be 18 years of age and have no felony convictions. You must possess a high school diploma or GED and should have taken some math and science courses in high school to be successful in this course. Experience in a medical setting is a plus. To ensure your success in this course we recommend you take our assessment test. Please call (845) 341-4890 to schedule the assessment.

Purchase of textbook required. 25 sessions.

FA I9115 NA Mon Wed 9/9-12/9 $949
NBG 7-9:30pm TBA O’Brien, M.
No Class: 10/12, 11/25

FA I9115 OA Tue Thu 9/17-12/17 $949
MDTN 6:30-9pm BT 117 Baumander, L.
No Class: 10/13, 11/26

FOR THE HEALTHCARE PRACTICE

Increase Revenue – Increase Patient Referrals – Improve Workflow

…through enhancing patient satisfaction. Look at your practice from the patient’s perspective to discover simple, inexpensive ways to keep your current patients and gain new ones.

Our focus in delivering training for healthcare professionals has always been on service excellence and effectively managing patient expectations and experiences.

Our instructors, who have a vast amount of workplace experience in various healthcare facilities and settings, will be “patients” at your facility.

They can experience first-hand what your patients experience when interacting with your facility, and then use those experiences to help you and your colleagues develop effective strategies for acquiring new patients, retaining current ones, and above all, ensuring patient satisfaction.

Please contact us to tell us your goals for patient satisfaction, and how you feel that a partnership with SUNY Orange will help you to achieve them.

For more information, please contact Linda Ferris at (845) 341-9380 or at lindagrammferris@sunyorange.edu
Alternative Loans for Non-Credit Students

Students who are enrolled in a non-credit certificate program are not eligible for federal financial aid. If a student does not have a way of paying their tuition, they may apply for an Alternative Loan through SallieMae. This type of loan is based on a credit check approval.

To apply, go to SallieMae’s website: www.salliemae.com. Or call the toll free number: (877) 279-7172.

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

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

ENCORE

Lifelong Learning Program at SUNY Orange – Stimulating courses, hobbies, crafts, travel/learn trips for adults 50 and older. Full year’s membership only $55, includes two free courses.

For more information: Call (845) 341-4896 or email encore@sunyorange.edu

HELP WANTED

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

New York State’s Dignity for All Students Act

seeks to provide the State’s students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying, to raise awareness and sensitivity to potential acts of discrimination and/or harassment and to enable employees to prevent and respond appropriately to incidents of discrimination and harassment.

For school professionals applying for certificate or license, including, but not limited to:

- guidance counselors
- school psychologists
- school social workers
- school administrators
- teachers
- teaching assistants

One online session, one classroom session, total 6 hours.

For more information, please call (845) 341-4890 or cape@sunyorange.edu
Regulations specify that a minimum total of 350 education/training clock hours must be acquired in four categories of course work including:

- Knowledge of alcoholism and substance abuse, including tobacco use & nicotine dependence (85 hours)
- Alcoholism & substance abuse counseling, including cultural competence (150 hours)
- Assessment, clinical evaluation, treatment planning, case management and patient/family/community education (70 hours)
- Professional & ethical responsibilities & documentation, including ethics for addiction professionals & Child Abuse and Maltreatment Mandated Reporting (45 hours)

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

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

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

Individuals with a previous history of alcohol/substance abuse problems should have at least one full year of sobriety before enrolling in the CASAC Training Program. Students attending classes under the influence of drugs or alcohol will be subject to the disciplinary measures as specified under the SUNY Orange Student Code of Conduct. Violations of the drug and alcohol policies will lead to disciplinary proceedings and possible dismissal.

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

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**About Our Instructors:**

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

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

**Angela Jo Henze** is a proud alumnus of the CASAC Training Program at SUNY Orange! In addition to her CASAC, she holds a Master’s degree in Sociology. She has been an instructor in the New York State Drinking Driver Program and the CASAC Training Program at the College since 2005. A native of Ontario, Canada, Ms. Henze relocated to Orange County in 2003 and is the Division Director/Privacy Officer for Mental Health Association in Orange County, Inc. Angela Jo has been a volunteer on the Orange County Alcohol Drug Abuse Council (ADAC) Board of Directors since 2005 and a Helpline Volunteer since 2004. In her spare time she enjoys reading books on her kindle and riding motorcycles.
Module I
Overview & Diversity of Treatment Approaches
Alcoholism Primer
Addictions Professional
Psychoactive Drugs
Perspectives of Chemical/Alcohol Dependency
Experiential Workgroup

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

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

Fast Track Day Program
Complete all required classroom hours (all 3 modules) within 9 months! Classes meet 9 a.m. to 12 p.m. Monday, Tuesday, Wednesday, and Thursday mornings. Classes begin Monday, August 31, 2015. Enjoy time off during Thanksgiving Recess, Winter Break, and Spring Break! SUNY Orange shuttle bus transportation is available between Newburgh and Middletown campuses for day program students. $3,750 tuition + $2 insurance fee. Call Elizabeth at 341-4993 for more information.

Module I
Offered during the Fall 2015 semester – September 1 to December 8
FA N3298 OA T/Th 5:30 to 9:30 p.m.* $1,090
MDTN SSC Alum Begins 9/1

Module II
Offered during the Spring 2016 semester -- January 5 to May 10
SP N3292 OA T/Th 5:30 to 9:30 p.m.* $1,490
MDTN SSC Alum Begins 1/5

Module III
Offered during the Summer 2016 semester -- May to August (Call for dates)

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

*Some classes may end later/earlier

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

For more information call (845) 341-4993.

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

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

"Employment as a Credentialed Alcoholism & Substance Abuse Counselor will grow as more people become comfortable with seeking professional help for a variety of health, personal, and family problems."

- U.S. Bureau of Labor Statistics
Problem Gambling Specialty Credential

In order to gain the Gambling Specialty designation, students must be a CASAC in good standing who meet specific work experience. A Gambling Specialty Designation Form must be completed and submitted to OASAS’ Credentialing Unit upon completion of the 60-hour Problem Gambling Core Curriculum Treatment Track. For more information go to the OASAS website: www.oasas.ny.gov/msis/forms/pds/documents/PDS-37.pdf

Problem Gambling Knowledge and Education

This 15 hour course provides knowledge of gambling and problem gambling; problem gambling prevalence rates statewide and nationally; five types of gamblers; profiles of problem gamblers: men vs. women; escape vs. skill-based gambler distinctions; progression for problem gamblers and spouses; phases of problem gambling; warning signs of problem gambling; review of problem gambling diagnosis from DSM-IV; basic review of available services throughout New York State including treatment, prevention and self-help; basic knowledge of gambling venues; and special populations and their gambling practices.

FA N3302 OA Tue 9/1-9/22 $150
MDTN 5:30-9:30pm BT 353 Kreuter, D.

SP N3302 OA Tue 1/19-2/9 $150
MDTN 5:30-9:30pm BT 353 Kreuter, D.

Skills for Problem Gambling Screening, Assessment and Diagnosis

This 15 hour course provides knowledge of comprehensive assessment and diagnosis of problem gambling; review and scoring of most widely used screening tools including:

➢ South Oaks Gambling Screen (SOGS)
➢ South Oaks Gambling Screen for Adolescents (SOGS-R)
➢ DSM-IV Pathological Diagnosis
➢ Lie-Bet
➢ Gambler’s Anonymous and GAM-ANON 20 question tool

FA N3303 OA Tue 9/29-10/20 $150
MDTN 5:30-9:30pm BT 353 Kreuter, D.

SP N3303 OA Tue 2/16-3/8 $150
MDTN 5:30-9:30pm BT 353 Kreuter, D.

Problem Gambling Clinical Treatment, Treatment Planning and Case Management

This 20 hour course provides knowledge of legal issues related to gambling; financial issues like budgeting and restitution; crisis intervention specific to gamblers (including suicidal assessments and referrals); theoretical models of problem gambling treatment, including evidence based-practices and examples of interventions; addressing co-occurring disorders that are identified along with problem gambling; and ethical considerations in the clinical treatment of problem gamblers.

FA N3304 OA Tue 10/27-11/24 $200
MDTN 5:30-9:30pm BT 353 Kreuter, D.

SP N3304 OA Tue 3/15-4/19 $200
MDTN 5:30-9:30pm BT 353 Kreuter, D.

Problem Gambling Relapse Prevention and Discharge Planning

This 10 hour course provides knowledge of relapse triggers and relapse cycle for problem gamblers; incorporating spirituality into gambling-specific treatment; and orientation to Gambler’s Anonymous and other support services.

FA N3305 OA Tue 12/1-12/15 $100
MDTN 5:30-9:30pm BT 353 Kreuter, D.

SP N3305 OA Tue 4/26-5/10 $100
MDTN 5:30-9:30pm BT 353 Kreuter, D.

Would you like to earn an insurance discount?

Continuing Education offers the 6-hour defensive driving course which results in a 10% liability and collision auto insurance discount. See page 25.
Technology ➤ Introductory Computers

Introduction to Keyboarding
Master keyboarding skills utilizing proper home row position and all of your fingers! Already familiar with keyboarding? Come refresh this important skill and boost your speed. 5 sessions.

FA N2509 NA Mon Wed 8/24-9/9 6:30-9:30pm TBA Fusillo, C.
FA N2509 OA Tue Thu 8/25-9/8 6:30-9:30pm HA 114 D’Aloisio, P.
FA N2509 OB Mon Wed 10/19-11/2 6:30-9:30pm TBA Fusillo, C.
SP N2509 NA Mon Wed 1/4-1/20 6:30-9:30pm TBA Arocho, M.
SP N2509 OA Tue Thu 1/5-1/19 6:30-9:30pm TBA Gilbert, T.
No Class: 1/18

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

FA I9153 IA Mon Wed 8/24-9/2 6:30-9:30pm TBA Fusillo, C.
FA I9153 TA Mon Wed 9/21-9/30 6:30-9:30pm TBA Sanchez, J.
FA I9153 IB Tue Thu 10/20-10/29 6:30-9:30pm TBA Sanchez, J.
SP I9153 IA Mon Wed 1/4-1/13 6:30-9:30pm TBA Kisiova, G.
SP I9153 TA Mon Wed 1/25-2/3 6:30-9:30pm TBA Sanchez, J.

Technology ➤ Microsoft Office

MS Word Module 1: Create/Edit Documents
Participants in this course will learn: Word menus; toolbars; copy and paste; basic formatting; headers and footers; page layout; editing and proofing. 2 sessions

FA I9218 IA Mon Wed 9/14-9/16 6:30-9:30pm HA 114 Graham, T.
FA I9218 TA Mon Wed 9/21-9/23 6:30-9:30pm TBA Kisiova, G.
FA I9218 IB Mon Wed 10/5-10/7 6:30-9:30pm TBA Graham, T.
FA I9218 IA Mon Wed 10/12-10/14 6:30-9:30pm TBA Kisiova, G.
SP I9218 IA Mon Wed 11/3-11/5 6:30-9:30pm TBA Graham, T.
SP I9218 IA Mon Wed 11/10-11/12 6:30-9:30pm TBA Kisiova, G.
SP I9218 TA Mon Wed 1/25-1/27 6:30-9:30pm TBA Graham, T.
SP I9218 TA Mon Wed 2/1-2/3 6:30-9:30pm TBA Kisiova, G.

MS Word Module 2: Desktop Publishing
Participants in this course will learn: creating and formatting tables; inserting graphics; merging documents, and working with templates. 2 sessions

FA I9219 IA Mon Wed 9/28-9/30 6:30-9:30pm TBA Arocho, M.
FA I9219 IA Mon Wed 10/5-10/7 6:30-9:30pm TBA Kisiova, G.
FA I9219 IA Mon Wed 10/12-10/14 6:30-9:30pm TBA Kisiova, G.
SP I9219 IA Mon Wed 11/3-11/5 6:30-9:30pm TBA Graham, T.
SP I9219 IA Mon Wed 11/10-11/12 6:30-9:30pm TBA Kisiova, G.

MS Word Module 3: Enhanced Desktop Publishing
Participants in this course will learn: using Styles to create flyers, brochures, newsletters; Inserting digital photographs from your camera; using clip art; inserting charts and graphs; text wrapping; and working with text boxes. 2 sessions

FA I9220 IA Mon Wed 9/28-9/30 6:30-9:30pm TBA Kisiova, G.
FA I9220 IA Mon Wed 10/5-10/7 6:30-9:30pm TBA Kisiova, G.
FA I9220 IA Mon Wed 10/12-10/14 6:30-9:30pm TBA Kisiova, G.
FA I9220 IA Mon Wed 11/3-11/5 6:30-9:30pm TBA Kisiova, G.
SP I9220 IA Mon Wed 11/10-11/12 6:30-9:30pm TBA Kisiova, G.
SP I9220 TA Mon Wed 2/1-2/3 6:30-9:30pm TBA Sanchez, J.
SP I9220 TA Mon Wed 2/15-2/17 6:30-9:30pm TBA Sanchez, J.
MS Excel Module 1: Worksheet and Workbooks
Participants in this course will learn: Excel menus; toolbars; creating and editing; moving and copying data; basic formulas and functions; basic formatting; as well as editing and proofing. 2 sessions.

FA I9221 IA MDTN Tue Thu 9/15-9/17 $69
HA 114 6:30-9:30pm Applegate, J.

FA I9221 TA NBG Mon Wed 11/2-11/4 $69
6:30-9:30pm TBA Fusillo, C.

FA I9221 IB MDTN Mon Wed 11/9-11/11 $69
6:30-9:30pm HA 114 Campbell, A.

SP I9221 IA MDTN Tue Thu 2/2-2/4 $69
6:30-9:30pm HA 114 Catania, L.

MS Excel Module 2: Enhanced Formatting & Formulas
Participants in this course will learn: creating and formatting charts and graphs; linking worksheets and workbooks; filtering and sorting; working with templates. 2 sessions.

FA I9222 IA MDTN Tue Thu 9/22-9/24 $69
HA 114 6:30-9:30pm Applegate, J.

FA I9222 TA NBG Mon Wed 11/9-11/11 $69
6:30-9:30pm TBA Paolini, J.

FA I9222 IB MDTN Mon Wed 11/16-11/18 $69
6:30-9:30pm HA 114 Applegate, J.

SP I9222 IA MDTN Tue Thu 2/9-2/11 $69
6:30-9:30pm HA 114 Audin, M.

MS Excel Module 3: Working with Numbers
Participants in this course will learn: “what if” analysis; formatting and modifying cells; columns and rows; pivot tables; 3D computing; and working with macros. 2 sessions.

FA I9223 IA MDTN Tue Thu 9/29-10/1 $69
HA 114 6:30-9:30pm Audin, M.

FA I9223 TA NBG Mon Wed 11/16-11/18 $69
6:30-9:30pm TBA Paolini, J.

FA I9223 IB MDTN Mon Wed 11/30-12/2 $69
6:30-9:30pm HA 114 Graham, T.

SP I9223 IA MDTN Tue Thu 2/16-2/18 $69
6:30-9:30pm HA 114 Sanchez, J.

MS PowerPoint Module 1: Complement Your Presentation with Visually
Participants in this course will learn: PowerPoint menus; toolbars; maneuvering between panes; using templates; creating slides; PowerPoint design; color themes; font families; background styles; formatting for room lighting and size; as well as adding, rearranging and deleting slides. 2 sessions.

FA I9224 IA MDTN Mon Wed 10/5-10/7 $69
6:30-9:30pm HA 114 Campbell, A.

FA I9224 IB MDTN Tue Thu 12/1-12/3 $69
6:30-9:30pm HA 114 Catania, L.

FA I9224 TA NBG Mon Wed 12/7-12/9 $69
6:30-9:30pm TBA Paolini, J.

SP I9224 IA MDTN Mon Wed 2/15-2/17 $69
6:30-9:30pm HA 114 Campbell, A.

MS PowerPoint Module 2: Fine Tuning PowerPoint Presentations
Participants in this course will learn: slide views; transitions; inserting clip art photos; picture tools and crop tool; presentation options, like: sound and duration; apply to all; how to advance; preview slideshow; handouts; and how to save your presentation as a video. 2 sessions.

FA I9225 IA MDTN Tue Thu 10/6-10/8 $69
6:30-9:30pm HA 114 Applegate, J.

FA I9225 IB MDTN Tue Thu 12/8-12/10 $69
6:30-9:30pm HA 114 Catania, L.

FA I9225 TA NBG Mon Wed 12/14-12/16 $69
6:30-9:30pm TBA Sanchez, J.

SP I9225 IA MDTN Mon Tue 2/22-2/24 $69
6:30-9:30pm HA 114 Catania, L.

Technology ➢ Microsoft Office

Please note you will need to access student files in class using a USB drive in order to utilize the exercises and save your work.
A+ PC Service Technician
At SUNY Orange you will receive expert training from a certified instructor who has years of experience in the field. Through a combination of 84 hours of lectures, presentations and hands-on lab exercises you will utilize our new A+ hardware kits, learn advanced hardware/software installation and configuration concepts. The curriculum will prepare you to take certification exams to obtain COMPTIA Certification.

Topics include: safety; power supplies; motherboards; CPUs; BIOS; memory; cables and buses; drives; storage; portable computers; troubleshooting techniques; printers; OS installation and configuration; upgrading; and basic networking concepts. Windows OS and software, Linux, Novell, Mac OS, security and VM will be covered. Prerequisite: PC knowledge, Windows, Internet, or equivalent knowledge. Purchase of textbook required. 28 sessions.

FA I8442 TA Tue Thu 9/22-1/14 $799
NBG 6-9pm TWR 224 Antunovich, J.

ADOBE CREATIVE SUITE SOFTWARE
Designers, Photographers – work faster on large, complex files in Photoshop and Illustrator. Web Professionals – take advantage of high performance Dreamweaver. Learn to work effectively with Acrobat and InDesign.

Contact us for the latest Adobe Creative Suite classes!

Call Continuing & Professional Education at SUNY Orange: (845) 341-4890

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

FA I9216 TA Mon 10/19-11/9 $179
NBG 6:30-9:30pm TBA Dominguez, M.

Fundamentals of Graphic Design 2
We will focus a bit more on typography and layouts for print such as posters, brochures, and more using Adobe InDesign and Illustrator. Participants must have completed Fundamentals of Graphic Design 1. 4 sessions

FA I9217 TA Mon 11/16-12/7 $179
NBG 6:30-9:30pm TBA Dominguez, M.

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

Going Green has helped organizations save:

- 10 million gallons of water in one year by changing showerheads from 2.5 gpm to 1.5 gpm
- Over $9,000 in one year by modifying a garbage contract and adding a recycling program
- Over $48,000 each year by modifying lighting levels and reevaluating heating and air conditioning for work areas
- Over $4,000 each year in garbage pick-up fees by implementing single stream recycling

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

For more information, please contact Linda Ferris at (845) 341-9380 or at lindagrammferris@sunyorange.edu
Notary Public Workshop

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

FA N7631 OA Fri 9/4 MDTN 9am-12pm $65
Andryshak, J. SSC Alumni room
FA N7631 OB Fri 12/4 MDTN 9am-12pm $65
Andryshak, J. SSC Alumni room

Real Estate Salesperson Pre-Licensing Course

Prepare to pass your exam on the first try. Completion of this 75-hour course satisfies New York State requirements for a real estate salesperson license. Topics include real estate instruments; law of agency; real estate financing; valuation and listing procedures; law of contracts; license law and ethics; human rights-fair housing; closing and closing costs; land use regulations; and real estate mathematics. Separate state-issued qualifying exam is required for licensure. Purchase of textbook required before first class session. 20 sessions.

FA N1840 NA Tue Thu 9/1-12/1 $679
NBG 6-9:45pm TBA Chewens, J. No Class: 10/13, 11/26

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

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

For more information, call (845) 341-4890
Basic Income Tax 1, 2, 3
Get prepared to take and pass the mandated IRS Registered Tax Return Preparer Competency Test. Successful completion of the course provides 10 continuing education credits. The instructor is a member of the New York State Society of Independent Accountants. He owns a chain of 16 Jackson Hewitt Tax Stores throughout the Hudson Valley and has been in the accounting and taxation field for 30 years. 14 sessions.
FA I9214 OA Tue 9/1-12/8 $299
MDTN 6-9pm HA 105 Connors, M.
No Class: 10/13

Intro to QuickBooks Pro 2014
Learn this powerful software package that will enable you to do customer invoicing, bill paying, bank and credit reconciliations. Gain competency in handling Accounts Receivable and Accounts Payable. In order to fully utilize this software, emphasis throughout the class will be placed on understanding basic accounting concepts. Purchase of textbook required and is also used in the advanced class. Prerequisite: Knowledge of PC & Windows. 7 sessions.
FA N9644 NA Tue Thu 9/22-10/15 $229
NBG 6-9pm TBA Fediuk, B.
No Class: 10/13
SP N9644 NA Tue Thu 1/26-2/16 $229
NBG 6-9pm TBA Fediuk, B.

RUN YOUR BUSINESS LEAN
Would your business like to identify and eliminate inefficiencies in your processes?
Want to improve your bottom line by providing value add and eliminating non-value add?
Working side-by-side with business owners and staff, SUNY Orange Continuing & Professional Education helps businesses identify opportunities for improvement and develop practical solutions. Focusing on strategic solution implementation, our trainers use coaching in a hands-on environment designed to exercise LEAN tools such as Value Stream Mapping, Empowered Teams, Manufacturing Productivity Tools and 5S. Progress toward LEAN manufacturing is measured with profit/loss analysis.
See and understand the flow of material and information as a product flows through the system. Develop a Current State map, draw a Future State map, and create an implementation plan including action items, priorities, and time frames.
For more information, please contact Linda Ferris at (845) 341-9380 or at lindagrammferris@sunyorange.edu.

Executive Assistant Training Program
The Administrative Assistant program helps students gain the business knowledge and specialized skills needed to successfully manage day-to-day office operations in government agencies, schools, and a variety of corporate settings. Students will learn to handle front desk reception, meeting planning and scheduling, business communication, Microsoft Office software, and more. The program pays particular attention to preparing students to earn the Microsoft Office Specialist Master credential, giving them an important edge in the job market. The program’s online learning platform provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles. Please note: the date published is not the actual start date of the course; it is the registration deadline. Your login information will be e-mailed to you within 1-2 days.
FA N9606 DA online 10/19-4/19 $1995
SP N9606 DA online 3/7-9/7 $1995
Working Competently as a Translator/Interpreter (English-to-Spanish)

Participants must be fluent in both English and Spanish. This course is designed to help bilingual individuals who are usually asked to “translate” become competent interpreters so they can efficiently meet the needs of the offices, schools, hospitals and organizations they work for. Some government-funded organizations are now being required to provide qualified/trained interpreters, so get the edge to find, keep or move up on a job! The topics covered include: interpreter’s professional standards; translation vs interpretation skills; use of dictionaries, glossaries and online resources; modes of interpretation and practical exercises. 8 sessions.

FA N9640 NA Sat 9/12-11/7 $129
NBG 9:30-11:30am TBA Delgado, A.
No Class: 10/10

Working as A Translator/Interpreter Level 2 (English-to-Spanish)

This course is a continuation of Level I. It will include more practice on translation and interpretation with emphasis on legal and medical terminology. Students will have more exercises on prediction, memory, paraphrasing, sight translation, and consecutive and simultaneous interpreting. 6 sessions.

SP N9674 NA Sat 1/30-3/5 $99
NBG 9:30-11:30am TBA Delgado, A.

Memory Shock --
Training You Won’t Forget

Learn the secrets to an incredible memory. Fast-paced, fun-filled course will startle you with your ability to remember names & faces, important lists, facts of all kinds, calendar dates, numbers, and where you put the car keys. Begin to use your new abilities immediately, and use these skills in practical applications for a lifetime. You’ll be better prepared for work, school, daily activities, public speaking, job interviews, and everything else you do. 1 session

FA N9474 OA Tue 9/22 $19
MDTN 7-9pm HA 101 Reitman, B.
FA N9477 NA Tue 11/10-11/17 $19
NBG 7-9pm TBA Sciucco, M.

Adventures in Publishing:
How to Independently Publish Your Own Book

Dream of publishing your own book? With today’s technology and the internet you can do this yourself and share your work with friends, family, and readers all over the world. Kindle bestselling and award-winning author Marianne Sciucco will share her Adventures in Publishing and show you how she published her first novel in print, digital, and audiobook. Topics covered include: changes in the publishing industry over the last ten years, including electronic publishing; the trend toward independent publishing and its growing acceptance among readers; why authors might choose to go this route rather than seek traditional publishing, and the pros and cons of each; as well as the work involved in publishing and marketing your own book. This class will be of interest to anyone thinking about publishing a book, whether it's a novel, poetry, memoir, family history, cookbook, etc. 1 session.

FA N9643 OA Tue 9/22 $19
MDTN 7-9pm HA 101 Sciucco, M.
FA N9643 NA Tue 10/27 $19
NBG 7-9pm TBA Sciucco, M.

Write, Release, Retail:
How to Become an Indie Author

Publishing your own work and launching it into the literary marketplace is easier than ever now with the advent of self-publishing platforms like Kindle, Create Space, Smashwords, Vook, Kobo, and others. Aspiring authors have many opportunities to sell their work to readers all over the world via online booksellers and social media. Join Kindle bestselling author Marianne Sciucco (Blue Hydrangeas; Swim Season) as she explains how to start your project; create a publishable manuscript; build your social media platform; choose your publishing partners; and promote and market your work. This class is recommended for anyone interested in self-publishing a novel, memoir, children’s book, or non-fiction work. The first session will cover Write and Release; the second will cover Retail. 2 sessions.

FA N9643 OA Tue 9/29-10/6 $19
MDTN 7-9pm HA 101 Sciucco, M.
FA N9677 OA Tue 11/10-11/17 $19
NBG 7-9pm TBA Sciucco, M.

For more information, call (845) 341-4890
Refresher for Supervisors and Managers

Move from being an individual contributor to effectively getting work done through others. This course focuses on management in action and addresses current issues such as diversity, ethics, and technology. Refresh your skills in managing change. 4 sessions.

- FA N9664 NA Thu 9/17-10/8 $75
- SP N9664 NA Thu 3/3-3/31 $75

No Class: 3/24

Sales & Marketing Techniques for Small Business

Learn how to promote yourself and your business through networking, social media sites, your business’ website and media strategies. Get your business noticed! 4 sessions.

- FA N9665 OA Wed 9/9-9/30 $49

Do you need continuing education in order to keep your license or certification?

Do you need CEUs to keep abreast of new developments in your field or to be eligible for advancement?

The Continuing and Professional Education department of SUNY Orange is developing programs that are eligible for CEUs in many different professions.

Please call us about your continuing education needs!

Please contact Linda Ferris at (845) 341-9380 or lindagrammferris@sunyorange.edu.

Business & Professional ➢ Teacher Training

Child Abuse Identification and Reporting

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

For schedule, please visit our website (www.sunyorange.edu/ce) or call (845) 341-4890

Intervention and Prevention of School Violence

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

For schedule, please visit our website (www.sunyorange.edu/ce) or call (845) 341-4890

Dignity for All Students Act

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

For schedule, please visit our website (www.sunyorange.edu/ce) or call (845) 341-4890

Security Guard

Please visit our website (www.sunyorange.edu/ce) or call (845) 341-4890 for schedule
LEARN FROM THE COMFORT OF YOUR HOME or OFFICE

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

SUNY Orange Education to Go Online Courses

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

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

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

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

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

BUSINESS & PROFESSIONAL ➢ TESTING CENTER

The Hudson Valley Testing Center at SUNY Orange

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

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

CLEP (The College-Level Examination Program)

Save Money on Tuition and Graduate Sooner!

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

Please call to schedule your appointment!

Tests Offered at SUNY Orange Testing Center:

➢ Test proctoring for online and distance learning students
➢ College Level Exam Program (CLEP) testing
➢ TEAS testing for prospective nursing students

For more information, e-mail us at testcenter@sunyorange.edu, or call the CAPE office at (845) 341-4890. Visit us on the web at www.sunyorange.edu/testing/
The new ESL Program offers five levels of instruction designed to give students all of the basic skill of English: listening, speaking, reading and writing.

Each level is comprised of two modules: Grammar and Reading/Writing. Students have the flexibility to study in one or two modules at a time, offering students the option to attend two or four nights per week.

Students make an appointment for an evaluation and registration by calling (845) 341-9593 or (845) 341-9025. Classes fill up quickly and registration is limited so call early.

**BOOKS FOR ALL MODULES ARE SOLD IN CLASS ON THE FIRST DAY.**

### English As A Second Language (ESL), Level I

#### Middletown

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Tuition</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>N7991 OA</td>
<td>M/W</td>
<td>6-9 pm</td>
<td>8/31/15</td>
<td>11/18/15</td>
<td>$10</td>
<td>MDTN</td>
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<tr>
<td>N7991 OB</td>
<td>M/W</td>
<td>6-9 pm</td>
<td>1/20/16</td>
<td>4/11/16</td>
<td>$10</td>
<td>MDTN</td>
<td>Powell, N.</td>
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#### Newburgh

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
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<th>End Date</th>
<th>Tuition</th>
<th>Location</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>N7991 TA</td>
<td>M/W</td>
<td>6-9 pm</td>
<td>8/31/15</td>
<td>11/18/15</td>
<td>$10</td>
<td>NGB</td>
<td>TBA</td>
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<tr>
<td>N7991 TB</td>
<td>M/W</td>
<td>6-9 pm</td>
<td>1/20/16</td>
<td>4/11/16</td>
<td>$10</td>
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<td>TBA</td>
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### English As A Second Language (ESL), Level II

#### Middletown

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Tuition</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>N7963 OA</td>
<td>M/W</td>
<td>6-9 pm</td>
<td>8/31/15</td>
<td>12/14/15</td>
<td>$10</td>
<td>LIB 221</td>
<td>Alvarado, S.</td>
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<tr>
<td>N7964 OA</td>
<td>T/TH</td>
<td>6-9 pm</td>
<td>9/1/15</td>
<td>12/8/15</td>
<td>$10</td>
<td>LIB 221</td>
<td>Alvarado, S./Flanagan, S.</td>
</tr>
<tr>
<td>N7963 OB</td>
<td>M/W</td>
<td>6-9 pm</td>
<td>1/20/16</td>
<td>5/2/16</td>
<td>$10</td>
<td>LIB 221</td>
<td>Alvarado, S.</td>
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<tr>
<td>N7964 OB</td>
<td>T/TH</td>
<td>6-9 pm</td>
<td>1/19/16</td>
<td>4/28/16</td>
<td>$10</td>
<td>LIB 221</td>
<td>Alvarado, S./Flanagan, S.</td>
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#### Newburgh

<table>
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<tr>
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<th>Time</th>
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<td>N7963 TA</td>
<td>M/W</td>
<td>6-9 pm</td>
<td>8/31/15</td>
<td>12/14/15</td>
<td>$10</td>
<td>TBA</td>
<td>Cedeno, N.</td>
</tr>
<tr>
<td>N7964 TA</td>
<td>T/TH</td>
<td>6-9 pm</td>
<td>9/1/15</td>
<td>12/8/15</td>
<td>$10</td>
<td>TBA</td>
<td>Flanagan, S./Cedeno, N.</td>
</tr>
<tr>
<td>N7963 TB</td>
<td>M/W</td>
<td>6-9 pm</td>
<td>1/20/16</td>
<td>5/2/16</td>
<td>$10</td>
<td>TBA</td>
<td>Cedeno, N.</td>
</tr>
<tr>
<td>N7964 TB</td>
<td>T/TH</td>
<td>6-9 pm</td>
<td>1/19/16</td>
<td>4/28/16</td>
<td>$10</td>
<td>TBA</td>
<td>Flanagan, S./Cedeno, N.</td>
</tr>
</tbody>
</table>

### ESL Class Information

Required textbook can be purchased in class.

### Registration Information:

First time students must call (845) 341-9593 or (845) 341-9025 to make an appointment for an evaluation for placement.

Repeat ESL students may register in class for the next class.
English As A Second Language (ESL), Level III

Middletown

Reading/Writing/Oral Module
N7967 OA  M/W  8/31/15 – 12/14/15  $10
MDTN  6-9 pm  LIB 215  TBA/ Flanagan, S.

Grammar Module
N7966 OA  T/TH  9/1/15 – 12/8/15  $10
MDTN  6-9 pm  LIB 215  Brown, D.

Reading/Writing/Oral Module
N7967 OB  M/W  1/20/16 – 5/2/16  $10
MDTN  6-9 pm  LIB 215  Flanagan, S./Dacunto, A.

Grammar Module
N7966 OB  T/TH  1/19/16-4/28/16  $10
MDTN  6-9 pm  TBA  Brown, D.

Newburgh

Reading/Writing/Oral Module
N7967 TA  M/W  8/31/15 – 12/14/15  $10
NGB  6-9 pm  TBA  Flanagan, S./Dacunto, A.

Grammar Module
N7966 TA  T/TH  9/1/15 – 12/8/15  $10
NGB  6-9 pm  TBA  Rivera, A.

Reading/Writing/Oral Module
N7967 TB  M/W  1/20/16 – 5/2/16  $10
NGB  6-9 pm  TBA  Flanagan, S./Dacunto, A.

Grammar Module
N7966 TB  T/TH  1/19/16-4/28/16  $10
NGB  6-9 pm  TBA  Rivera, A.

English As A Second Language (ESL), Level IV

Middletown

Grammar Module
N7970 OA  M/W  8/31/15 – 12/14/15  $10
MDTN  6-9 pm  OH 107  Brennan, D.

Reading/Writing Module
N7971 OA  T/TH  9/1/15 – 12/8/15  $10
MDTN  6-9 pm  OH 107  Murillo, C.

Grammar Module
N7970 OB  M/W  1/20/16 – 5/2/16  $10
MDTN  6-9 pm  OH 107  Brennan, D.

Reading/Writing Module
N7971 OB  T/TH  1/19/16 – 4/28/16  $10
MDTN  6-9 pm  OH 107  Murillo, C.

Newburgh

Grammar Module
N7970 TA  M/W  8/31/15 – 12/14/15  $10
NGB  6-9 pm  TBA  Esposito, I.

Reading/Writing Module
N7971 TA  T/TH  9/1/15 – 12/8/15  $10
NGB  6-9 pm  TBA  Henighan, P.

Grammar Module
N7970 TB  M/W  1/20/16 – 5/2/16  $10
NGB  6-9 pm  TBA  Esposito, I.

Reading/Writing Module
N7971 TB  T/TH  1/19/16 – 4/28/16  $10
NGB  6-9 pm  TBA  Henighan, P.

English As A Second Language (ESL), Bridge Level. Offered in Spring 2016

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

Middletown

Reading/Writing Module
N7973 OB  M/W  1/20/16 – 5/2/16  $10
MDTN  6-9 pm  TBA  Murillo, C.

Grammar Module
N7972 OB  T/TH  1/19/16 – 4/28/16  $10
MDTN  6-9 pm  TBA  TBA

Newburgh

Reading/Writing Module
N7973 TB  M/W  1/20/16 – 5/2/16  $10
NGB  6-9 pm  TBA  Henighan, P.

Grammar Module
N7972 TB  T/TH  1/19/16 – 4/28/16  $10
NGB  6-9 pm  TBA  TBA

For more information, call (845) 341-4890
SUNY Orange College High School Equivalency (HSE) Classes (formerly GED®)

SUNY Orange has established classes throughout Orange County for individuals who are looking to improve their job opportunities by earning their HSE diploma. Emphasis will be on improving writing and math skills using creative thinking and problem-solving strategies so students can successfully pass the new TASC test. 120 hours of instruction.

You must be age 18 and older to attend. You must register in person prior to the class start date at the Middletown campus at the Continuing and Professional Education Office (845) 341-4890 or by calling the Newburgh HSE staff to make an appointment for an orientation session (845) 341-9532. The $10 tuition plus $2 fee may be paid with cash, check, credit card or money order.

SUNY Orange offers the highest quality of instruction in its College HSE program. You must attend classes FOUR Days per week so you can take two days of math and two days of all other subjects. Please Call (845) 341-9543 for more information or (845) 341-9532.

Your Instructor will advise you on the purchase of all books for the class. Please do not purchase books in advance as teachers will discuss which book to purchase on the first day of class.

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

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

College Delays or Closings
Concerned about weather conditions? Sign up for inclement weather e-mail alerts!

Go to www.sunyorange.edu/alert to sign up. Once you sign up for the service, you will receive an automatic e-mail alert if the College delays opening or is closed due to inclement weather conditions.
High School Equivalency
This course is designed for students 18 years and older who have not completed high school to prepare for the TASC (Test Assessing Secondary Completion) test. The curriculum is based on the Common Core State Standards and will prepare students for the five TASC sub-tests: writing, reading, social studies, math and science. The course will move through McGraw Hill’s Common Core Basics (6th-8th grade levels) to Achieve (9th-12th grade levels) subject areas. The goal of the course is to provide sufficient foundational and conceptual skills so that students can pass the TASC test, partake in pre-college courses, enhance their initial college placement scores and matriculate to college. 40 sessions.

Middletown Campus
FA N9651 OA M, Tu, W, Th 9/21-12/3 $10
MDTN 9am-12pm HA 114A Winn, S.
No Class: 10/12, 10/13, 11/25, 11/26
FA N9651 OB M, Tu, W, Th 9/21-12/3 $10
MDTN 6-9pm HA 114A Saetta, R.
No Class: 10/12, 10/13, 11/25, 11/26

Middletown High School
FA N9651 OC M, Tu, W, Th 9/30-1/11 $10
MDTN 6-9pm MHS Essinger, R., Fields, P.
No Class: 10/12, 11/11, 11/18, 11/25, 11/26, 12/21, 12/23, 12/28, 12/30

Newburgh
FA N9651 TA M, Tu, W, Th 9/21-12/16 $10
NBG 9am-12pm TBA Lutterodt-Forbes, L.
No Class: 10/12, 10/13, 11/25, 11/26
FA N9651 TB M, Tu, W, Th 9/21-12/16 $10
NBG 6-9pm Corbett, J., Winn, S.
No Class: 10/12, 10/13, 11/25, 11/26

Port Jervis
FA N9651 PA M, Tu, W, Th 9/21-1/26 $10
PJ 4-6pm PJL Broder, J., Clune, D.
No Class: 10/12, 11/25, 11/26, 12/22, 12/24, 12/29, 12/31

High School Equivalency (Math)
This course is designed for students 18 years and older who have not completed high school to prepare for the TASC (Test Assessing Secondary Completion) test. The curriculum is based on the Common Core State Standards and will help prepare students for the TASC Math subtest. The goal of the course is to provide sufficient foundational and conceptual skills so that students can pass the TASC Math subtest, partake in pre-college courses, enhance their initial college placement scores and matriculate to college. 12 sessions.

FA N9652 TA Sat 9/19-12/12 $10
NBG 10am-1pm TBA Staff
No Class: 11/28

(HSE) Spanish High School Equivalency Program (formerly Spanish GED®)
Do you need your high school diploma? Do you speak Spanish? If so this program can help you! The Spanish HSE class provides TASC test preparation in Spanish with a bilingual instructor. 100 hours.

For more information on SUNY Orange’s Spanish HSE class, please contact Debra Horowitz at (845) 341-9593.

Este curso está diseñado para ayudar a los estudiantes a prepararse para el examen de Equivalencia de Educación Secundaria. Los estudiantes aprenderán estrategias para tomar exámenes, desarrollar destrezas para la comprensión de lectura y estudiar las 5 áreas del examen del High School Equivalency. Los temas cubiertos incluirán: aprender a leer ilustraciones; usar la calculadora Texas Instruments Model TI-30XS y llenar formularios de preguntas alternas en la sección de matemáticas del examen. (100 horas/33 sesiones)

Para inscribirse en las clases llame a Debbie Horowitz al (845) 341-9593.

Middletown Campus
FA N9655 OA Mon Wed 9/21-2/29 $10
MDTN 6-9pm BT 117 TBA
No Class: 10/12, 11/25, 12/21, 12/23, 12/28, 12/30, 1/18

Monroe Woodbury
FA N9655 KA Tue Thu 9/22-2/23 $10
MON 6-9pm NME Acosta, P.
No Class: 11/26, 12/22, 12/24, 12/29, 12/31

Newburgh Campus
FA N9655 TA Mon Wed 9/21-2/29 $10
NBG 6-9pm Acosta, P.
No Class: 10/12, 11/25, 12/21, 12/23, 12/28, 12/30, 1/18
Are you an unemployed worker seeking training to attain entry-level employment in manufacturing or are you currently employed in manufacturing but looking to increase your opportunities for advancement?

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

**Non-Technical Training:**

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

**Technical Training**

- Manufacturing Technology
- AutoCAD
- Math & Electricity
- Photovoltaic
- Solar Thermal
- Geothermal

**For more information contact:**

Patricia at (845) 341-9021 or Christine at (845) 341-9718

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

www.sunyorange.edu/ce
SUNY Orange, in partnership with Precision Pipeline Solutions and Northeast Gas Association, is offering a New Construction Operator Technician program. This training is a comprehensive 3 week course designed to give you the skills and certifications required to enter the natural gas industry.

**Training topics include:**

- Pipe Fitting, Fusion, Installation & Inspection
- Leak Detection & Gas Meter Regulation
- Accident Awareness & Prevention
- Blue Print & Pipeline Drawings
- Workplace Competencies, Communication & Teamwork Skills
- Coding Applications
- Joining Tracer Wires

**Classes will be set to start the beginning of February, 2015.**

For more information, please visit our website: www.sunyorange.edu/go/training or call Patricia Kelly at (845) 341-9021 or Christine Trieste at (845) 341-9718

*Program funded by Job and Innovation Accelerator Challenge (JIAC) Grant and Trade Adjustment and Assistance Community College and Career Training (TAACCCT) Grant.*
Defensive Driving

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

FA N7503 OA Sat 9/12 $38
MDTN 9am-3:30pm BT 354 Green, D.

FA N7503 OB Sat 10/10 $38
MDTN 9am-3:30pm BT 354 Green, D.

FA N7503 OC Sat 11/14 $38
MDTN 9am-3:30pm BT 354 Green, D.

FA N7503 OD Sat 12/5 $38
MDTN 9am-3:30pm BT 354 Green, D.

SP N7503 OA Sat 1/9 $38
MDTN 9am-3:30pm BT 354 Green, D.

SP N7503 OB Sat 2/13 $38
MDTN 9am-3:30pm BT 354 Green, D.

SP N7503 OC Sat 3/12 $38
MDTN 9am-3:30pm BT 354 Green, D.

SP N7503 OD Sat 4/9 $38
MDTN 9am-3:30pm BT 354 Green, D.

SP N7503 OE Sat 5/14 $38
MDTN 9am-3:30pm BT 354 Green, D.

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

What our students are saying:

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

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

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

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

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

“Dave is serious, knowledgeable and really cares.”

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

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

Online Defensive Driving

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

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

NYS Drinking Driver Program (DDP) at Orange County Community College

SUNY Orange is proud to be the sponsor of the New York State Drinking Driver Program since 1975. Like all programs at Orange County Community College, the Drinking Driver Program (DDP) is offered by expert and compassionate instructors, at convenient times, and in a setting that respects your confidentiality. Classes are held on weeknight evenings as well as Saturday mornings.

DDP is a 16-hour, 7-week DMV-required education and prevention program, and is available to eligible NYS licensed motorists who have been convicted of driving while intoxicated (DWI) or driving while ability impaired (DWAI).

To determine eligibility and/or to sign-up, visit an Orange County Department of Motor Vehicles office in Middletown, Port Jervis, or Newburgh. Bring proof of DWI/DWAI conviction with you and, if deemed eligible to participate, request to attend the DDP at SUNY Orange.

For more information call the DDP office at (845) 341-4892.
Basic Crochet
Learn chain stitching, single crochet stitching, double crochet stitching, half double crochet stitching. Then apply your knowledge to create beautiful scarves, blankets, bags, etc. 4 sessions
Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Basic Knitting
Learn casting, knitting and purl stitches. Then, apply your knowledge to create beautiful scarves, hats, bags, etc. 4 sessions.
Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Photography for the Serious Beginner
Learn how to start using that advanced SLR (single lens reflex) camera to its fullest potential. Whether it is a digital or film camera, the class will discuss how to get the best out of them. Topics include understanding the camera and its various settings, film/image systems basics, image composition, lenses, filters and flash. Class will also include an overview of some popular digital image software, though this is not a software instruction class. Bring your SLR camera with you to class. 10 sessions.
FA N7072 OA Mon 9/14-11/23 $189
MDTN 7-10pm HA 103 Albrecht, D.
No Class: 10/12
SP N7072 NA Mon 1/25-4/4 $189
NBG 7-10pm TBA Albrecht, D.
No Class: 3/21

Introduction to Watercolor
Learn about the bright and beautiful world of watercolor painting. This class is a great introduction for beginners and will cover different types of wash techniques along with color mixing and composition/sketching approaches. We will experiment with masking, salt resist, and even drinking straws! The class assignments start out step-by-step, but then open up as your own skill and confidence grow. You will make at least two complete paintings (sailboats on the ocean, cabin in the woods) as well as many smaller, faster sketches of sky and trees. 1 session.
FA N9641 NA Sat 9/5 $39
NBG 9am-2pm TBA McLaughlin, E.

Landscape Painting With Watercolor
Come and explore nature's effects with color washes, color bleeding, watercolor pencils and advanced masking techniques. We start out step-by-step and then you will use your new skills to develop personal work with instructor assistance. Perfect for beginners or other skill levels who wish to continue painting with watercolor. 2 sessions.
FA N9675 NA Sat 11/7-11/14 $45
NBG 9am-12pm TBA McLaughlin, E.

Impressionistic Landscapes in Acrylic
We will use photos and inspiration from impressionism (Monet, Renoir, Cezanne) with an easy step-by-step approach to thicker painting. Assignments are designed for the beginner and/or more advanced levels. 2 sessions.
FA N9676 NA Sat 11/7-11/14 $49
NBG 1-4:30pm TBA McLaughlin, E.

Basic Stringing
Build upon your knowledge of stringing by employing the use of wire in making fanciful chain-link beaded necklaces, earrings, hooks and bracelets. You will be taught how to cut and use beading wire to make unique chain-link jewelry. Your goal is to increase your ability to create by letting your imagination go. You will build your own necklaces from scratch before the end of class. Prerequisite: Basic Stringing or equivalent knowledge. 2 sessions.
Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Basic Wirework
Build upon your knowledge of stringing by employing the use of wire in making fanciful chain-link beaded necklaces, earrings, hooks and bracelets. You will be taught how to cut and use beading wire to make unique chain-link jewelry. Your goal is to increase your ability to create by letting your imagination go. You will build your own necklaces from scratch before the end of class. Prerequisite: Basic Stringing or equivalent knowledge. 2 sessions.
Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Find us on Facebook: search SUNY Orange Continuing Education.
Giveaways and special announcements broadcast to our Facebook fans!
Crystal Wire Ring Workshop
This is a continuation of Basic Wirework. You will learn how to make fanciful rings such as single beaded rings, triple beaded rings, flower beaded rings, cluster rings and crystal beaded rings. Purchase of tools and materials required. Prerequisite: Knowledge of Basic Wirework. 2 sessions.
Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Introduction to Precious Metal Clay
This class is designed to give you a strong overview of the three types of PMC (Precious Metal Clay), their applications, and their properties. This is a technically-oriented class where your imagination will be put to the test by creating your own design for Earrings and Pendants from silver clay. You will be using Lump-type, Syringe-type and Paste-type PMC. This class will be using only PMC3 product. 2 sessions.
Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Seven Secrets to Managing a Healthier Self
You will learn to identify individual stressors and the impact on one's mental, emotional and physical well-being; then you will apply the Seven Secrets to managing them. Seven levels of control include positive and negative alternatives-conflict resolution and stress management techniques will be reviewed and practiced. For teachers, parents, professionals and others who work with problematic individuals. 2 sessions
Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

South American Culture
Visit a different country each class meeting! For Intermediate-Level Spanish students. Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Italian Basic Conversation Level 1
An introduction to the spoken language with an emphasis on vocabulary development, correct pronunciation and basic phrases. Outside practice/homework required. The written language and grammar will also be included. Purchase of textbook required. 10 sessions.
FA N6725 OA Fri 9/11-11/13 7-9pm 9/8-11/17 $159
MDTN 9/8-11/17 $159 7-9pm HA 214 Saetta, R.
SP N6725 OA Fri 2/5-4/15 7-9pm 9/12-11/21 $159
MDTN 9/8-11/17 $159 7-9pm HA 214 Saetta, R.
No Class: 3/25

Conversational Spanish Level 1
Be ready for your next vacation in Mexico, Spain, Central or South America! With basic but indispensable language structures, vocabulary and practice, you will quickly start communicating in Spanish. Go from "Hello" to "I like the hat, can I buy it with my credit card?" in one semester. 10 sessions.
FA N6734 NA Tue 9/8-11/17 $189
MDTN 7-9pm HA 101 Palma, A.
No Class: 10/13
FA N6734 OA Fri 9/11-11/13 $189
MDTN 7-9pm HA 101 Palma, A.
FA N6734 NB Sat 9/12-11/21 $189
NBG 9-11am TBA Linares, C.
No Class: 10/10
SP N6734 OA Fri 1/22-4/1 $189
MDTN 7-9pm HA 101 Palma, A.
SP N6734 OA Tue 9/8-11/17 $189
MDTN 9-11am TBA Linares, C.
SP N6734 NB Sat 2/20-4/30 $189
NBG 9-11am TBA Linares, C.
No Class: 3/26

American Sign Language 1

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

FA N6750 TA Sat 9/26-12/5 $279
NBG 9am-12pm TBA Chapis, N.
No Class: 11/28

Journaling Your Past

Whether you are an experienced journal writer or are just beginning the process of collecting your thoughts, this workshop will help you navigate your way through to a journal that expresses who you are, where you’ve been, and where you’re headed. Come join the fun! 6 sessions.

Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

What’s Your Story?

Rediscover and document your own memories. Using lists and going beyond journal writing into study of character, scene and motivation, you will expand on factual and sensory details, developing each piece into a work that can capture the interest of both writer and reader. The instructor holds an MFA in Creative Nonfiction Writing from The New School for Public Engagement and is completing her first book, “Through a Brick Wall,” a memoir about adolescence and disability. 8 sessions.

Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Personal Stories: The Art and Craft of the Written Word

Everyone has a story to tell, and most of us can tell them well. Putting our stories onto a well-written page requires a different set of skills which you will explore in this class. Using the workshop format, class members will review each other’s work, looking for specific ways to edit and refine the writing into a polished piece. There will be writing assignments that you might spin off into your final work, but if you have been working on something, bring that along too. A solid knowledge of basic sentence structure, spelling, and punctuation will be very helpful in this class. More advanced skills in this area will be a definite plus. 8 sessions.

Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Advanced Creative Writing Workshop

Are you a writer looking to complete a work in progress? Whether you’ve been making good strides or are stuck in the process, you will receive advice and feedback from both the instructor and your peers to give your piece the polish it needs. We will also cover advanced writing structure exercises to help sharpen your skills. Prerequisite: N9571 “Personal Stories” or instructor consult. 8 sessions.

Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.
Writing Your Own Screenplay
In this course, you will learn to map out a story in 3 acts (beginning, middle and end); develop characters (defining dramatic need, the emotional arc, and plotting their course of action); the nature and function of dialogue, and how to construct a narrative treatment (synopsis). 5 sessions.
Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Beginner’s Guitar
Learn the basic chords, picking patterns, tuning and strumming methods while learning popular songs. Outside practice necessary. Acoustic guitar, guitar tuner and capo are necessary (Newburgh campus students must bring their own music stand). Classes for adults only. 10 sessions.

FA N6510 OA Thu 10/8-12/17 $129
MDTN 7-9pm OH 23 Wilbur, D.
No Class: 11/26

SP N6510 OA Thu 3/10-5/26 $129
MDTN 7-9pm OH 23 Wilbur, D.
No Class: 3/21

Advanced Beginner Guitar
Knowledge of basic open chords helpful. We will cover types of rhythmic strumming; some finger-picking; barre chords; reading music; major and pentatonic scales for basic improvisation; and identification and utilization of different song keys. We will also cover reading guitar tablature. Acoustic guitar, guitar tuner, and capo necessary. Electric guitar helpful but optional. 10 sessions

FA N6517 OA Mon 10/5-12/14 $129
MDTN 7-9pm OH 23 Wilbur, D.
No Class: 10/12

SP N6517 OA Mon 3/7-5/16 $129
MDTN 7-9pm OH 23 Wilbur, D.
No Class: 3/21

New York Salsa on 2
Come and learn nightclub-style Salsa. You will learn the elements of leading and following, basic turn patterns and common open shines. Students will also learn the history and culture of Salsa music and dance, timing and social etiquette. Other Latin dances will be covered, including Merengue, Cuban Son and Cha-Cha. No prior dance experience or partner necessary. 6 sessions.

Afro-Cuban Dance
Come and dance to the warm rhythms of Cuba! Learn popular and folkloric dances of Cuba, including rumba, orisha and comparsa (carnival). Each class will be accompanied by live drumming and will begin with stretching exercises. Fun choreography that is a fat-burning workout! No prior dance experience necessary. 6 sessions.

Bokwa Fitness
Bokwa is a new group fitness craze! It’s aerobic exercise that involves drawing letters and numbers on the ground accompanied by awesome music. Exercise without even realizing it. 8 sessions.

Required texts must be purchased/ordered in advance of classes and are often available for purchase online (click Books & Supplies button within the course details on our website for some purchase options). For assistance with ordering books you may contact the campus bookstore at (845) 341-4815 or local retail bookstores.
For more information, call (845) 341-4890

Enrichment ➤ Personal Success

Personal Estate Planning
You will learn how to manage personal assets, understand and determine insurance needs, manage credit, and plan for retirement. You will also create a workable plan to achieve your goals.
4 sessions

Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

Getting Paid to Talk: Introduction to Professional Voice Acting
Explores the many aspects of voice-over work for television, film, radio, and narration, as well as emerging opportunities for voice in multimedia. Learn how to prepare the all-important demo tape as well as how to bypass the competition and get the job. You will listen to professional voice-over recordings and have the opportunity to prepare and read a piece of commercial copy for critique.
1 session
FA N2234 OA Tue 10/20 $29
MDTN 6:30-9pm HA 214 Creative Voice Development Group, J.

Enrichment ➤ Recreation & Leisure

About Boating Safety Course
A beginning boaters class will give you the knowledge needed to obtain a Boat Safety Certification in many states. Many boat insurance companies will offer discounts on boat insurance to boaters who successfully complete a boating safety course. Topics include: introduction to boating; boating law; boat safety equipment; safe boating; navigation; boating problems; trailer; storing and protecting your boat; hunting and fishing; water skiing; and river boating. An approximate materials fee of $40 is required and to be paid to the instructor in the first class session.
5 sessions

Please visit our website (www.sunyorange.edu/ce) or call us at (845) 341-4890 for schedule.

SUNY Orange Swim School
Swim classes for beginner through advanced for both children and adults taught by trained and experienced American Red Cross Water Safety Instructors. Students are pre-assessed to confirm correct placement. Show up dressed to swim any time during assessment times. First come first served. Space is limited.
8 sessions.

FA N9114 OA Sat 9/26-11/21 $99
MDTN 9am-12pm PE Pool Staff
No Class: 10/10

SP N9114 OA Sat 1/23-3/12 $99
MDTN 9am-12pm PE Pool Staff
Assessment 1/16/16 10am-12pm

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 instructors will help you prepare for open water diving leading to international certification. Prerequisites: must be able to swim 200 yards without stopping and pass a scuba medical assessment. Please call Middletown Scuba at (845) 343-2858 for more information about additional expenses/supplies, and to set up your scuba medical assessment.
Required text. 8 sessions.

FA N6176 OA Wed 9/16-11/4 $149
MDTN 7-10pm PE Pool/222 Mattinson, P.
SP N6176 OA Wed 2/17-4/13 $149
MDTN 7-10pm PE Pool/222 Mattinson, P.
No Class: 3/23

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

Please call Middletown Scuba at (845) 343-2858 if you have your own snorkeling gear to make sure it meets class requirements.
**Have you been thinking of taking courses to get your CASAC but have put it off because of the confusion of which course to take and when? Our CASAC program offers you the opportunity to take the program on a semester-long basis – every Tuesday and Thursday evening – one complete module in one semester! It’s even possible to complete the entire program in one year! New classes begin every month! See page 8.**

**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 25.

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

Your instructor will advise you on the purchase of all books for the class. Please do not purchase books in advance as teachers will discuss which book to purchase on the first day of class.

**MARILYN R. WHEELER MEMORIAL FUND**

Attention non-credit students.

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

For information and/or application, call (845) 341-4890.
Spanish 1 (7-11 years)
Learn simple conversation, vocabulary, sentence structure through conversation, songs and games. Bring a notebook to class. 8 sessions.
FA N9036 OA Sat 10/3-12/5 $69 MDTN 9-10:15am HA 101 Palma, A.
No Class: 10/10, 11/28
SP N9036 OA Sat 3/12-5/7 $69 MDTN 9-10:15am HA 101 Palma, A.
No Class: 3/26

Spanish 2 (8-13 years)
A more advanced course for those who have completed Spanish 1 or who have knowledge of Spanish. Bring a notebook to class. 8 sessions.
FA N9037 OA Sat 10/3-12/5 $69 MDTN 10:30-11:45am HA 101 Palma, A.
No Class: 10/10, 11/28
SP N9037 OA Sat 3/12-5/7 $69 MDTN 10:30-11:45am HA 101 Palma, A.
No Class: 3/26

Beginner’s Guitar (9-15 years)
Acoustic guitar preferred. This course covers basic chords, tuning and strumming methods, reading tablature and some simple songs. Outside practice required. Bring your own acoustic guitar. Purchase of textbook, capo and tuner required. 8 sessions.
FA N9144 OA Sat 10/3-12/5 $69 MDTN 9-10:15am OH 23 Wilbur, D.
No Class: 10/10, 11/28
FA N9144 OB Sat 10/3-12/5 $69 MDTN 10:30-11:45am OH 23 Wilbur, D.
No Class: 10/10, 11/28
FA N9144 OA Sat 3/12-5/7 $69 MDTN 9-10:15am OH 23 Wilbur, D.
No Class: 3/26
FA N9144 OB Sat 3/12-5/7 $69 MDTN 10:30-11:45am OH 23 Wilbur, D.
No Class: 3/26

Contact information: For more information, call (845) 341-4890

Required texts must be purchased/delivered in advance of classes and are often available for purchase online (click Books & Supplies button within the course details on our website for some purchase options). For assistance with ordering books you may contact the campus bookstore (845) 341-4815 or local retail bookstores.

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

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

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

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

Band

This course provides a variety of instrumental experiences for those who enjoy playing a band instrument. The repertory ranges from classic to popular selections. No audition required, but participation in performances is mandatory.

FA N6529 OA Tue 9/1-12/15 $0
MDTN 7:8:45pm PT Theater Martarello, J.
No Class: 10/13

SP N6529 OA Tue 1/19-5/10 $0
MDTN 7:8:45pm PT Theater Martarello, J.
No Class: 3/22, 3/24

Mixed Chorus

This course provides an artistic choral experience for those who enjoy singing. The repertory ranges from major extended choral works to contemporary selections. No audition required. Participation in performances is mandatory.

FA N6523 OA Tue Thu 9/1-12/17 $0
MDTN 2-2:50pm OH 23 Damaris, C.
No Class: 10/13, 11/26

SP N6523 OA Tue Thu 1/19-5/10 $0
MDTN 2-2:50pm OH 23 Defesi, R.
No Class: 3/22, 3/24

Chamber Ensemble

A variety of instrumental ensembles will be organized: string, woodwind, brass and combinations.

FA N6527 OA Wed 9/2-12/16 $0
MDTN 6-7:45pm PT Theater Clark Moore, H.
No Class: 11/25

SP N6527 OA Wed 1/20-5/4 $0
MDTN 6-7:45pm PT Theater Clark Moore, H.
No Class: 3/23

Orchestra

This course will provide a wide variety of instrumental experiences for those who enjoy playing an orchestral instrument. Standard orchestral repertoire will be studied, ranging from light to classical selections. Audition is required. Participation in public performances is mandatory.

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

FA N6528 OA Wed 9/2-12/16 $0
MDTN 8-9:45pm PT Theater Clark Moore, H.
No Class: 11/25

SP N6528 OA Wed 1/20-5/4 $0
MDTN 8-9:45pm PT Theater Clark Moore, H.
No Class: 3/23

Madrigals - Audition Required

A select vocal ensemble that performs a variety of advanced a cappella and accompanied pieces from choral repertoire composed throughout the centuries. Required audition is held the first week of each semester. Participation in concerts is mandatory. Note: Students not passing audition must withdraw from course. Co-requisite: 42141 or N6523OA Mixed Chorus.

FA N6531 OA Tue Thu 9/1-12/17 $0
MDTN 3-3:50pm OH 23 Damaris, C.
No Class: 10/13, 11/26

SP N6531 OA Tue Thu 1/19-5/10 $0
MDTN 3-3:50pm OH 23 Defesi, R.
No Class: 3/22, 3/24

Jazz Ensemble

Audition required

FA N6547 OA Tue Thu 9/1-12/17 $0
MDTN 12-12:50pm OH 24 Emery, J.
No Class: 10/13, 11/26

SP N6547 OA Tue Thu 1/19-5/10 $0
MDTN 12-12:50pm OH 24 Emery, J.
No Class: 3/22, 3/24
Orange Works, a Workforce Development System, is the link that provides resources and services in a professional business environment to individuals who are seeking employment and to businesses building their workforce.

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

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

Orange County Government: Employment & Training

www.orangeworks.biz

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

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

Job Search Networking Group

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

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

**Meeting Days/Times:**

➢ Middletown every Tuesday and Thursday from 9-11am at Orange Works, 33 Fulton Street

➢ Newburgh, Kaplan Hall, Room 210 from 9-11am Mondays and Wednesdays.

Call (845) 341-9532 for more information.
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.

Concerned about wintery weather conditions? Sign up for inclement weather e-mail alerts!

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

How to read class listings
Semester Course # Section Day(s) Start date-End date Fee Location Start time-End time Building Room Instructor

Semester Key
FA = Fall 2015
SP = Spring 2016

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

Vea las páginas 19-20 para información en español, sobre nuestros programas de ESL.

Location & Building Code List

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<th>Code</th>
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<td>MDTN</td>
<td>Middletown</td>
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<td>ARM</td>
<td>Newburgh Armory</td>
<td></td>
</tr>
<tr>
<td>BRC</td>
<td>Business Resource Center, Kingston</td>
<td></td>
</tr>
<tr>
<td>BT</td>
<td>Bio-Technology Building</td>
<td></td>
</tr>
<tr>
<td>CST</td>
<td>Cornerstone Safe Harbors</td>
<td></td>
</tr>
<tr>
<td>GND</td>
<td>Grand St. Building</td>
<td></td>
</tr>
<tr>
<td>HA</td>
<td>Harriman Hall</td>
<td></td>
</tr>
<tr>
<td>HO</td>
<td>Horton Hall</td>
<td></td>
</tr>
<tr>
<td>HU</td>
<td>Hudson Hall</td>
<td></td>
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<tr>
<td>KAP</td>
<td>Kaplan Hall</td>
<td></td>
</tr>
<tr>
<td>LIB</td>
<td>Library</td>
<td></td>
</tr>
<tr>
<td>LSS</td>
<td>Liberty Street School YMCA</td>
<td></td>
</tr>
<tr>
<td>MHS</td>
<td>Middletown High School</td>
<td></td>
</tr>
<tr>
<td>NME</td>
<td>North Main Elementary (Monroe)</td>
<td></td>
</tr>
<tr>
<td>OH</td>
<td>Orange Hall</td>
<td></td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education Building</td>
<td></td>
</tr>
<tr>
<td>PIL</td>
<td>Port Jervis Library</td>
<td></td>
</tr>
<tr>
<td>RCSE</td>
<td>Rowley Center for Science and Engineering</td>
<td></td>
</tr>
<tr>
<td>SJEC</td>
<td>St. John’s Episcopal Church</td>
<td></td>
</tr>
<tr>
<td>SSC</td>
<td>Shepard Student Center</td>
<td></td>
</tr>
<tr>
<td>SRC</td>
<td>Stone Ridge Campus</td>
<td></td>
</tr>
<tr>
<td>TWR</td>
<td>Tower Building</td>
<td></td>
</tr>
<tr>
<td>BOCES</td>
<td>BOCES</td>
<td></td>
</tr>
<tr>
<td>CHAMBER</td>
<td>Orange County Chamber of Commerce</td>
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</tr>
<tr>
<td>GOSHEN</td>
<td>Goshen</td>
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</tr>
<tr>
<td>MWHS</td>
<td>Monroe-Woodbury High School</td>
<td></td>
</tr>
<tr>
<td>SWF</td>
<td>Stewart International Airport</td>
<td></td>
</tr>
</tbody>
</table>
Best Routes to Middletown Campus

115 South Street, Middletown

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

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

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

Middeltown Campus Parking & Construction Updates

Please visit the College’s website for detailed information:
http://www.sunyorange.edu/directions/middletown.shtml
**Best Route to Port Jervis High School**

Route 209, Port Jervis

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

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**Best Routes to Monroe-Woodbury High School**

From Middletown:

- Rt. 17 to Exit 131; left to light. Turn left at light onto Nininger Road; right onto Dunderburg Road. High school is on the right.

From South:

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

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**Best Routes to Newburgh Campus**

One Washington Center, Newburgh

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

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

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

Take Interstate 84 West, Newburgh/Beacon Bridge, Exit 10, stay to right of ramp, turn right at end of ramp. Staying to right, follow signs to Route 9W, turn right onto Route 9W. Follow same directions as if coming from Middletown.
Tuition and Fees
Registration is done on a first come first serve basis. The tuition is listed for each course offering. There is a $2 insurance fee for each student per semester which is mandatory. Returned checks will incur a $25 fee per check returned. Foreign check handling fee per check will be $10.

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

Payment
Payment can be made by mail, in person, via fax or online. You can pay your tuition and fees by cash, check, money order, MasterCard, Visa, Discover, American Express 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) and cardholder’s billing address.

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

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

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

Disability Services
Office of Accessibility Services (OAS) provides services to students with disabilities. Services are coordinated for individuals with disabilities including, but not limited to, those with physical, learning, mental health, chronic health or sensory related disabilities. Once students have self-identified, applied for services, and provided documentation of their disability, our staff works to determine eligibility for reasonable accommodations. Under the Americans with Disabilities Act (ADA), both the student and the college must carry out these responsibilities in a timely manner. The OAS office is in Room 348 of the Shepard Student Center in Middletown and can be reached at (845) 341-4077. For OAS in Newburgh, call (845) 341-9034.

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

Students unable to attend the courses they registered for must inform the Continuing and Professional Education office prior to registering. Please call (845) 344-6222 for recorded voice information or look on the web at www.sunyorange.edu. You may also sign up for automatic email notification of college closings and delays at www.sunyorange.edu/alert. See page 35 for more information.

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

1. Online
   www.sunyorange.edu/ce

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

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

4. Fax
   Fax registration form to (845) 341-4897.

Please note: Proper ID with Signature required for all transactions.
Healthcare Career Open House
Wednesday, September 16, 2015, 6 p.m.

The Sandra and Alan Gerry Forum (Room 010)
Rowley Center for Science & Engineering
Middletown campus, 115 South Street

Please RSVP to (845) 341-4890 by Monday, September 14, 2015

Fall 2015/Spring 2016

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

Do you Love taking in a show in New York City? Continuing and Professional Education has limited availability in its Matinee Theater program! Participants see four Broadway shows each academic year. Seating is very limited. If you are interested, call (845) 341-4890 for more information.