For more information, call (845) 341-4890
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 that many medical facilities use. You will develop the knowledge and skills needed to meet and exceed the requirements for both the American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC) certification exams, and get a job.

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

You will gain a basic understanding of medical terminology; documentation; confidentiality and ethics in the healthcare field; coding in healthcare; the structure and organization of the healthcare industry; anatomy and pathophysiology; pharmacology and medical records; and healthcare reimbursement. Please note: the first date published is not the actual start date of course; it is the registration deadline. Your login information will be e-mailed to you within 1-2 days.

FA N9450 DA Online 10/20/14-10/20/15 $2795
SP N9450 DA Online 3/2/15-3/2/16 $2795
All reference materials will be provided to students online. Students must provide e-mail address. For more information, call 845-341-4890 or visit 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?

Monday, September 8, 6 p.m.-8 p.m.
The Gilman Center, SUNY Orange Library, Middletown campus

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.
Healthcare ➢ Medical Transcription

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

FA N9575 DA Online 10/20/14-10/20/15 $2795
SP N9575 DA Online 3/2/15-3/2/16 $2795

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

FA N9576 DA Online 10/20/14-2/20/15 $600
SP N9576 DA Online 3/2/15-7/2/15 $600

Healthcare ➢ Administrative Medical Office Assistant

Administrative Medical Office Assistant Program
Prepare to enter one of the fastest growing areas in the healthcare industry.

After you complete this series of four (4) courses you will be eligible for administrative and clerical positions at a medical facility.

- Medical Office Procedures
- Medical Terminology
- Introduction to ICD & CPT Medical Coding
- Integrated Computerized Billing & EHR for the Medical Office

Unless you have equivalent experience, courses should be taken in order. Prerequisite: Must be able to type 25 wpm and have working knowledge of the PC and Windows. Purchase of textbooks required.

Medical Office Procedures
You will learn how to organize a medical office and understand the functions an administrative medical assistant performs. You will also review the Patient’s Bill of Rights, triage, telephone procedures, and the medical insurance and billing procedures. In addition, you will get to know Medicare, Medicaid, No-Fault, Workers Compensation, HMOs, among others. Purchase of textbook required. 8 sessions.

FA N2014 OA Tue Thu 9/2-9/25 $259
MDTN 7-10pm HA 302 Esch, G.

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

FA N3019 OA Tue Thu 10/7-11/25 $439
MDTN 7-10pm HA 302 Walker, K.
No Class: 10/14

For more information, call (845) 341-4890
SUNY Orange now offers students in our Administrative Medical Office Assistant Program the chance to sit for national certification exams as a Certified Medical Office Assistant or a Certified Billing and Coding Specialist through the National Healthcareer Association (NHA).

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

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

**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 code the key elements extracted from a patient’s medical documentation into the ICD-9 and CPT format. Use of both the ICD-9 and CPT manuals is emphasized. This class concentrates on coding in the outpatient setting as well as an introduction to inpatient billing and ICD-10. This class is highly recommended for those striving to be an effective part of a medical office. 22 sessions

FA N3017 OA Tue Thu 12/4-3/10 $689
MDTN 7-10pm BT 264 Esch, G.
No Class: 12/16, 12/18, 12/23, 12/25, 12/30, 1/1

**Integrated Computerized Billing & EHR for the Medical Office**

Get the knowledge, training and practice needed to succeed in today’s medical offices! In order to be marketable, students must be well versed in Electronic Health Record and Practice Management software. In this class, students will begin by using SimChart for the Medical Office by Elsevier -- an EHR/PM simulation tool that offers realistic, hands-on practice and medical office procedures review. Students will then be trained with Optum EMR/PM (formerly CareTracker by Ingenix), an industry-leading software solution used in thousands of medical offices in the healthcare field today! 12 sessions

SP N9581 OA Tue Thu 3/17-4/30 $379
MDTN 7-10pm HA 114 Walker, K.
No Class: 3/24, 3/26

**ACSM Certified Personal Trainer**

SUNY Orange has teamed up with the American College of Sports Medicine to offer a course ideal for those interested in an exploration of the knowledge, skills and abilities (KSAs) of the personal trainer. Participation in the course will provide a theoretical overview of kinesiology, human movement and exercise physiology, an introduction to the components of physical fitness and the principles & safety considerations of exercise. Health and fitness pretest screening, fitness assessment, exercise prescription, nutritional guidelines and recommendations will be covered in both lecture and hands-on lab exercises. Purchase of textbook required. Check website for more information. 9 sessions.

FA N9545 OA Mon 9/15-11/17 $379
MDTN 7-10pm PE 222 Staff
No Class: 10/13

SP N9545 OA Mon 2/2-4/6 $379
MDTN 7-10pm PE 222 Staff
No Class: 3/23

**Introduction To Dental Billing**

Learn the basic skills of dental billing 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. Students 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 5/5-5/14 $129
MDTN 7-10pm BT 264 Staff

**Healthcare ➔ Personal Trainer**

**Recommended**

**ACSM Certified Personal Trainer**

SUNY Orange has teamed up with the American College of Sports Medicine to offer a course ideal for those interested in an exploration of the knowledge, skills and abilities (KSAs) of the personal trainer. Participation in the course will provide a theoretical overview of kinesiology, human movement and exercise physiology, an introduction to the components of physical fitness and the principles & safety considerations of exercise. Health and fitness pretest screening, fitness assessment, exercise prescription, nutritional guidelines and recommendations will be covered in both lecture and hands-on lab exercises. Purchase of textbook required. Check website for more information. 9 sessions.

ACSM Certified Personal Trainer

Requirements: A high school diploma or equivalent; 18 years of age; current Adult CPR Certification that requires a practical skills exam. (Will be an option offered for an additional $60.00).

For Certification Exam, Transition Information and FAQ's visit www.acsm.org

FA N9545 OA Mon 9/15-11/17 $379
MDTN 7-10pm PE 222 Staff
No Class: 10/13

SP N9545 OA Mon 2/2-4/6 $379
MDTN 7-10pm PE 222 Staff
No Class: 3/23

Required texts must be purchased/orderd in advance of classes and are often affordable for purchase online (click Books & Supplies button within the course details on our website for some purchase options). For assistance with ordering books you may contact the campus bookstore (341-4815) or local retail bookstores.
Regulations specify that a minimum total of 350 education/training clock hours must be acquired in four categories of course work including:

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

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

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

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

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

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

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

- U.S. Bureau of Labor Statistics

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 Orange County Community College since 1996. Dr. Street has developed a vast following of students over the years and has been educating and assisting students with their careers in the medical and addictions counseling fields since 1981.

Andrew Matthews has been an instructor in the Department of Continuing and Professional Education at SUNY Orange since 1993. A lifetime resident of Orange County, and an alumnus of Orange County Community College, he has worked in the addiction counseling field 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 enjoys acting in his spare time.

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

Marc Giammarco has worked in the addictions and substance abuse prevention field since 1987 and has been a continuing education instructor with SUNY Orange since 1992. He has served on several NYS/DOH & NYS/OASAS state-level committees and has also taught at the Rutgers Summer School of Addiction Studies. Marc holds a Master’s degree in Healthcare Management and Administration, and is a Certified Prevention Professional as well as a Credentialed Alcoholism and Substance Abuse Counselor.
Module I
Overview & Diversity of Treatment Approaches
Alcoholism Primer
Addictions Professional
Psychoactive Drugs
Perspectives of Chemical/Alcohol Dependency
Experiential Workgroup

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

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

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 26, 2013. Enjoy time off during Thanksgiving Recess, Winter Break, and Spring Break! SUNY Orange shuttle bus transportation is available between Newburgh and Middletown campuses. $3,750 tuition + $2 insurance fee.

Traditional Evening Program
Module I
Offered during the Fall 2014 semester --
August 26 to December 2
FA N3298 OA T/Th 5:30 to 9:30 p.m.*
$1,090 MDTN SSC Alum Begins 8/26

Module II
Offered during the Spring 2015 semester --
January 6 to May 12
SP N3292 OA T/Th 5:30 to 9:30 p.m.*
$1,490 MDTN SSC Alum Begins 1/6

Module III
Offered during the Summer 2015 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 by the College due to inclement weather will be made up on the Friday or Saturday of the following week – in most cases.
For more information call (845) 341-4993.

Dr. Elisa Street with CASAC Student Tracie Rohner representing SUNY Orange CASAC Program at the campus Wellness Fair on April 2, 2014

www.sunyorange.edu/ce
Technology ➢ Introductory Computers

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

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 OA Fri 9/12-10/10 9/12-10/10 $99
MDTN 9am-12pm HA 114 Andryshak, J.
SP N2509 OA Fri 2/6-3/6 2/6-3/6 $99
MDTN 9am-12pm HA 114 Andryshak, J.

Technology ➢ Microsoft Office

Please visit our website (www.sunyorange.edu/ce) or call us (845) 341-4890 regarding schedules for the following: Microsoft Word 2014, Microsoft Excel 2014, Microsoft Access 2014, Microsoft PowerPoint 2014

Technology ➢ Information Technology & Certification

A+ PC Service Technician
In this course you will receive expert training from a certified instructor currently working 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. 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 9/23-1/20 $799
NBG 6-9pm TWR 224 Antunovich, J.
No Class: 11/27, 12/16, 12/18, 12/23, 12/25, 12/30

Technology ➢ Graphic & Web Design

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 10/20-11/10 $179
NBG 6:30-9:30pm TBA Dominguez, M.

Students should bring flash drive

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 11/17-12/8 $179
NBG 6:30-9:30pm TBA Dominguez, M.

Students should bring flash drive

Technology ➢ Green & Innovative Technologies

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

For more information, call (845) 341-4890
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 simple terms. 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 9/5 $65
MDTN 8:30-11:30am SSC Alumni Andryshak, J.

FA N7631 OB Fri 12/5 $65
MDTN 8:30-11:30am SSC Alumni Andryshak, J.

REAL ESTATE PROFESSIONALS

The Continuing and Professional Education (CAPE) department at SUNY Orange is developing a series of real estate courses that will qualify to fulfill the NYS Department of State, Division of Licensing Services requirement for 22 ½ hours of continuing education courses every 2 years. Working with professionals in the field, we have identified some initial topics that are timely and appropriate; and would like to hear from you!

Is there a topic that you wish to know more about? Please let us know so that we can investigate developing a course and submitting it for approval.

Is there a real estate topic that you would like to offer to other professionals? Please let us know so that we can develop your course and submit it for approval – if it’s not already an approved course. We would like to develop traditional classroom, as well as online courses; and have the ability to videoconference courses to other community colleges in the region in order to save travel time for participants!

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

Professional Development for the Orange County Association of Realtors for over 25 years. She has been certified as a New York State real estate instructor for the last 15 years. She has written over 30 courses during her career and currently works as an office administrator for a large real estate office in Milford, PA. 1 session.

FA N9633 OA Mon 9/22 $45
MDTN 3-8pm HA 201 Klempner, E.

SP N9633 OA Mon 2/23 $45
MDTN 3-8pm HA 201 Klempner, E.

Save Your Work!

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

www.sunyorange.edu/ce
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. Purchase of textbook required. 14 Sessions.
FA I9214 OA Tue 9/2-12/9 $299
MDTN 6-9pm HA 111 Connors, M.
No Class: 10/14

Intro to QuickBooks Pro 2014
Learn this powerful software package which will enable you to invoice customers, pay bills, and reconcile bank and credit accounts. Gain competency in handling Accounts Receivable and Accounts Payable. In order to fully utilize this software, emphasis will be placed on understanding basic accounting concepts. Textbook purchase is required. This text is also used in the Advanced QuickBooks class. Prerequisite: Knowledge of PC & Windows. 7 sessions.
FA N9644 NA Tue Thu 9/23-10/16 $229
NBG 6-9pm TBA Fediuk, B.
No Class: 10/14
SP N9644 NA Tue Thu 1/27-2/17 $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 by 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@suny-orange.edu.

Online Executive Assistant Program
The Executive 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 course; it is the registration deadline. Your login information will be e-mailed to you within 1-2 days.
FA N9606 DA Online 10/20-4/20 $1695
SP N9606 DA Online 3/2-9/2 $1695

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 18.

For more information, call (845) 341-4890
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 required to provide qualified/trained interpreters. So, gain the necessary 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.

Memory Shock-Training You Won’t Forget

Learn the secrets to an incredible memory. Fast-paced, fun-filled course will starle 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

Become a Better Negotiator

Learn field-proven methods used by top negotiators -- in obtaining a job, a salary increase, a new home, an investment property. Become more successful in any situation that requires negotiation skills. Purchase of textbook, “Real Estate Dealmaking,” is required. 8 sessions.

GET YOUR CONTINUING EDUCATION UNITS (CEUs) THROUGH CAPE!

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

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

Child Abuse Identification and Reporting

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

Intervention and Prevention of School Violence

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

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.

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

www.sunyorange.edu/ce
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.

The Hudson Valley Testing Center at SUNY Orange

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

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

Tests Offered at SUNY Orange Testing Center:

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

For more information, e-mail us at testcenter@sunyorange.edu, or call the CAPE office at (845) 341-4890. Visit us on the web at www.sunyorange.edu/testing/
SUNY Orange Programa de Inglés Como Segundo Idioma Ofrece la Calidad y la Selección

Ahora mismo es tiempo de aprovecharse de nuestros nuevos precios más bajos para probar un curso en el programa de Inglés Como Segundo Idioma de SUNY Orange. Ofrecemos la calidad de instrucción y una selección extensiva de cursos en un ambiente académico. Tenemos cursos básicos de todos niveles. Nuestros cursos más avanzados le enseñan la escritura y la lectura. Además hay cursos de desarrollo personal que le enseñan la conversación y la pronunciación. Llame al (845) 341-9593 o (845) 341-9025 para hacer una cita para una evaluación.

**ESL Class Information**
Required textbook can be purchased in class.

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

Repeat ESL students may register in class for the next class.

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N7991 OA</td>
<td>Mon Wed</td>
<td>6:30-9:30pm</td>
<td>LIB 221</td>
<td>Powell, N.</td>
<td>$10</td>
<td>No Class: 10/13</td>
</tr>
<tr>
<td>FA N7991 TA</td>
<td>Mon Wed</td>
<td>6:30-9:30pm</td>
<td>TBA</td>
<td>Cedeno, N.</td>
<td>$10</td>
<td>No Class: 10/13</td>
</tr>
<tr>
<td>SP N7991 OB</td>
<td>Mon Wed</td>
<td>6:30-9:30pm</td>
<td>LIB 221</td>
<td>Powell, N.</td>
<td>$10</td>
<td>No Class: 3/23, 3/25</td>
</tr>
<tr>
<td>SP N7991 TB</td>
<td>Mon Wed</td>
<td>6:30-9:30pm</td>
<td>TBA</td>
<td>Cedeno, N.</td>
<td>$10</td>
<td>No Class: 3/23, 3/25</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N7992 OA</td>
<td>Tue Thu</td>
<td>6:30-9:30pm</td>
<td>LIB 215</td>
<td>Horwitz, R.</td>
<td>$10</td>
<td>No Class: 3/24, 3/26</td>
</tr>
<tr>
<td>FA N7992 TA</td>
<td>Tue Thu</td>
<td>6:30-9:30pm</td>
<td>TBA</td>
<td>Cedeno, N.</td>
<td>$10</td>
<td>No Class: 3/24, 3/26</td>
</tr>
<tr>
<td>SP N7992 OB</td>
<td>Tue Thu</td>
<td>6:30-9:30pm</td>
<td>LIB 215</td>
<td>Horwitz, R.</td>
<td>$10</td>
<td>No Class: 3/24, 3/26</td>
</tr>
<tr>
<td>SP N7992 TB</td>
<td>Tue Thu</td>
<td>6:30-9:30pm</td>
<td>TBA</td>
<td>Cedeno, N.</td>
<td>$10</td>
<td>No Class: 3/24, 3/26</td>
</tr>
</tbody>
</table>

**Need to take your road test?**
CAPE offers the 5-hour pre-licensing course where you can receive the MV-278 form you'll need to make your road test appointment with the Department of Motor Vehicles.

See page 18.
English As A Second Language (ESL), Level III
The study of all language skills is explored, with more intensive emphasis on reading and writing. Required textbook can be purchased in class. 22 sessions.

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

ESL Vocabulary Development
Learn the most important words from the academic vocabulary list to improve your reading and writing skills. (Suggested to be taken with ESL Intermediate Reading & Writing). Required textbook can be purchased in class. 14 sessions.

ESL Fundamentals of Reading & Writing
Learn basic sentence structure and punctuation, as well as development of the basic paragraph. Required textbook can be purchased in class. 14 sessions.

Pronunciation of Standard American English
Become aware of the characteristics of your accent in spoken English. Practice standard American English intonation, stress patterns, blending, and individual phonemes. Textbook is required. 14 sessions.

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

English As A Second Language (ESL), Level V
A thorough overview of English tense usage and its applications. Required textbook can be purchased in class. 22 sessions.

Everyday Conversation and Expressions I
Practice speaking in everyday situations. Learn to use essential vocabulary and common expressions necessary for effective communication. Role play daily situations and practice using vocabulary and expressions in real life context. Required textbook can be purchased in class. 14 sessions.
ESL Academic Reading for College Prep.
Read popular American novels or short stories and discuss them with your classmates. Develop skills in understanding stories that will give you the confidence to read and learn independently in English throughout your lifetime. Required textbook can be purchased in class. 14 sessions.

FA N7958 OA Tue Thu 10/14-12/2 6-8:30pm $10
MDTN OH 107 Niknam, D.
No Class: 11/27

FA N7958 TA Tue Thu 10/14-12/2 6-8:30pm $10
NBG TBA Esposito, I.
No Class: 11/27

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

FA N7948 TA Mon Wed 10/20-12/8 6-9pm $10
NBG TBA DaCunto, A.
No Class: 11/26

FA N7948 OA Mon Wed 10/20-12/8 6-9pm $10
MDTN OH 107 Murillo, C.
No Class: 11/26

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

SP N7949 OA Mon Wed 1/26-3/11 6-9pm $10
MDTN OH 107 Murillo, C.

SP N7949 TA Mon Wed 1/26-3/11 6-9pm $10
NBG TBA DaCunto, A.

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

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. 100 hours of instruction.

You must be age 18 and older to attend. You must register in person prior to the class start date on 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. The course will prepare you in Math and Writing foundations plus three content areas of social studies, science and reading.

Check our website www.sunyorange.edu/ce for additional sections which may be added after this publication has gone to print or for information regarding class cancellation due to low enrollment/weather closings.
SUNY Orange offers instruction to those 18 and older seeking the High School Equivalency (HSE) diploma.

All students in Newburgh must call for an appointment to attend orientation (845) 341-9543. In Newburgh no one will be able to register without first making an appointment for Orientation.

In Middletown students will receive registration information and guidance at the CAPE office on the third floor of the Shepard Student Center (845) 341-4890.

Tuition is $12 payable by cash, check, credit card or money order.

SUNY Orange offers the highest quality 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 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.

**Middletown Campus**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N9407 OA</td>
<td>Mon Tue Wed Thu</td>
<td>9/22-12/3</td>
<td>$10</td>
<td>MDTN 9am-12pm</td>
</tr>
<tr>
<td>No Class:</td>
<td>10/13, 11/26, 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FA N9407 OB</td>
<td>Mon Tue Wed Thu</td>
<td>9/22-12/3</td>
<td>$10</td>
<td>MDTN 6-9pm</td>
</tr>
<tr>
<td>No Class:</td>
<td>10/13, 11/26, 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Middletown High School**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N9407 OC</td>
<td>Mon Wed</td>
<td>9/22-12/3</td>
<td>$10</td>
<td>MDTN 6-9pm</td>
</tr>
<tr>
<td>No Class:</td>
<td>10/13, 11/26, 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Monroe Woodbury High School**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N9407 KA</td>
<td>Mon Wed</td>
<td>9/22-12/3</td>
<td>$10</td>
<td>MWHS 5-8pm</td>
</tr>
<tr>
<td>No Class:</td>
<td>10/13, 11/26, 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Newburgh Campus**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N9407 TA</td>
<td>Mon Tue Wed Thu</td>
<td>9/22-12/3</td>
<td>$10</td>
<td>NBG 9am-12pm</td>
</tr>
<tr>
<td>No Class:</td>
<td>10/13, 11/26, 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FA N9407 TB</td>
<td>Mon Tue Wed Thu</td>
<td>9/22-12/3</td>
<td>$10</td>
<td>NBG 6-9pm</td>
</tr>
<tr>
<td>No Class:</td>
<td>10/13, 11/26, 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cornerstone/Safe Harbors**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N9407 TC</td>
<td>Mon Tue Thu</td>
<td>9/22-12/9</td>
<td>$10</td>
<td>NBG 6-9pm</td>
</tr>
<tr>
<td>No Class:</td>
<td>10/13, 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 formatos de preguntas alternas en la sección de matemáticas del examen. (100 horas/33 sesiones)

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

High School Equivalency

Come take High School Equivalency at the Unity Center in the Newburgh Armory this spring. If you need to earn a high school equivalency diploma to qualify for employment and can attend morning classes please call (845) 341-9532 or (845) 341-9543.

Si usted está interesado(a) en coger las clases de TASC en inglés o en español, las ofreceremos en el otoño en el Newburgh Armory Unity Center. Si quiere más información sobre el equivalente de escuela superior y puede atender a las clases nocturnas, puede llamar al (845) 341-9532 o al (845) 341-9543.

ESL Conversation Classes

Practice your conversation skills and learn new words and expressions in English in the Newburgh Armory this fall. Morning classes take place Tuesdays and Thursdays beginning September 9 from 9:30 a.m. to 12:00 p.m. To register please call (845) 341-9593.

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

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

Adult Education & Career Prep ➢ Manufacturing and Renewable Energy Careers

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 for 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.
Pre-Licensing

The 5-hour course mandated by New York State Department of Motor Vehicles for all New York State Permit holders (4 hours of instruction with a multiple choice test at the end of the course). Among the topics addressed are seatbelt use, as well as drug & alcohol use. Completion of the course will result in the issuance of the MV-278 form needed for road test appointment. Bring your permit to class with you. *Refund Policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter.

Please visit our website (www.sunyorange.edu/ce) or call us (845) 341-4892 regarding scheduling for Pre-Licensing.

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.

Online Defensive Driving

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

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

SUNY Orange is proud to be a 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, half double crochet stitching. Then apply your knowledge to create beautiful scarves, blankets, bags, etc. 4 sessions.

FA N9646 OA Sat 9/6-9/27 $179
MDTN 9am-1pm BT 117 Ibitoye, O.

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

FA N7072 KA Mon 9/15-11/24 $189
MWHS 7-10pm MWHS 120 Albrecht, D.
No Class: 10/13

SP N7072 KA Mon 1/26-4/13 $189
MWHS 7-10pm MWHS 120 Albrecht, D.
No Class: 3/23, 3/30

**Beginning Drawing with Charcoal & Charcoal Pencils**
This one-day sketching workshop will give you lots of great ideas and experiences with drawing fundamentals while you fill up many pages of your new (or old) sketch book. We will work quickly at times, and on more developed pictures while drawing things around us through careful observation. Lessons include: gesture; composition; value structure with light and shadow; negative space; and more. Purchase of supplies extra. Bring lunch for break. 1 session.

FA N9642 OA Sat 9/27 $39
MDTN 10am-3:30pm HA 207 McLaughlin, E.

**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, then open up as your skills 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. Purchase of supplies extra. Bring lunch for break. 1 session.

FA N9641 NA Sat 10/18 $39
NBG 10am-3:30pm TBA McLaughlin, E.

**Stained Glass Workshop**
Having trouble getting motivated? Can’t seem to find the time to complete that glass project? Are there skills you would like to improve? Or, new ones you’d like to learn? Bring your projects with you to share and complete in a supportive environment. The instructor will be available to provide technical assistance as you need it. Prerequisite: Completion of Stained Glass for Beginners class or working knowledge of basic skills for production of stained glass items using the copper foil method. Purchase of supplies extra. 8 sessions.

FA N9583 KA Mon 9/22-11/17 $129
MWHS 7-9:30pm MWHS 122 Thomas, K.
No Class: 10/13

**Basic Stringing**
Learn the fundamentals of making hand-crafted beaded jewelry such as necklaces, earrings, bracelets and rings through the use of beading strings and beading threads. If you love jewelry and are looking for a fulfilling hobby or past time, this is the class for you. We will help you build the self confidence you need. 2 sessions.

FA N9480 OA Sat 10/18-10/25 $89
MDTN 9am-1pm BT 117 Ibitoye, O.

**Basic Wirework**
Build upon your knowledge of stringing by employing the use of wire in making fanciful chain-link beaded necklaces, earrings, hooks and bracelets. You will be taught how to cut and use beading wire to make 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.

FA N9479 OA Sat 11/8-11/15 $89
MDTN 9am-1pm BT 117 Ibitoye, O.
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.
FA N9478 OA Sat 12/6-12/13 $89
MDTN 9am-1pm BT 117 Ibitoye, O.

Introduction to Precious Metal Clay
This class is designed to give you a strong overview of the three types of PMC (Precious Metal Clay), their applications and their properties. This is a technically oriented class where your imagination will be put to the test by creating your own design for earrings and pendants from Silver clay. You will be using Lump-type PMC, Syringe-type and Paste-type. This class will be using only PMC3 product. 2 sessions.
SP N9558 OA Sat 1/3-1/10 $104
MDTN 9am-1pm BT 117 Ibitoye, O.

Enrichment ➢ Arts, Crafts & Hobbies

Please visit our website (www.sunyorange.edu/ce) or call us (845) 341-4890 regarding schedules for the following: ZUMBA and T’ai Chi

Please visit our website (www.sunyorange.edu/ce) or call us (845) 341-4890 regarding schedules for the following: Hudson Valley History and Haunted History

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. Written language and grammar will also be included. Purchase of textbook required. 10 sessions.
FA N6725 OA Tue 9/9-11/18 $159
MDTN 7-9pm HA 103 Saetta, R.
No Class: 10/14
SP N6725 OA Tue 2/3-4/14 $159
MDTN 7-9pm HA 101 Saetta, R.
No Class: 3/24

Conversational Mandarin Chinese Level 1
Learn the basics of the world’s most widely spoken language and master simple conversations, vocabulary and pronunciation for business, travel and everyday communications. Purchase of textbook required. 10 sessions.
FA N6721 OA Wed 9/10-11/12 $159
MDTN 6:30-8:30pm HA 313 Yang, J.
SP N6721 OA Wed 2/4-4/15 $159
MDTN 6:30-8:30pm HA 313 Yang, J.
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 9/2-11/11 $185.82
NBG 7-9pm TBA Linares, C.
No Class: 10/14
FA N6734 OA Thu 9/11-11/13 $185.82
MDTN 7-9pm HA 200 Staff
FA N6734 NB Sat 9/13-11/22 $185.82
NBG 9-11am TBA Linares, C.
No Class: 10/11
SP N6734 OA Thu 1/22-4/2 $185.82
MDTN 7-9pm HA 200 Staff
No Class: 3/26
SP N6734 NA Tue 1/27-4/7 $185.82
NBG 7-9pm TBA Linares, C.
No Class: 3/24
SP N6734 NB Sat 2/21-5/2 $185.82
NBG 9-11am TBA Linares, C.
No Class: 3/28

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.
Spanish Basic Conversation Level 1
An introduction to the spoken language with an emphasis on vocabulary development, correct pronunciation and basic phrases. (Outside practice/homework required.) Written language and grammar will also be included. Purchase of textbook required. 10 sessions.
FA N6735 KA Thu 9/11-11/13 $159
MWHS 7-9pm MWHS 174 Pirez, A.
SP N6735 KA Thu 1/22-4/2 $159
MWHS 7-9pm MWHS 174 Pirez, A.
No Class: 3/26

American Sign Language 2
A continuation of American Sign Language (ASL) 1, this course incorporates additional levels of the vocabulary, grammar and sentence structure of ASL. Students are introduced to information about the deaf community, and will develop an enhanced understanding and awareness of the community and its culture. Practice and skills development are emphasized. You will learn to communicate receptively and expressively using ASL. Purchase of textbook required. 10 sessions.
FA N6751 TA Tue 9/30-1/27 $199
NBG 6-8pm TBA Chapis, N.
No Class: 12/16, 12/23, 12/30

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.
FA N9624 NA Mon 9/2-10/6 $125
NBG 6-8pm TBA Stillwood, D.
Please note: First class meeting will be a Tuesday (9/2/14)

What’s Your Story?
Rediscover and document your own memories. Using lists and going beyond journal writing into study of character, scene and motivation, you will expand on factual and sensory details, developing each piece into a work that can capture the interest of both writer and reader. Instructor holds an MFA in Creative Nonfiction Writing from The New School for Public Engagement and is completing her first book, “Through a Brick Wall,” a memoir about adolescence and disability. 8 sessions.
FA N9528 NA Mon 10/20-12/8 $169
NBG 6-8pm TBA Stillwood, D.

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.
SP N9571 NA Mon 1/5-2/23 $169
NBG 6-8pm TBA Stillwood, D.
Please note: 3rd class meeting will be a Tuesday (1/20)
Please visit our website (www.sunyorange.edu/ce) or call us (845) 341-4890 regarding schedules for the following: Ballroom Dancing, Line Dancing

### 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N9622 OA</td>
<td>Wed 9/3-10/1</td>
<td>6-9pm</td>
<td>Brown, G.</td>
</tr>
<tr>
<td>SP N9622 OA</td>
<td>Wed 1/28-2/25</td>
<td>6-9pm</td>
<td>Brown, G.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6510 NA</td>
<td>Tue 8/26-11/4</td>
<td>7-9pm</td>
<td>Randolph, M.</td>
</tr>
<tr>
<td>No Class: 10/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FA N6510 KA</td>
<td>Wed 9/3-11/5</td>
<td>7-9pm</td>
<td>Conques, J.</td>
</tr>
<tr>
<td>SP N6510 OA</td>
<td>Thu 10/2-12/11</td>
<td>7-9pm</td>
<td>Willbur, D.</td>
</tr>
<tr>
<td>No Class: 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP N6510 NA</td>
<td>Tue 1/13-3/17</td>
<td>7-9pm</td>
<td>Randolph, M.</td>
</tr>
<tr>
<td>SP N6510 KA</td>
<td>Wed 1/7-3/11</td>
<td>7-9pm</td>
<td>Conques, J.</td>
</tr>
<tr>
<td>SP N6510 OA</td>
<td>Thu 3/5-5/14</td>
<td>7-9pm</td>
<td>Willbur, D.</td>
</tr>
<tr>
<td>No Class: 3/26</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Advanced Beginner Guitar
Continue learning guitar in this intermediate level class. Bring an acoustic guitar. Classes for adults only. 10 sessions.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP N6517 NA</td>
<td>Tue 4/7-6/9</td>
<td>7-9pm</td>
<td>TBA Randolph, M.</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N9566 OA</td>
<td>Sat 9/20-11/1</td>
<td>11am-12:30pm</td>
<td>Gonzalez, A., Reeder, S.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6510 NA</td>
<td>Tue 8/26-11/4</td>
<td>7-9pm</td>
<td>Randolph, M.</td>
</tr>
<tr>
<td>No Class: 10/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FA N6510 KA</td>
<td>Wed 9/3-11/5</td>
<td>7-9pm</td>
<td>Conques, J.</td>
</tr>
<tr>
<td>SP N6510 OA</td>
<td>Thu 10/2-12/11</td>
<td>7-9pm</td>
<td>Willbur, D.</td>
</tr>
<tr>
<td>No Class: 11/27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP N6510 NA</td>
<td>Tue 1/13-3/17</td>
<td>7-9pm</td>
<td>Randolph, M.</td>
</tr>
<tr>
<td>SP N6510 KA</td>
<td>Wed 1/7-3/11</td>
<td>7-9pm</td>
<td>Conques, J.</td>
</tr>
<tr>
<td>SP N6510 OA</td>
<td>Thu 3/5-5/14</td>
<td>7-9pm</td>
<td>Willbur, D.</td>
</tr>
<tr>
<td>No Class: 3/26</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP N9432 OA</td>
<td>Sat 1/24-2/28</td>
<td>11am-12:30pm</td>
<td>Gonzalez, A., Reeder, S.</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N9643 OA</td>
<td>Tue 9/23</td>
<td>7-9pm</td>
<td>HA 101 Sciucco, M.</td>
</tr>
<tr>
<td>FA N9643 NA</td>
<td>Tue 10/28</td>
<td>7-9pm</td>
<td>TBA Sciucco, M.</td>
</tr>
</tbody>
</table>

[For more information, call (845) 341-4890](tel:(845)341-4890)
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 Mon 11/17 6:30-9pm HA 201 $29
MDTN Creative Voice Development Group

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 kind, 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 Mon 10/20 6-9:30pm HA 201 $30
MDTN Reitman, B.
SP N9474 OA Mon 2/9 6-9:30pm HA 201 $30
MDTN Reitman, B.

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 boating safety courses. Topics include, introduction to boating, boating law, boat safety equipment, safe boating, navigation, boating problems, trailing, storing and protecting your boat, hunting and fishing, water skiing and river boating. 5 sessions.

FA N1714 OA Tue Thu 9/16-9/30 7:30-9:30pm BT 117 $95
MDTN Fallon, T.
SP N1714 OA Tue Thu 3/3-3/19 7:30-9:30pm BT 117 $95
MDTN Fallon, T.
No Class: 3/17

SUNY Orange Swim School

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

FA N9114 OA Sat 9/13-11/8 9am-12pm $99
MDTN Assessment: 9/6, 10am-noon PE Pool Staff
SP N9114 OA Sat 1/24-3/14 9am-12pm $99
MDTN Assessment: 1/17, 10am-noon PE Pool Staff

Scuba Diving

SUNY Orange and Middletown Scuba are proud to offer scuba diving classes on the Middletown campus. Through lectures and pool diving, you will learn basic skin and scuba diving. Our instruction will help prepare you for open water diving leading to international certification. Prerequisites: able to swim 200 yards without stopping and pass a scuba medical evaluation. Please call Middletown Scuba at (845) 343-2858 for more information about additional expenses/supplies and to set up your scuba medical assessment. Required text. 8 sessions.

FA N6176 OA Sat 9/17-11/5 7-10pm $149
MDTN PE Pool/223 Mattinson, P.
SP N6176 OA Wed 2/11-4/8 7-10pm $149
MDTN PE Pool/223 Mattinson, P.
No Class: 3/25

Search SUNY Orange Continuing Education.
Giveaways and special announcements broadcast to our Facebook fans!

Scuba Diving

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).

Scuba Diving

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.

Scuba Diving

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.
Español 1 (7-11 años)

Simple conversación, vocabulario, estructura de conversación, canciones y juegos. Traiga un cuaderno para los estudios. 8 sesiones.

FA N9036 OA  Sat 9/27-11/22  $69
MDTN 9-10:15am  HA 101  Staff
No Class: 10/11

SP N9036 OA  Sat 3/7-5/2  $69
MDTN 9-10:15am  HA 101  Staff
No Class: 3/28

Español 2 (8-13 años)

Un curso avanzado para aquellos que hayan completado Español 1 o que tengan conocimientos de español. Traiga un cuaderno para los estudios. 8 sesiones.

FA N9037 OA  Sat 9/27-11/22  $69
MDTN 10:30-11:45am  HA 101  Staff
No Class: 10/11

SP N9037 OA  Sat 3/7-5/2  $69
MDTN 10:30-11:45am  HA 101  Staff
No Class: 3/28

Guitarra para principiantes (9-15 años)


FA N9144 OA  Sat 9/27-11/22  $69
MDTN 9-10:15am  OH 23  Wilbur, D.
No Class: 10/11

SP N9144 OA  Sat 3/7-5/2  $69
MDTN 9-10:15am  OH 23  Wilbur, D.
No Class: 3/28

Audiciones para actores/actrices (9-12 años)

Prepare para teatro vivo, aprenda cómo un actor camina, habla y proyecta. Tomar parte en piezas de teatro en el aula. 8 sesiones.

FA N9223 OA  Sat 9/27-11/22  $69
MDTN 9-10:15am  SSC Cafetería  Polichetti, D., Topps, C.
No Class: 10/11

SP N9223 OA  Sat 3/7-5/2  $69
MDTN 9-10:15am  SSC Cafetería  Polichetti, D., Topps, C.
No Class: 3/28

Enrichment > Youth

Have you been thinking of taking courses to become a Credentialed Alcoholism and Substance Abuse Counselor (CASAC), but have put it off because of the confusion of which course to take and when? Our CASAC program offers you the opportunity to take the program on a semester-long basis – every Tuesday and Thursday evening – one complete module in one semester! It is even possible to complete the entire program in one year! See page 6.

For more information, call (845) 341-4890

24
**SUNY Orange Music**

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

<table>
<thead>
<tr>
<th><strong>Band</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6529 OA Tue 9/1-12/9 $0</td>
<td>MDTN 7-8:45pm PT Staff</td>
</tr>
<tr>
<td><strong>Actual start date 8/26</strong></td>
<td><strong>No Class: 10/14</strong></td>
</tr>
<tr>
<td>SP N6529 OA Tue 1/20-5/12 $0</td>
<td>MDTN 7-8:45pm PT Staff</td>
</tr>
<tr>
<td><strong>No Class: 3/24</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mixed Chorus</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6523 OA Tue Thu 9/1-12/11 $0</td>
<td>MDTN 2-2:50pm OH 23 Damaris, C.</td>
</tr>
<tr>
<td><strong>Class actually starts 8/26</strong></td>
<td><strong>No Class: 10/14, 11/27</strong></td>
</tr>
<tr>
<td>SP N6523 OA Tue Thu 1/20-5/7 $0</td>
<td>MDTN 2-2:50pm OH 23 Damaris, C.</td>
</tr>
<tr>
<td><strong>No Class: 3/24, 3/26</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Chamber Ensemble</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6527 OA Wed 9/1-12/10 $0</td>
<td>MDTN 6-7:45pm PT Clark Moore, H.</td>
</tr>
<tr>
<td><strong>Actual start date 8/27</strong></td>
<td><strong>No Class: 11/26</strong></td>
</tr>
<tr>
<td>SP N6527 OA Wed 1/21-5/13 $0</td>
<td>MDTN 6-7:45pm PT Clark Moore, H.</td>
</tr>
<tr>
<td><strong>No Class: 3/25</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Orchestra</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6528 OA Wed 9/1-12/10 $0</td>
<td>MDTN 8-9:45pm PT Clark Moore, H.</td>
</tr>
<tr>
<td><strong>Actual start date 8/27</strong></td>
<td><strong>No Class: 11/26</strong></td>
</tr>
<tr>
<td>SP N6528 OA Wed 1/21-5/13 $0</td>
<td>MDTN 8-9:45pm PT Clark Moore, H.</td>
</tr>
<tr>
<td><strong>No Class: 3/25</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Madrigals</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Audition Required</td>
<td></td>
</tr>
<tr>
<td>Note: Students not passing audition must withdraw from course. Corequisite: 42141 or N6523OA Mixed Chorus.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Jazz Ensemble</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Audition required</td>
<td></td>
</tr>
<tr>
<td>FA N6547 OA Tue Thu 9/1-12/11 $0</td>
<td>MDTN 12-12:50pm OH 24 Staff</td>
</tr>
<tr>
<td><strong>Actual start date: 8/26</strong></td>
<td><strong>No Class: 10/14, 11/27</strong></td>
</tr>
<tr>
<td>SP N6547 OA Tue Thu 1/20-5/7 $0</td>
<td>MDTN 12-12:50pm OH 24 Staff</td>
</tr>
<tr>
<td><strong>No Class: 3/24, 3/26</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th><strong>Too many points on your driving record?</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education offers the 6-hour defensive driving course which results in the removal of up to 4 points from your driving record, plus earns you an insurance discount. See page 18.</td>
<td></td>
</tr>
</tbody>
</table>

**Over Sixty Program**

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

www.sunyorange.edu/ce
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.
Why are we 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.

GENERAL POLICY

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.
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.

Classroom Building Key

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td>Bio-Tech Building</td>
</tr>
<tr>
<td>HU</td>
<td>Hudson Hall</td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education Building</td>
</tr>
<tr>
<td>CM</td>
<td>Christine Morrison House</td>
</tr>
<tr>
<td>LAB</td>
<td>Morrison LAB School</td>
</tr>
<tr>
<td>LIB</td>
<td>Library</td>
</tr>
<tr>
<td>SW</td>
<td>Sarah Wells Building</td>
</tr>
<tr>
<td>HA</td>
<td>Harriman Hall</td>
</tr>
<tr>
<td>MO</td>
<td>Morrison Hall</td>
</tr>
<tr>
<td>SSC</td>
<td>Shepard Student Center</td>
</tr>
<tr>
<td>HO</td>
<td>Horton Hall</td>
</tr>
<tr>
<td>OH</td>
<td>Orange Hall</td>
</tr>
<tr>
<td>RCSE</td>
<td>Rowley Center for Science &amp; Engineering</td>
</tr>
</tbody>
</table>

Best Routes to Middletown Campus
115 South Street, Middletown

For more information, call (845) 341-4890
Best Route to Port Jervis High School
One Washington Center, Port Jervis

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.

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

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

Payment
Payment can be made by mail, in person, via fax or online. You can pay your tuition and fees by cash, check, money order, MasterCard, Visa, Discover, American Express or the TuitionPay plan. If you are using a charge card, you must provide the 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 department in writing that they wish to withdraw. Failure to complete the course does not constitute official withdrawal, nor does notification of the instructor. The lack of attendance alone does not entitle the student to a refund. Refund requests cannot be made by telephone, online, or through the instructor.

Course Cancellation
All Continuing and Professional Education courses are subject to minimum enrollment requirement. When courses are cancelled by the College for any reason, students may transfer payment to another course or receive a full refund. SUNY Orange reserves the right to cancel any class for which there is insufficient enrollment and to withdraw or modify course offerings. Course locations, dates, fees, and instructors may also be changed when necessary. Check our website for the most up to date information regarding course offerings, schedule, locations and fees.

Session Cancellation Policy
In the event that an emergency situation requires a class session to be cancelled, the College will make every effort to reschedule the missed session. In most cases the total number of hours advertised for the course will be honored.

Senior Discount
Community Enrichment has a limited number of Senior Citizen Discount Coupons available. These coupons are worth $10 toward course tuition for selected non-credit courses. You must obtain that coupon from the Continuing and Professional Education office prior to registering. Please call (845) 341-4890.

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

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

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

CREDIT CARD #_____________________________________________________

THREE-DIGIT CARD SECURITY CODE ______  EXP. DATE ________________

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

RECEIVED: ORANGE COUNTY COMMUNITY COLLEGE

Term/Course No.  Course Name  Tuition

TOTAL

NON-CREDIT REGISTRATION FORM

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

STUDENT NAME ______________________________________________________________

NEW STUDENT? YES        NO

DATE OF BIRTH _____________________

COUNTY  ___________________________

HOME PHONE ________________________

BUSINESS PHONE ____________________

EMPLOYER

CITY

ZIP

STATE

DATE OF BIRTH (DAY-MONTH-YEAR)

ADDRESS

STUDENT NAME

SOC. SEC.#

OPTIONAL:

MAKE CHECKS PAYABLE TO ORANGE COUNTY COMMUNITY COLLEGE

CASH

TO BUSINESS OFFICE

COMMUNITY COLLEGE

RECEIVED: ORANGE COUNTY COMMUNITY COLLEGE

TERM KEY

SP  SPRING

S1  SUMMER I

S2  SUMMER II

FA  FALL

INSURANCE FEE 2.00

TOTAL$ ____________________________

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

_____________________________________________________

STUDENT'S SIGNATURE

DATE

Register Early! (845) 341-4890
OPEN HOUSE

Healthcare Career Open House
Monday, September 8, 2014, 6 p.m.

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

Fall 2014/ Winter 2015

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

Beginning Drawing with Charcoal & Charcoal Pencils

This one-day sketching workshop will give you lots of great ideas and experiences about drawing fundamentals while you fill up many pages of your new (or old) sketch book. We will work quickly at times and on more developed pictures while drawing things around us through careful observation. Lessons include: gesture, composition, value structure with light and shadow, negative space, and more. Purchase of supplies extra. Bring lunch for break. 1 session.

See page 19 for more information

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 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.

See page 19 for more information