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find your class at:
sunyorange.edu/ce

➢ Find us on Facebook:
search SUNY Orange Continuing Education
Giveaways and special announcements broadcast to our Facebook fans!

➢ Got Questions?
Email your question to us at cape@sunyorange.edu
Call us at (845) 341-4890 during regular business hours
Check our Policies and Procedures on page 30.

IMPORTANT! Due to construction on the
Middletown campus, ADA parking and access to Harriman Hall is limited. If you require ADA access to
Harriman Hall, please contact us immediately.

SUNY Orange is a proud member of
The Continuing Education Association of New York
www.ceany.org

Vea las páginas 15-16 para información en Español,
sobre nuestros programas de ESL.
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 and 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.

All reference materials will be provided to the students online. Students must provide e-mail address. For more information, visit: www.sunyorange.edu/ce or come to our Open House on February 4th at 6pm in the Library, Middletown.

**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, February 4, 2013 — 6:00pm —**

The Gilman Center, SUNY Orange Library, Middletown campus

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**Medical Transcription Online**

Successful completion of this program can give you the potential to make up to $40,000 per year working from home on your own computer. The curriculum is approved by the Association for Healthcare Documentation Integrity (AHDI, formerly the American Association of Medical Transcription, or AAMT) and was developed by Career Step, the nation's leading provider of online medical transcription and coding & billing training. Once you successfully complete the program, you will be familiar with medical terminology, know how medical words are “built,” and have a basic understanding of anatomy, disease, pharmacology and basic acute care. You will also have built your speed and efficiency on the keyboard, and know how to build a medical record and how to produce clinic notes. You will have access to online resources related to your study, a chat room for discussion with other students, student and technical support through e-mail and a toll free number, personal employment consultations, an employment referral guide which shows potential employers such as transcription services and contractors across the US. 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.

SP N9427 DA Online 3/4/12-3/4/13  $2195

Students must provide e-mail address. For more information, visit: www.sunyorange.edu/ce or come to our Open House on February 4th at 6pm in The Gilman Center, SUNY Orange Library, Middletown campus.
For more information, call (845) 341-4890
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 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.

SP I9115 OA Tue Thu 2/19-5/21 $945
MDTN 6-8:30pm BT 117 Stewart, S.
No class: 3/19, 3/21

HEALTHCARE ➢ NUCLEAR MEDICINE TECHNOLOGIST

Become Certified as a Nuclear Medicine Technologist

The US Department of Labor’s Bureau of Labor Statistics reports that the national average annual income for a Nuclear Medicine Technologist is over $67,000. More than 50% of those employed in this field earn more than $66,000 per year.

Radiologic technologists who are also trained and certified in other diagnostic methods will have the best prospects for employment and success.

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

This twelve-month program will prepare you to take the American Registry of Radiologic Technologists (ARRT) certification exam. You will have both classroom instruction and hands on clinical practice. Individual courses include: Nuclear Medicine, Nuclear Math, Biology/Protection/Detection, Cross Sectional Anatomy, Instrumentation, and Nuclear Physics.

Potential students must be NYDOH/ARRT certified radiologic technologists. It is highly recommended candidates complete College Physics 1 and College Chemistry prior to admission.

For more information, please call the Continuing Education department at (845) 341-4890
Expand Your Employment Potential

ONLINE COURSE
Only candidates registered with the ARRT in Radiography, Nuclear Medicine Technology (registration with NMTCB is also accepted), or Radiation Therapy are eligible to participate in the certification program in computed tomography (CT).

The 25-hour online course meets the ARRT, Structured Education Requirement content specifications for post primary certification in CT.

The online course covers the history and evolution of CT; Equipment and Instrumentation; Data Acquisition; Image Processing and Reconstruction; Patient Safety; Image Quality, CT Procedures; and Cross Sectional Anatomy of the head, neck, chest, abdomen and pelvis. The course will include animated modules, lecture notes, various quizzes/tests and discussion questions related to real life applications in order to facilitate learning.

CLINICAL COURSE
The clinical course enables candidates for CT certification to perform the required 125 clinical procedures according to the specific procedural requirements. These procedures must be completed within the 24 month period immediately preceding the date of the candidate’s signature on the application for certification. The Clinical Experience Documentation Form must be initialed by a Registered Technologist or a licensed physician. Once the clinical experience requirements have been completed, candidates are eligible to complete the verification section of the application for certification.

For more information, please call the Continuing Education department at (845) 341-4890.

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.

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

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).

SP N9545 OA Mon 2/4-4/8 $375
MDTN 7-10pm PE 222 PE Faculty
No class: 3/18

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.

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.

Need to take your road test?

Continuing Education offers the 5-hour prelicensing 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 20.

MARILYN R. WHEELER MEMORIAL FUND

Attention non-credit students.

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

For information and/or application, call (845) 341-4890.

Search SUNY Orange Continuing Education. Giveaways are announced to our Facebook fans!
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)

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

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

In order to receive a Continuing Education Certificate for the entire CASAC program, an English placement test is 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.
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! $3,188 tuition + $2 insurance fee. Call Elizabeth at 341-4993 for more information.

Traditional Evening Program
Module I
Offered during the Fall 2013 semester --
August 27 to December 3
FA N3298 OA T/Th 5:30 to 9:30 p.m.* $927
MDTN SSC Alum Begins 8/27

Module II
Offered during the Spring 2013 semester --
January 3 to May 14
SP N3292 OA T/Th 5:30 to 9:30 p.m.* $1,267
MDTN SSC Alum Begins 1/3

Module III
Offered during the Summer 2013 semester --
May to August -- May 9 to August 15
S1 N3293 OA T/Th 5:30 to 9:30 p.m.* $995
MDTN SSC Alum Begins 5/9

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.

What our students are saying:

“The CASAC Fast Track Program is an extremely worthwhile investment. While learning about the substance abuse field, you are also learning about yourself. I look forward to each and every class and will surely look back on the experience fondly.”
– Alexandra Lerman, SUNY Orange CASAC Student

“The CASAC courses are always interesting. I feel completely enlightened.”
-- Theresa Faughnan, SUNY Orange CASAC Student

“I would recommend this class to anyone interested in becoming a CASAC or the field of helping people. My instructor is wonderful and I enjoy every minute spent in the class.”
– Fatiha Bouris, SUNY Orange CASAC Student

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

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

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

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

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

Intermediate Microsoft Excel
Enhance your worksheet experience by learning how to manage data and analyze it using the built in Excel functions while working with multiple worksheets. You will also be introduced to sharing Excel files and incorporating Web information. Prerequisite: Basic Microsoft Excel. Purchase of textbook required. 4 sessions.
### Basic Microsoft Access
Learn basic concepts of database management utilizing Access. Your instructor will walk you through creating tables and queries while using forms and reports. You will also learn about modifying the database structure. Prerequisite: Knowledge of Windows. Purchase of textbook required. 4 sessions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Cost</th>
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<tbody>
<tr>
<td>SP I8690 IA</td>
<td>Tue Thu</td>
<td>6:30-9:30</td>
<td>HA 114</td>
<td>Weiss, R.</td>
<td>$79</td>
</tr>
<tr>
<td>SP I8690 TA</td>
<td>Mon Wed</td>
<td>6:30-9:30</td>
<td>KAP 233</td>
<td>Messina, K.</td>
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No class: 7/4

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

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<tr>
<th>Course Code</th>
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<td>SP I8691 IA</td>
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<td>KAP 233</td>
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<tr>
<td>S2 I8691 IA</td>
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<td>S2 I8691 TA</td>
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<td>HA 114</td>
<td>Andryshak, J.</td>
<td>$79</td>
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### Basic Microsoft PowerPoint
Create polished and professional looking presentations using PowerPoint. You will learn to develop eye-catching presentations suitable for any business function. Enhance the visual impact of your presentation by using text, charts, clip art/photos, and organizational charts. Prerequisites: Windows and Basic Microsoft Word. Purchase of textbook required. 4 sessions.

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<th>Instructor</th>
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<td>SP I8778 IA</td>
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<td>S1 I8778 TA</td>
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<td>Messina, K.</td>
<td>$120</td>
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<td>S2 I8778 IA</td>
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<td>6:30-9:30</td>
<td>HA 114</td>
<td>Messina, K.</td>
<td>$120</td>
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</table>

### Network+
This course is now approved for College credit, please call 341-9532 for more information. Our Network+ course covers the CompTIA certification exam objectives that certify you can successfully describe, install and configure a medium size network. Through a combination of detailed lectures, presentations and hands-on lab exercises, you will be prepared to successfully take the Net+ certification exam. Topics include: Network Basics, Topologies and Types, LANS, WANS, Network Hardware, NICs, Cables, Hubs, Switches, Routers, Modems and Firewalls, Network Software, Uniform Resource Locator, Servers, Protocols, IP Addressing, Network Security, Troubleshooting and Virus Protection, Decimal, Octal, Hexadecimal and Binary conversions, and Systems Analysis and Design and Instruction to Logic. Purchase of textbook required. 28 sessions.

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<th>Course Code</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>SP I8446 TA</td>
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<td>6:30-9:30</td>
<td>HA 114</td>
<td>Galgall III, V.</td>
<td>$799</td>
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</table>

### 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.

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<tr>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Cost</th>
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<tr>
<td>SP N7631 OA</td>
<td>Fri</td>
<td>3:00-5:00</td>
<td>LIB 221</td>
<td>Andryshak, J.</td>
<td>$65</td>
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<tr>
<td>SP N7631 OB</td>
<td>Fri</td>
<td>5:00-7:00</td>
<td>SSC Alumni</td>
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<td>$65</td>
</tr>
</tbody>
</table>

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

Business & Professional ➢ Real Estate

45 hour NYS Real Estate Brokers Course

In order to qualify for licensure as a real estate broker, an applicant must have at least two years of experience as a licensed real estate salesperson or at least three years of experience in the general real estate field (e.g., buying and selling your own property, managing property owned by your employer), have satisfactorily completed both the qualifying salesperson course of 75 hours and an additional 45 hour real estate broker course as approved by the Secretary of State, and have passed a qualifying examination administered by the State. Purchase of textbook required before first class session. 6 sessions.

SP N1826 OA Tue Thu 1/8-2/26 $295
MDTN 6-9pm HA 109 Donohue, G.

Business & Professional ➢ Accounting & Finance

Introduction to QuickBooks Pro 2011

Learn this powerful software package that will enable you to do custom 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

SP N9580 TA Tue Thu 1/29-2/19 $229
NBG 6-9pm KAP 233 Boylan, N.

SP N9580 TB Tue Thu 4/2-4/23 $229
NBG 6-9pm KAP 233 Boylan, N.

Business & Professional ➢ Administrative Assistant Training Program

Online Administrative Assistant 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.

SP N9606 DA 3/4-9/4 $1049

Business & Professional ➢ Professional Development

Promoting Your Organization

Getting the word out about the great things your organization is doing is no easy task. You’re competing with hundreds of other professional or non-profit group who are looking to do the same thing. Learn how to maximize all opportunities to promote the good work of your business or group so that you can achieve whatever goals you have set. Discussion and assignments will focus on positive media relations, publicity techniques and writing.

SP N9596 OA Mon 1/28-3/25 $125
MDTN 7-9pm BT 358 Kriz, N.
No class: 3/18

Writing for Newspapers

Learn basic news writing, interview skills and story idea generation so you can write news and feature stories. Freelance writing can offer you a way to supplement your income. Print and online editors are always looking for writers with these skills who can focus on “hyperlocal” stories in their coverage areas. Course includes in-class writing.

SP N9597 OA Tue 1/29-3/26 $125
MDTN 7-9pm HA 101 Kriz, N.
No class: 3/19
Giving Birth to a New Career: Maternal Health Career Pathways

One day workshop to help you navigate new career options: non-clinical opportunities available without a medical degree; the clinical field of Midwifery; as well as entrepreneurial options. Facilitator is local business owner with an extensive track record in maternal and child health.

1 session

SP N9604 OA Mon 4/1 $35
MDTN 6-9pm BT 117 Wrenn, T.

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. Textbook, “Real Estate Dealmaking” to be purchased in class ($19.95). 8 sessions.

SP N9541 OA Tue 4/2-5/21 $125
MDTN 6-9pm HA 301 Donohue, G.

Child Abuse Identification and Reporting

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

SP N7640 NA Tue 1/29 $49
NBG 7-8:50pm TWR 313 Diemer, C.

SP N7640 OA Fri 2/1 $49
MDTN 12-1:50pm BT 251 Tarvin, E.

S1 N7640 OA Tue 6/4 $49
MDTN 6-8:30pm BT 251 Faculty

Intervention and Prevention of School Violence

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

SP N7679 NA Tue 2/12 $49
NBG 7-8:50pm TWR 313 Diemer, C.

SP N7679 OA Fri 2/15 $49
MDTN 12-1:50pm BT 251 Tarvin, E.

S1 N7679 OA Tue 6/18 $49
MDTN 6-8:30pm BT 251 Faculty

Select from Personal and Professional Development Topics Such As:

Accounting Software
Personal Finance & Investments
Business Software
Going Green at the Workplace or Home
Grant Writing
Adobe Software (Photoshop, Dreamweaver)
Supervision, Management & Leadership
Project Management
Starting Your Own Business
Test Preparation
Digital Photography
Web Design
Health Information Management
Health & Wellness
Plus Many More!

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.
8-Hour Security Guard
Pre-Assignment Training

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP I8347 OA</td>
<td>Sat</td>
<td>2/2</td>
<td>9am-5pm</td>
<td>HA 201</td>
<td>Girolamo, A.</td>
</tr>
<tr>
<td>SP I8347 TA</td>
<td>Sat</td>
<td>2/23</td>
<td>9am-5pm</td>
<td>TBA</td>
<td>Girolamo, A.</td>
</tr>
<tr>
<td>SP I8347 OB</td>
<td>Sat</td>
<td>5/11</td>
<td>9am-5pm</td>
<td>HA 201</td>
<td>Girolamo, A.</td>
</tr>
</tbody>
</table>

16-Hour Security Guard
On-The-Job Training

NY State Department of Criminal Justice Services requires this 16-hour training for all security guards during their first 90 days of employment. Certificate issued after successful completion of course. Examination Required. 2 sessions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP I8709 OA</td>
<td>Sat</td>
<td>2/9-2/16</td>
<td>9am-5pm</td>
<td>HA 201</td>
<td>Girolamo, A.</td>
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<tr>
<td>SP I8709 TA</td>
<td>Sat</td>
<td>3/9-3/16</td>
<td>9am-5pm</td>
<td>TBA</td>
<td>Girolamo, A.</td>
</tr>
</tbody>
</table>

8-Hour Security Guard: Annual Refresher

Security guards are required to take an 8-hour annual training class to remain in compliance with their security guard license. Participants will receive a certificate after completion of one session. 1 session.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP I9083 OA</td>
<td>Sat</td>
<td>2/2</td>
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<td>HA 201</td>
<td>Girolamo, A.</td>
</tr>
<tr>
<td>SP I9083 TA</td>
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<td>2/23</td>
<td>9am-5pm</td>
<td>TBA</td>
<td>Girolamo, A.</td>
</tr>
<tr>
<td>SP I9083 OB</td>
<td>Sat</td>
<td>5/11</td>
<td>9am-5pm</td>
<td>HA 201</td>
<td>Girolamo, A.</td>
</tr>
</tbody>
</table>

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, those who wish to advance quickly towards a degree to continue beyond, 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 http://www.sunyorange.edu/testing/

If you need help with your CLEP tests, please call to schedule your appointment!

BUSINESS & PROFESSIONAL ➢ SECURITY GUARD

For more information, call (845) 341-4890
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, or by phone with a credit card.

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

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

SP N7991 OB Mon Wed 1/28-4/17 $10
MDTN 6:30-9:30pm LIB 215 Powell, N.
No class: 3/18, 3/20

SP N7991 TB Mon Wed 1/28-4/17 $10
NBG 6:30-9:30pm TBA Cedeno, N.
No class: 3/18, 3/20

S1 N7991 OA Mon Wed 5/13-7/29 $10
MDTN 6:30-9:30pm LIB 215 Powell, N.
No class: 5/27

S1 N7991 TA Mon Wed 5/13-7/29 $10
NBG 6:30-9:30pm TBA Cedeno, N.
No class: 5/27

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

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

SP N7992 OB Mon Wed 1/28-4/17 $10
MDTN 6:30-9:30pm HA 103 Florencio-Wain, A.
No class: 3/18, 3/20

SP N7992 OB Tue Thu 1/29-4/18 $10
MDTN 6:30-9:30pm LIB 211 Florencio-Wain, A.
No class: 3/19, 3/21

SP N7992 TB Tue Thu 1/29-4/18 $10
NBG 6:30-9:30pm TBA Cedeno, N.
No class: 3/19, 3/21

S1 N7992 OA Mon Wed 5/13-7/29 $10
MDTN 6:30-9:30pm LIB 221 Florencio-Wain, A.
No class: 5/27

S1 N7992 TA Tue Thu 5/14-7/30 $10
NBG 6:30-9:30pm TBA Cedeno, N.
No class 7/4
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.

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.

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.
ESL Advanced Reading & Writing Online

This is an online course. Students must have completed ESL Intermediate Reading and Writing or get special permission from the ESL Department Coordinator to register. Students must devote six hours per week of the online class work, as well as complete out-of-class assignments which will be submitted. To participate in online learning, students must have access to the internet (a broadband connection is recommended) and must use Internet Explorer 7 or higher or Firefox 3.0 or higher as their web browser (must run JavaScript, cookies must be enabled, and pop-up blockers must be disabled). In addition, students will need a word processing program such as Microsoft Word (other word processing software can be used, but documents must be saved in the .rtf format) and Adobe Acrobat Reader.

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.

ESL Grammar Review I

Improving spelling, sentence structure, punctuation and writing. Designed for students who have finished Level IV or higher. This course is suitable for college preparation or enrichment purposes. Required textbook can be purchased in class. 14 sessions.

ESL Grammar Review II

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

ESL for Academic Purposes

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

Too many points on your driving record?

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 20.

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.
English GED®

SUNY Orange offers the highest quality of instruction in its College GED® program. The course will prepare you in Math and Writing foundations plus three content areas.

Middletown Campus

SP N9407 OA Mon Thu 2/18-6/20 $10
MDTN 6-9pm HU 210 Saetta, R.
No class: 3/18, 3/21, 5/27

SP N9407 OC Tue Thu 2/26-6/25 $10
MDTN 9am-12pm TBA Matula, T.
No class: 3/19, 3/21

Newburgh Campus

SP N9407 TA Mon Wed 2/18-6/19 $10
NBG 9am-12pm TBA Budetti, V.
No class: 3/18, 3/20, 5/27

SP N9407 TB Mon Wed Thu 2/18-5/9 $10
NBG 9am-12pm TBA Zuluaga, J.
No class: 3/18, 3/20, 3/21

Newburgh Armory

SP N9407 TC Tue Thu 2/19-6/18 $10
NBG 6-9pm NBG ARM Merritt, L.
No class: 3/19, 3/21

Middletown High School

SP N9407 OB Mon Wed 2/25-6/26 $10
MDTN 6-9pm MHS Fields, P.
No class: 3/18, 3/20, 5/27

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.

Spanish GED®

Este curso está diseñado para ayudar a los estudiantes a prepararse para el examen de Equivalencia de Educación Secundaria (GED®). Los estudiantes aprenderán estrategias para tomar examenes, desarrollar destrezas para la comprensión de lectura y estudiar las 5 áreas del examen del GED®. Los temas cubiertos incluirán: aprender a leer ilustraciones; usar la calculadora Casio FX-260 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.

Middletown Campus

SP N9408 OA Mon Wed 2/4-6/5 $10
MDTN 6-9pm HU 103 Romero, M.
No class: 3/18, 3/20, 5/27

Newburgh Campus

SP N9408 TB Mon Wed Thu 2/18-5/9 $10
NBG 6-9pm TBA Zuluaga, J.
No class: 3/18, 3/20, 3/21

Newburgh Armory Unity Center

Come take High School Equivalency (GED®) 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 evening classes please call (845) 341-9532 or (845) 341-9543.

Si usted está interesado(a) en coger las clases de GED 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.

For more information, call (845) 341-4890

SUNY Orange College GED® Classes

SUNY Orange has established several classes throughout Orange County for individuals who are looking to improve their job opportunities by earning their GED®. Emphasis will be on improving writing and math skills using creative thinking and problem-solving strategies. 100 hours of instruction.

If you are ages 17 or 18, call (845) 341-9532 or (845) 341-9543 to make an appointment for the program coordinator to meet with you and your parent or guardian. If you are 19 or older, you may register in person at the Registrar’s Office on the Middletown campus, or at Student Services Central in Kaplan Hall on the Newburgh campus. You may also register with a credit card by telephone.

All students must register either online or in-person prior to the class start date. You can pay the $10 tuition plus $2 fee with cash, check, credit card or money order.
Math Refresher for Adults

This course is designed for students who need to both prepare for the GED® diploma or college. Students will study applied math, algebra and geometry topics. This course is designed as a math intensive over 21 classroom hours and topics will range from arithmetic to multi-step word problems in Algebra and Geometry. 7 sessions.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP N9552 TB</td>
<td>Tue Thu</td>
<td>2/19-3/12</td>
<td>6-9pm</td>
<td>TBA</td>
<td>McGrath, K.</td>
</tr>
<tr>
<td>NBG</td>
<td></td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP N9552 TA</td>
<td>Tue Thu</td>
<td>2/19-3/12</td>
<td>9am-12pm</td>
<td>TBA</td>
<td>Winn, S.</td>
</tr>
<tr>
<td>NBG</td>
<td></td>
<td>$10</td>
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</tr>
<tr>
<td>SP N9552 OA</td>
<td>Tue Thu</td>
<td>2/26-3/26</td>
<td>1-4pm</td>
<td>TBA</td>
<td>Matula, T.</td>
</tr>
<tr>
<td>MDTN</td>
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<td>$10</td>
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No class: 3/19, 3/21

Basic Skills for College Preparation

This program will provide instruction for the general public, out-of-school youth or adults who have been out of school for some years. Emphasis will be on interpretation of diverse reading materials, writing, and math skills required to achieve success in credit bearing courses. The course will meet for 60 class hours or 20 sessions.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2 I9124 OA</td>
<td>Mon Wed Thu</td>
<td>7/8-8/21</td>
<td>9am-12pm</td>
<td>HA 105</td>
<td>Staff</td>
</tr>
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<td>MDTN</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>S2 I9124 TB</td>
<td>Mon Wed Thu</td>
<td>7/8-8/21</td>
<td>9am-12pm</td>
<td>TBA</td>
<td>Staff</td>
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<tr>
<td>NBG</td>
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<td>$10</td>
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</table>

SUNY Orange is proud to be a part of the New York Renewable Energy Consortium focusing on the Manufacturing Sector throughout the Mid-Hudson Valley. The Consortium is a public/private partnership between business & industry, education, and the workforce and economic development systems.

We can connect you to resources throughout the region to help you obtain gainful employment, as well as provide support to those already employed through career development activities.

➢ Employment and Training
➢ Job Opportunities
➢ Continuing and Professional Education
➢ Workforce Resources
➢ On-The-Job Training
➢ ESL

For more information, please contact Patty at (845) 341-9021, email: patricia.kelly@sunyorange.edu or go to www.sunyorange.edu/go/jobsaccelerator

Have you been thinking of becoming a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) but are not sure which courses 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 each semester! It is even possible to complete the entire education program in one year!
**Pre-Licensing**

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP N7502 OA</td>
<td>Sat 1/19</td>
<td>9am-2pm</td>
<td>HU 211</td>
<td>Mid-Hudson Safety</td>
</tr>
<tr>
<td>SP N7502 OB</td>
<td>Sat 2/16</td>
<td>9am-2pm</td>
<td>HU 211</td>
<td>Mid-Hudson Safety</td>
</tr>
<tr>
<td>SP N7502 OC</td>
<td>Sat 3/16</td>
<td>9am-2pm</td>
<td>HU 211</td>
<td>Mid-Hudson Safety</td>
</tr>
<tr>
<td>SP N7502 OD</td>
<td>Sat 4/20</td>
<td>9am-2pm</td>
<td>HU 211</td>
<td>Mid-Hudson Safety</td>
</tr>
<tr>
<td>SP N7502 OE</td>
<td>Sat 5/11</td>
<td>9am-2pm</td>
<td>HU 211</td>
<td>Mid-Hudson Safety</td>
</tr>
<tr>
<td>S1 N7502 OA</td>
<td>Sat 6/15</td>
<td>9am-2pm</td>
<td>HU 209</td>
<td>Mid-Hudson Safety</td>
</tr>
<tr>
<td>S2 N7502 OB</td>
<td>Sat 7/20</td>
<td>9am-2pm</td>
<td>HU 209</td>
<td>Mid-Hudson Safety</td>
</tr>
<tr>
<td>S2 N7502 OC</td>
<td>Sat 8/17</td>
<td>9am-2pm</td>
<td>HU 209</td>
<td>Mid-Hudson Safety</td>
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</tbody>
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**Defensive Driving**

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>SP N7503 OA</td>
<td>Sat 1/12</td>
<td>9am-3:30pm</td>
<td>HU 203</td>
<td>Green, D.</td>
</tr>
<tr>
<td>SP N7503 OB</td>
<td>Sat 2/9</td>
<td>9am-3:30pm</td>
<td>HU 203</td>
<td>Green, D.</td>
</tr>
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<td>SP N7503 OC</td>
<td>Sat 3/9</td>
<td>9am-3:30pm</td>
<td>HU 203</td>
<td>Green, D.</td>
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<tr>
<td>SP N7503 OD</td>
<td>Sat 4/13</td>
<td>9am-3:30pm</td>
<td>HU 203</td>
<td>Green, D.</td>
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<tr>
<td>SP N7503 OE</td>
<td>Sat 5/11</td>
<td>9am-3:30pm</td>
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<td>S1 N7503 OA</td>
<td>Sat 6/8</td>
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<td>HU 209</td>
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<td>S2 N7503 OB</td>
<td>Sat 7/13</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>Green, D.</td>
</tr>
<tr>
<td>S2 N7503 OC</td>
<td>Sat 8/10</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>Green, D.</td>
</tr>
</tbody>
</table>

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

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**Online Defensive Driving**

Visit our website at [www.sunyorange.edu/ce](http://www.sunyorange.edu/ce) for more information and to register.

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**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 (DDP #7100).

For more information call the DDP office at 845.341.4892.

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Check our website [www.sunyorange.edu/ce](http://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.
Photography for the Serious Beginner
Learn how to start using that advanced SLR to its fullest potential. Whether it is a digital or film camera, the class will discuss how to get the best out of them. Topics include 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 (single lens reflex) camera with you to class. For film camera use, materials fee of $50-$60 (paid in class) covers supplies needed for the class. 10 sessions.
SP N7072 KA Mon 1/28-4/22 $159
MWHS 7-10pm MWHS 120 Albrecht, D.
No class: 2/18, 3/18, 3/25

Digital Photography-The Very Basics
Are you new to digital photography? Do you have a digital camera and want to get more out of it, shoot better pictures and get better exposures? Then this is the course for you. Bring your camera, a memory card and fresh batteries to class. Some lecture, but highly interactive. 1 session.
SP N9559 NA Sat 5/11 $29
NBG 9am-1pm TBA Albrecht, D.
S2 N9559 NA Sat 8/3 $29
NBG 9am-1pm TBA Albrecht, D.

Summer Field Photography Workshop
Not for beginners. Designed as a “shooting” course, the workshop will give students the opportunity to go into the field on a structured shoot to hone their skills in natural light photography, the proper choice of lenses and other equipment. Starts with a one-hour orientation session followed by three weekend morning or evening shooting sessions; various field techniques will be discussed. Ends with two, three hour critiques on Monday evenings. Students are expected to have a working knowledge of their cameras, use of depth of field, how to set exposures, etc. 5 three hour sessions plus one hour of orientation. 6 sessions.
SP N7071 KA Mon 6/3-6/25 $99
NBG 7-10pm TBA Albrecht, D.
1 hour orientation on 6/3/13, 3 hour class critique 6/24 & 6/25, 3 field dates 6/8, 6/15 & 6/22

Watercolor-For The Fun of It
Learn the basics of watercolor in a relaxed atmosphere without the pressure to create a masterpiece; just to enjoy the experience. This course will cover getting the feel of the paints, paper, brushes; watercolor with other media; creating a landscape painting; creating a still life painting; painting flowers; painting from a photograph of your choice. $15 fee to be paid in class (covers watercolor set with brush and pad). Additional materials list provided at first session. 6 sessions.
SP N1163 KA Thu 1/24-2/28 $45
MWHS 7:30pm MWHS Foxx, P.

Drawing for Beginners
Covers the basic concepts of still life drawing: line, contour, shadowing, cross-hatching, value, and stippling. Purchase of supplies extra. Bring white drawing pads and erasers to first class session. Other supplies to be discussed in class. 8 sessions.
SP N1175 OA Tue 2/12-4/9 $79
MDTN 7-9pm BT 119 DeMaio, C.
No class: 3/19

Drawing With Watercolor Pencils
Learn a new technique -- draw still life and common objects with watercolor pencils. Purchase of supplies required. 8 sessions.
SP N9544 OA Wed 2/13-4/10 $79
MDTN 7-9pm BT 119 DeMaio, C.
No class: 3/20

Elegant Diamond Cuff
Learn to make elegant bracelets by using single-needle right angle weave. Prerequisite: Basic Stringing. 2 sessions.
SP N9548 OA Sat 1/12-1/19 $79
MDTN 9am-1pm BT 117 Ibityoe, 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 2/2-2/9 $79
MDTN 9am-1pm BT 117 Ibityoe, O.
**Stained Glass for Beginners**
Using the copper foil method, you will learn the basics of stained glass production, including "cutting" glass, use of patterns, fitting, foiling, soldering, and patina application, to create stained glass projects. You will choose a pattern for your first project and receive a list of essential equipment/supplies to be purchased along with a list of some local stores that sell art glass supplies. Bring your new tools and supplies to first class. Purchase of supplies extra. 8 sessions.

SP N1058 KA Tue 4/2-5/21 $109
MWHS 7-9:30pm MWHS 122 Thomas, K.

**Stained Glass Workshop**
Having trouble getting motivated, or 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 project(s) 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.

SP N9583 KA Mon 4/1-5/20 $109
MWHS 7-9:30pm MWHS 122 Thomas, K.

**T’ai Chi**
Learn the gentle exercise technique of Yang style T’ai Chi which has been referred to as both "meditation" and "medication" in motion. This practice will help reduce stress and achieve a sense of inner harmony. No prior experience necessary. Wear comfortable clothing and gym shoes. 6 sessions.

SP N6156 OA Sat 2/2-3/9 $29
MDTN 10-11am PE Studio Sheppard, S.

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

SP N6725 OA Mon 2/4-4/15 $125
MDTN 7-9pm HA 105 Saetta, R.
No class: 3/18

**Conversational Mandarin Chinese Level 2**
A continuation of Chinese language study. Focus will be on building vocabulary, conversations and grammar as well as reading basic written characters. This class is open to students who completed Beginning Mandarin or have basic knowledge of the language. This course uses the same textbook as N6721 Learn to Speak Mandarin Chinese. 10 sessions.

SP N6722 OA Wed 4/17-6/19 $125
MDTN 6:30-8:30pm HA 313 Yang, J.

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

SP N6710 OA Thu 2/21-5/3 $125
MDTN 7-9pm HA 103 Conroy, W.
No class: 3/21

For more information, call (845) 341-4890
Conversational Spanish Level I

Be ready for your next vacation in Mexico, Spain, Central or South America! With basic but indispensable language structures, vocabulary and practice, you will quickly start communicating in Spanish. Go from “Hello” to “I like the hat, can I buy it with my credit card?” in one semester. A $29 material fee to be paid in class for textbook and CD. 10 sessions.

SP N6734 OA Thu 1/24-4/4 $125
MDTN 7-9pm HA 107 Romero, M.
No class: 3/21

SP N6734 NA Tue 1/29-4/9 $125
NBG 7-9pm TBA Linares, C.
No class: 3/19

SP N6734 NB Sat 2/23-5/4 $125
NBG 9-11am TBA Linares, C.
No class: 3/23

Spanish Basic Conversation Level 1

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

SP N6735 KA Thu 1/24-4/4 $125
MWHS 7-9pm MWHS Pirez, A.
No class: 3/21

SP N6736 KA Thu 4/18-6/20 $125
MWHS 7-9pm MWHS Pirez, A.

American Sign Language 2

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

SP N6751 TA Sat 1/26-4/6 $199
NBG 9am-12pm TBA Chapis, N.
No class: 3/23

American Sign Language 3

A continuation of American Sign Language (ASL) 2, incorporating additional levels of the vocabulary, grammar and sentence structure of ASL. Students are introduced to information about the deaf community. Practice and skills development are emphasized. You will learn to communicate receptively and expressively using ASL. Develop enhanced understanding and awareness of the deaf community and their culture. Purchase of textbook required. 15 sessions.

SP N6752 TA Thu 2/21-6/6 $199
NBG 6-8pm TBA Chapis, N.
No class: 3/21

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 pronunciation will be very helpful in this class. More advanced skills in this area will be a definite plus. 6 sessions.

SP N9571 OA Tue 1/22-2/26 $125
MDTN 6-8pm HA 301 Stillwood, D.

Creative Writing- A Beginner’s Guide

Learn the basics of creative fiction including character development, “showing” versus “telling,” plot structure, narrative viewpoint, descriptive detail, dialog and revision. You will learn how to give and receive constructive criticism in a safe and interactive classroom environment. Classroom activities will include reading your original work for feedback. You will be expected to work on your writing outside the class by reading assigned writings of published authors and producing your own original work. 6 sessions.

SP N9593 OA Thu 4/4-5/9 $125
MDTN 6-9pm HA 200 Winn, S.

Hudson Valley History 1

Learn how modern towns developed in the Hudson River Valley Region from the early Dutch, French, English, and Native American settlements. Discuss local folklore and colorful characters of the region: Henry Hudson, Benedict Arnold, Sybil Ludington, Major John Andre, Daniel Ninhm and Henry Wells among others. Instructor is an experienced presenter and has a bachelor’s degree from Pace University and a masters degree from Fordham University in History and Education. 4 sessions

SP N9602 NA Sat 1/26-2/23 $95
NBG 10am-12pm TBA DiMartino, L.
No class: 2/16
For more information, call (845) 341-4890
Introduction to Ballroom Latin/Swing
This course provides a basic introduction into the dance genres found in ballroom dancing. It is a great course for the absolute beginner or someone returning to the dance floor. A selection of both smooth and rhythm dances will be introduced. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.
SP N6545 OA Thu 1/24-4/25 $79
MDTN 6:30-8pm PE Studio Fried, H., Titko-Fried, B.
No class: 3/21, 4/11

Intermediate/Advanced Rhythm Dances
Completion of Introduction to Rhythm Dances is a prerequisite for this course. Intermediate to advanced level steps will be introduced. This course moves onto the intermediate and advanced steps in the Rumba, Cha-Cha, Swing, Mambo/Salsa, Samba and Merengue. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.
SP N6544 OA Tue 1/22-4/23 $79
MDTN 8:20-9:50pm PE Studio Fried, H., Titko-Fried, B.
No class: 3/19, 4/9

Intermediate/Advanced Ballroom Dances
An introductory dance class is a prerequisite for this class. Primarily intermediate and advanced level dance steps will be the focus of this course. The basic foundation for each style will also be strengthened. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.
SP N6546 OA Thu 1/24-4/25 $79
MDTN 8-9:30pm PE Studio Fried, H., Titko-Fried, B.
No class: 3/21, 4/11

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.
SP N9432 OA Sat 1/26-3/2 $59
MDTN 11am-12:30pm PE Studio Reeder, S.

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.
SP N9566 OA Sat 4/6-5/11 $49
MDTN 11am-12:30pm PE Studio Gonzalez, A., Reeder, S.

West Coast Swing
Learn to dance beginner and intermediate West Coast Swing. No prior experience necessary. Everyone must enroll with a partner and a registration must be completed for each person. 4 sessions.
SP N6514 OA Tue 1/22-4/23 $79
MDTN 7-9pm PE Studio Fried, H., Titko-Fried, B.

Dance for That Special Occasion
A short “Crash Course” for beginners to learn the basic steps of four popular dances: fox trot, lindy, rumba and tango style dancing. You’ll be able to get on the dance floor and enjoy the next special event. Everyone must enroll with a partner and registration cards must be completed by each person. Instructors suggest comfortable shoes, however, sneakers are not recommended. 4 sessions.
SP N6508 OA Thu 5/9-5/30 $59
MDTN 7-9pm PE Studio Fried, H., Titko-Fried, B.

**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
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.

Marriage & Money
The best way to avoid money problems is to talk about money issues openly and honestly. This course will help you “get the ball rolling” and provide you with some useful tools and insights. Couples are strongly encouraged to attend together. Instructor is an insurance professional who regularly advises on everyday finances. He has served as a board member of financial institutions and has held leadership positions in many community service organizations. 1 session.

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

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

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.

Beginner’s Guitar (9-15 years)
Acoustic guitar preferred. Covers basic chords, tuning and strumming methods, reading tablature and some simple songs. Outside practice required. Bring your own acoustic guitar. Purchase of textbook, capo and tuner required. 8 sessions.
Calling All Actors/Actresses (9-12 years)
Prepare for live theater, learn how an actor walks, talks and projects. Take part in classroom skits and improvisations. 8 sessions.
SP N9223 OA Sat 2/16-4/13 $59
MDTN 10:30-11:45am SSC Cafeteria Topps, C.
No class: 3/23

Cartooning (8-12 years)
Learn to create your own cartoon characters, techniques of the cartoonist, developing a cartoon story and producing a comic strip. Purchase of supplies extra. Bring white drawing pad, pencils and eraser to first class session. Other supplies to be discussed in class. 8 sessions.
SP N9258 OA Sat 2/16-4/13 $59
MDTN 10:30-11:45am HA 207 DeMaio, C.
No class: 3/23

Drawing Zoo & Farm Animals (6-12 years old)
Students will learn to draw various animals. Purchase of supplies extra. 8 sessions.
MISSION

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.

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.

How to read class listings

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<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Section</th>
<th>Day(s)</th>
<th>Start date-End date</th>
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<tbody>
<tr>
<td>Location</td>
<td>Start time-End Time</td>
<td>Building Room</td>
<td>Instructor</td>
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</table>

Semester Key

SP = Spring 2013

S1, S2, S3 = Summer 2013

We’re always looking for great course ideas and instructors.

If you have an idea for a course, visit sunyoronge.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.

Location & Building Code List

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<thead>
<tr>
<th>Code</th>
<th>Location</th>
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<tr>
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<td>Middletown</td>
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<td>MSMC</td>
<td>Mount St. Mary College</td>
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<td>NBG</td>
<td>Newburgh</td>
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<td>NW</td>
<td>New Windsor</td>
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<td>280 BWY</td>
<td>280 Broadway, Newburgh</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Building</th>
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<tr>
<td>AH</td>
<td>Aquinas Hall, MSMC</td>
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<td>ARM</td>
<td>Newburgh Armory</td>
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<td>BRC</td>
<td>Business Resource Center, Kingston</td>
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<td>BT</td>
<td>Bio-Technology Building</td>
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<td>CST</td>
<td>Safe Harbors Cornerstone</td>
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<td>DC</td>
<td>Desmond Campus, MSMC</td>
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<td>GND</td>
<td>Grand St. Building</td>
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<td>HA</td>
<td>Harriman Hall</td>
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<td>Middletown High School</td>
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<td>MRS</td>
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<td>OH</td>
<td>Orange Hall</td>
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<td>PE</td>
<td>Physical Education Building</td>
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<td>PIL</td>
<td>Port Jervis Library</td>
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<td>SSC</td>
<td>Shepard Student Center</td>
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<td>SRC</td>
<td>Stone Ridge Campus</td>
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<td>TWR</td>
<td>Tower Building</td>
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<td>GOSHEN</td>
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<td>MWHS</td>
<td>Monroe-Woodbury High School</td>
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<td>SWF</td>
<td>Stewart International Airport</td>
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Wea las páginas 20-21 para información en español, sobre nuestros programas de ESL.
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 on Bennett Street.

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 stop-light, 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 Route to Port Jervis High School
Route 209, Port Jervis

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

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

From South: Thruway to Exit 16 (Harriman). Immediately after toll, exit. At light, go straight through to Nininger Road. (Then same as from Middletown.)
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 fee for each student per semester which is mandatory. Returned checks will incur a $25 fee per check returned. Foreign check handling fee per check will be $10.

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

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

Registration
Registration for 1-day courses must be received prior to the start date of the course. Payment for tuition at off-campus locations must be made by check, money order, MasterCard, Visa, Discover or 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 ODS 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 program. 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.suny-orange.edu. You may also sign up for automatic email notification of college closings and delays at www.suny-orange.edu/alert. See page 35 for more information.

Other Policies & Procedures
All CAPE students will follow the College’s Code of Student Conduct policies and procedures as well as the Student Academic Grievance procedure. Both of these can be found in the Student Handbook located on the College’s website.
Five 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. Phone
   Call the Continuing and Professional Education Office at 845-341-4890.

5. Fax
   Fax registration form to 845-341-4897.

Non-Credit Registration Form

TODAY'S DATE ____________________________

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

STUDENT NAME ______________________________________________________________

NEW STUDENT?              YES        NO

DATE OF BIRTH _____________________

COUNTY  _____________________________

HOME PHONE ________________________

BUSINESS PHONE _______________________

EMPLOYER ___________________________________________________________________

STUDENT E-MAIL_________________________

Optional:

COURSE NO.  SECTION  TERM  NAME

TOTAL

INSURANCE FEE  2.00

$ ________________________________________

MAKE CHECKS PAYABLE TO ORANGE COUNTY COMMUNITY COLLEGE

TO BUSINESS OFFICE ____________________________

CASH □  CHECK □  CREDIT CARD □

CREDIT CARD #:_________________________________________________

THREE-DIGIT CARD SECURITY CODE ______

EXP. DATE ________________

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

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

RECEIVED: ORANGE COUNTY COMMUNITY COLLEGE

TO BUSINESS OFFICE ____________________________

CASH □  CHECK □  CREDIT CARD □

CREDIT CARD #:_________________________________________________

THREE-DIGIT CARD SECURITY CODE ______

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_____________________________________________________   ______________________

STUDENT'S SIGNATURE DATE

RECEIVED: ORANGE COUNTY COMMUNITY COLLEGE

TO BUSINESS OFFICE ____________________________

CASH □  CHECK □  CREDIT CARD □

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THREE-DIGIT CARD SECURITY CODE ______

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_____________________________________________________   ______________________

STUDENT'S SIGNATURE DATE

RECEIVED: ORANGE COUNTY COMMUNITY COLLEGE
Healthcare Career Open House
February 4, 2013, 6pm
The Gilman Center
SUNY Orange Library
Middletown campus,
115 South Street

Spring / Summer 2013

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

Southern Germany and Austria Trip
Anyone traveling with the college to Southern Germany and Austria March 15-25, 2013 must enroll in this course or register for one hour of field study. Come visit Munich, Vienna, the Black Forest, Salzburg- home of Mozart-and much more. The first of four pre-trip seminars where you’ll meet trip members, learn about what you’ll need on the trip, and meet experts in the field begins at 4pm, February 20th in Hudson Hall room 211.
See page 24 for more information.

Israel Tour- Ancient & Modern
Anyone traveling with the college on the Israel tour this summer (July 7-18, 2013) must take this course. The purpose of these pre-trip meetings is to disseminate important information to trip participants, and attendance is strongly recommended. Please inform trip leader if you are unable to attend. Travelers on this trip will visit Tel-Aviv, Tiberias, the Dead Sea, Masada, the Golan Heights, Jerusalem, various museums and the holy sites of Christianity, Judaism and Islam. An optional extension to the resort of Eilat, with a visit to Petra in Jordan is also included in the program.
See page 24 for more information.