Continuing and Professional Education

Balance

work

home

self

Fall/Winter 2007/08

SUNY ORANGE

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

Vea la página 30 para información en español, sobre nuestros programas de ESL.

www.sunyorange.edu/cape
Congratulations!

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

Go ahead, turn the page and discover your potential!

27 New Courses This Semester

To view upcoming courses by date, go to; www.sunyorange.edu

Phone
845-341-4890

HELP WANTED

We are always looking for new course ideas and instructors.

If you have an idea for a course, please send a resume or course outline to:

SUNY Orange
Continuing and Professional Education
115 South Street
Middletown, NY 10940

Announcement

Please note that purchases of materials (textbooks, workbooks, consumables, equipment, etc.) may be required for certain courses (see specific course description). This cost is not included in the course tuition unless specified. Please see our website or call for purchasing information.

Vea la página 30 para información en Español, sobre nuestros programas de ESL.
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www.sunyorange.edu/cape
Pharmacy Technician

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

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

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

Prerequisites: You should have taken some math and science courses in high school to be successful in this course. Experience in a medical setting is a plus. To ensure your success in this course we recommend you take our assessment test. Please call 845-341-4890 to schedule the test. 30 sessions.

Please note: Class meets one Saturday on 12/08/07

Purchase of textbooks required.

FA 19115 IA Tue Thu 9/4-12/13 $945
MDTN 5:30-8pm HA 302 Greenwald, D.

“Job opportunities as a Pharmacy Technician are expected to be good, especially for those with certification or previous work experience.”

- U.S. Bureau of Labor Statistics

Nuclear Medicine Certificate Program

Nuclear Medicine is an exciting, dynamic field which has grown over the past few years. The demand for Nuclear Medicine Technologist is estimated to increase in the next 10 years, as the baby-boom generation ages.

This comprehensive one year, 376-classroom hour program (1000 hour clinical) prepares the RN or Radiologic Technologist for an exciting and dynamic career in Nuclear Medicine. Learn to use radiopharmaceuticals to image the physiology of specific organs in the human body, inject patients with radioisotope and scan them with either a gamma or positron scanner. As a Nuclear Medicine Technologist you will not only have licensure in Nuclear Medicine but can also have a rewarding career in Cardiac or PET/PETCT Imaging.

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

Classes begin 1/7/08 and meet Mon. Tue. Wed. Thu. from 6-10pm at the Middletown Campus. Purchase of textbooks and materials required.

For more information or to request an application, please call the Continuing Education Department at 845-341-4890.

“Faster than average growth in Nuclear Medicine will arise from an increase in the number of middle-aged and elderly persons, who are the primary users of diagnostic procedures.”

- U.S. Bureau of Labor Statistics
Administrative Medical Office Assistant Program

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

After you complete this series of five (5) courses consisting of Medical Office Procedures, Medical Terminology, CPT Coding, ICD-9 Coding and Electronic Billing you will be qualified for administrative and clerical positions at a medical facility. Choose one or all of the classes listed below, but you must complete all five classes to be eligible to receive a Certificate of Completion. You must take Terminology before Coding. Prerequisite: Must be able to type 25 wpm and have a working knowledge of the PC. Please call (845) 341-4380 and speak with Petra for Middletown classes, call Lou at (845) 341-4532 for Newburgh classes.

**Medical Office Procedures**
Learn how to organize a medical office and what functions an administrative medical assistant performs. Review the Patient’s Bill of Rights, Triage, telephone procedures and the medical insurance and billing procedures. Learn about Medicare, Medicaid, No-Faults, Worker’s Compensation, HMO’s, among others. Prerequisite: Typing 20 wpm. Purchase of textbook required. 12 sessions.

- FA N2014 IA Mon Wed 9/10-10/22 $260
- MDTN 7-10pm HA 114 Walker, K.
- FA N2014 TA Mon Wed 9/17-10/24 $260
- NBG 6:30-9:30pm KEY 111 Bourdage, P.

**Medical Terminology**
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. This class is a must for anyone considering employment in a medical setting: transcriptionists, insurance billers, etc. Purchase of textbook required. 14 sessions.

- FA N3019 IA Mon Wed 10/29-12/17 $295
- MDTN 7-10pm HA 114A Walker, K.
- FA N3019 TA Mon Wed 11/5-1/2 $295
- NBG 6:30-9:30pm KEY 111 Bourdage, P.

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Demand for medical office assistants will rise 19% by 2010
- U.S. Dept. of Labor

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**Introduction to CPT Medical Coding**
Learn the CPT coding system which is required to bill medical services and procedures in medical practices and other outpatient facilities. This introductory course will cover correct and proficient use of the CPT book, CPT guideline and modifiers. The student will also interpret case scenarios and assign the appropriate codes. This class is highly recommended for Medical Billers and Insurance Claim Examiners. Pre-requisite Medical Terminology. Purchase of textbook required. 8 sessions

- FA N3020 TA Mon Wed 1/14-2/11 $245
- MDTN 7-10pm HA 114A Walker, K.
- SP N3020 IA Mon Wed 2/25-3/19 $245
- NBG 6:30-9:30pm KEY 211 Bourdage, P.

**Introduction to ICD Medical Coding**
Accurate coding is necessary for maximum reimbursement and legal compliance within a healthcare facility. Learn the ICD-9 classification system for diagnostic coding and inpatient procedural coding. This introductory course will cover conventions, practices and guidelines of ICD-9 coding. The student will learn the classification system, interpret case scenarios and assign appropriate codes. This class is highly recommended for Medical Billers and Insurance Claim Examiners. Pre-requisite Medical Terminology. Purchase of textbook required. 8 sessions

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

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Please note that purchases of materials (textbooks, workbooks, consumables, equipment, etc.) may be required for certain courses (see specific course description). This cost is not included in the course tuition unless specified.

Please see our website or call for purchasing information.

www.sunyorange.edu/cape
Become a Medical Coder or Billing Specialist ONLINE!
This series of six (6) online courses in basic to advanced coding and billing is open to individuals interested in entry level positions as Billers or Coders. Coders who are interested in preparing for the National Certification Exam may choose to take the Certification Exam Review class. Please note: unless you have equivalent experience, courses should be taken in the order listed.

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

FA I9103 DA 8/21-10/30 $195 Online Hess, B.
FA I9103 DB 11/12-2/8 $195 Online Hess, B.

Medical Billing Online
This 39-hour course prepares students for entry-level jobs in a doctor's office or other medical facility. This course includes Front Office Manager, Filing Part B HCFA 1500, Filing Part A HCFA 1450, Medicare, Medicare Billing problems and Patient Record Keeping using Medisoft, Medicare as a secondary payer, Medicare and Home Health and Women's Health. (A CD, which is required for purchase, contains a 1,000 page 28-chapter Advanced Claims Processing Manual with everything you ever wanted to know about starting your own medical billing business from home.) Purchase of CD required. 39 hours.

FA I9104 DA 8/21-10/30 $195 Online Hess, B.
FA I9104 DB 11/12-2/8 $195 Online Hess, B.

Introduction to Medical Coding Online

FA I9108 DA 8/21-10/30 $195 Online Hess, B.
FA I9108 DB 11/12-2/8 $195 Online Hess, B.

Advanced CPT Coding Online
This course is organized according to the sections in the CPT book. Frequently asked questions from real-life situations are answered in an authoritative manner. Provides advanced coding problems with their solutions. Step outline is used to help you code the exercise/scenarios in the problems. Detailed medical history reports, including post-operative reports, are provided from which CPT codes are determined. Prerequisite: Medical Terminology & Introduction to Medical Coding. Purchase of CD and CPT Manual required. 39 Hours.

FA I9109 DA 8/21-10/30 $195 Online Hess, B.
FA I9109 DB 11/12-2/8 $195 Online Hess, B.

You also must register with an e-mail address to participate and access course materials. It is recommended that you register at least one week in advance of the class start date to insure proper online course setup. Purchase of textbooks and CD required. CD is not Mac compatible. Once registered, you will be contacted by the instructor for textbook and CD ordering information.
Advanced ICD-9 Coding Online
This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. The course is organized by major body system chapter, as found in the ICD-9 manual. Each chapter is organized by (1) Issues (2) Coding clarification (3) Physician Documentation Issues, and (4) Coding Scenarios. Real-life coding problems illustrating the issues are presented with ICD-9 CM solutions. Prerequisite: Medical Terminology and Introduction to Coding. Purchase of CD and ICD-9 Volume I & II required. 39 Hours.

FA I9110 DA 8/21-10/30 $195 Online Hess, B.
FA I9110 DB 11/12-2/8 $195 Online Hess, B.

AAPC & AHIMA Coding Certification Exam Review Online
This online course is designed to prepare students to take the (1) Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coder and (2) the Certified Coding Associate exam administered by the American Health Information Management Association. Topics for review include Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9CM (Vol.1, 2, & 3) Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers. This 39 hour, 11 week course is offered via the Internet. Students must have access to an e-mail account. The ideal student candidate should have prior coding work experience. Purchase of Certification Exam Review CD required. CPT & ICD-9 Coding Manual required.

FA N3024 DA 8/21-10/30 $260 Online Hess, B.
FA N3024 DB 11/12-2/8 $260 Online Hess, B.

Fitness Instructor/Personal Trainer Certification Course
SUNY Orange has teamed with the National Council on Strength and Fitness to offer a non-credit certificate program designed for individuals seeking basic competency in performing fitness assessments and designing and implementing fitness programs for a healthy population. This program offers both practical (hands-on) and theoretical instruction. Students learn basic assessment skills and safe, effective and efficient methods of teaching various forms of conditioning techniques. This program covers a broad range of studies, including client assessment and evaluation procedures, exercise programming and prescription, anaerobic and aerobic energy systems, functional anatomy/kinesiology, biomechanics, basic exercise physiology, cardiovascular and strength training guidelines, and the considerations of working with special populations. Upon successful completion of this course, participants may apply to sit for the nationally recognized certification exam. Course includes CPR for the Professional, all lab work with extra open hours for practice, practice exams, and an extra special group exercise certification.

FA I9074 IA Mon 8/27-12/3 $495 MDTN 7-10pm PE 222 PE Faculty

For more information please call (845) 341-4245.

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.

www.sunyorange.edu/cape
### Clinical Documentation Certification

To insure proper patient care and safety the healthcare professional must pay detailed attention to proper case documentation. You will learn how to complete admission documentation, how to note challenging patient situations and change in patients’ conditions. Case scenarios will be practiced in class. Come ready to discuss challenging situations. (5.58 CEU)

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<tr>
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<th>Date</th>
<th>Time</th>
<th>ID No.</th>
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<tr>
<td>FA N3058 OA</td>
<td>Sat</td>
<td>10/20</td>
<td>$150</td>
<td>BT 206 All County Care</td>
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<tr>
<td>MDTN</td>
<td>8am-5pm</td>
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<tr>
<td>SP N3058 OA</td>
<td>Sat</td>
<td>1/19</td>
<td>$150</td>
<td>BT 206 All County Care</td>
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### Basic Coronary Care: Dysrhythmia Interpretations

For RN’s. Basic review of the heart’s anatomy, followed by an extensive study of dysrhythmias and the problems they present. Emphasis is on rhythm interpretation using practice strips. Student is expected to utilize a workbook to perfect many skills. Purchase of textbook required. 14 sessions.

<table>
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<th>Course</th>
<th>Date</th>
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<tbody>
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<td>FA N3025 OA</td>
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<td>BT 201 Hynds, D.</td>
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<td>MDTN</td>
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<tr>
<td>SP N3025 OA</td>
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<td>$250</td>
<td>BT 201 Hynds, D.</td>
</tr>
<tr>
<td>MDTN</td>
<td>4-6:50pm</td>
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### Basic Critical Care Nursing

For practicing RN’s with minimal or no critical care experience. Fundamental review of body systems and their application to critical care. Review of the physiology-patho-physiology of the body systems to enable the nurse to care for the acutely ill. Purchase of textbook required. 14 sessions.

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<th>Course</th>
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<th>ID No.</th>
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<td>BT 301 Hynds, D.</td>
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<td>SP N3027 OA</td>
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<td>1/23-4/30</td>
<td>$250</td>
<td>BT 201 Hynds, D.</td>
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### Nursing Bridge

For students requesting readmission to nursing courses. Covers current nursing program policies, use of learning Resource Center and media area in BT155, medication calculations, nursing process, legal and ethical issues in nursing and review of infection control. Upon successful completion, the student will be able to more effectively pursue established academic objectives. Call 845-341-4107 for more information. 5 sessions.

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<th>Course</th>
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<th>Time</th>
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<th>Location</th>
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<tbody>
<tr>
<td>FA N3029 OA</td>
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<td>10/23-11/6</td>
<td>$95</td>
<td>BT 364 Boyle, H.</td>
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<tr>
<td>SP N3029 OA</td>
<td>Tue Wed Thu</td>
<td>1/9-1/18</td>
<td>$95</td>
<td>BT 208 Kolacz, N.</td>
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<tr>
<td>MDTN</td>
<td>5-8pm</td>
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### LPN to RN Transition

Upon successful completion of the 45-hour LPN to RN Transition Course, Licensed Practical Nurses will receive 14 credits toward completion of the Associate Degree. The course will cover role transition, the nursing process, assessment, clinical decision making, nursing interventions, and teaching/learning. The course updates and enhances nursing knowledge. Eligible applicants must hold, or be eligible to hold a current LPN registration in the US or its jurisdictions. 12 sessions. To get started please call 845-341-4380.

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<th>Course</th>
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<tbody>
<tr>
<td>FA N3031 OA</td>
<td>Tue Thu</td>
<td>9/4-10/16</td>
<td>$315</td>
<td>BT 119 Scribner, M.</td>
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<td>MDTN</td>
<td>5-7:30pm</td>
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### Peripherally Inserted Central Catheter Certification (P.I.C.C.)

For LPN’s, RNs, physicians, nurse practitioners and nurse anesthetists. Bring IV certification, a copy of your license and a bag lunch. Covers infusion rate calculations, pumps/controllers, A&P review, complications and interventions, care and maintenance of P.I.C.C., patient education, documentation and legal issues. Hands on practice, clinical and written exam. Refund policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter. (8.5 CEU)

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<th>Course</th>
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<td>FA N3042 OA</td>
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<td>8am-5pm</td>
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<tr>
<td>SP N3042 OA</td>
<td>Sat</td>
<td>1/26</td>
<td>$195</td>
<td>BT 206 All County Care</td>
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<tr>
<td>MDTN</td>
<td>8am-5pm</td>
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For more information, call (845) 341-4890
Phlebotomy, Peripheral and Central Line IV Certification
For RN’s & LPN’s Only: Bring copy of your license and a bag lunch. Covers intravenous therapy, A&P review, peripheral access procedures, phlebotomy and legal views, fluids/electrolytes, specific solutions, complications and interventions, types of peripheral and central catheters (Hickman, Broviac, Groshong, Ports, TID’s), hands-on practice, demonstrations/return demonstration of specific IV skills, care of both peripheral and central lines, post offering exam. Refund policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter. 1 session. (11.7 CEU)

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<th>Date</th>
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<td>9/8</td>
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<tr>
<td>10/13</td>
<td>MDTN</td>
<td>8am-5pm</td>
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<tr>
<td>11/10</td>
<td>MDTN</td>
<td>8am-5pm</td>
<td>$195</td>
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<td>12/1</td>
<td>MDTN</td>
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<tr>
<td>1/12</td>
<td>MDTN</td>
<td>8am-5pm</td>
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<tr>
<td>2/2</td>
<td>MDTN</td>
<td>8am-5pm</td>
<td>$195</td>
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Ventilation: Administration, Monitoring and Nursing Care Certification
For RN’s and LPN’s Only. Bring a copy of your license and a bag lunch. Covers causes of respiratory alterations, identifying breath sounds, respiratory disorders, respiratory medications, modes of oxygen administration, ventilator settings and how they work, complications/interventions, oxygen therapy monitoring, trach/endotrach care, suctioning. Refund policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter. 1 session. (8.4 CEU)

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<tr>
<td>10/27</td>
<td>MDTN</td>
<td>8am-5pm</td>
<td>$195</td>
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Basic EKG Interpretation Certification
For RN’s only. Bring a copy of your license and a bag lunch. Prerequisite to ACLS. Covers electrical conduction, coronary heart disease, placement of EKG leads for both 12 lead and telemetry, use of caliber, measuring complex, identifying normal rhythms, atrial and ventricular arrhythmias, interventions, rhythm strip practice booklet, post offering exam. Refund policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter. 1 session. (9.5 CEU)

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<tr>
<td>9/29</td>
<td>MDTN</td>
<td>8am-5pm</td>
<td>$195</td>
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Peritoneal Dialysis Certification
For RN, LPN or Dialysis Technicians only. Bring copy of your license and a bag lunch. Covers psychological awareness, diagnosing renal failure, nursing management, diet/nutrition, administration modalities, exit/catheter care, medications, complications/interventions, post offering exam. Refund policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter. 1 session. (10.8 CEU)

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<tr>
<td>12/15</td>
<td>MDTN</td>
<td>8am-5pm</td>
<td>$150</td>
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Diabetic Nurse Educator
For RN’s Only. Bring a copy of your license and a bag lunch. Covers causes, classifications, diagnostic methods, treatment, demonstration/return demonstration of monitoring skills, complications, care of patient/family, new medications/treatments, role playing. Refund policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter. 1 session. (10.8 CEU)

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<tr>
<td>11/17</td>
<td>MDTN</td>
<td>8am-5pm</td>
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Infection Control and Barrier Precautions
New York State mandated training in infection control and barrier precautions (Chapter 786 of the New York State laws of 1992) for registered professional nurses and licensed practical nurses. 1 session.

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<tbody>
<tr>
<td>10/15</td>
<td>MDTN</td>
<td>6-10pm</td>
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“Registered Nurses who specialize in one or more patient care specialties have excellent job opportunities since there are a greater number of medical problems to be treated, as well as an increasing emphasis on preventive care.”
- U.S. Bureau of Labor Statistics
For more information, call (845) 341-4890

Wound Care
For RN's, LPN's, nurse practitioners and nursing students. Bring a copy of your license and a bag lunch. Covers anatomy and physiology of the integumentary system, risk factors associated with pressure ulcers, the healing process and legal views. 1 session. (8 CEU)

FA N3056 OA Sat 12/8 $195
MDTN 8am-5pm BT 206 All County Care
SP N3056 OA Sat 2/9 $195
MDTN 8am-5pm BT 206 All County Care

Low Risk Neonatal Nursing
This course is designed to provide the student with a greater depth of understanding for the novice and experienced low-risk neonatal nurse. Topics include assessment and evaluation of the intrauterine environment, maternal factors and complications affecting the fetus/neonate, as well as resuscitation and stabilization. Focus of the newborn section will be on physical examination techniques, procedures and findings, as well as assessment and management of normal vs. abnormal findings by systems. General management topics include: neonatal nutrition, pharmacology, family integration/role adaptation, discharge planning/home care as well as professional issues of research, and legal/ethical considerations. Purchase of textbook required.

FA N3057 OA Wed 9/5-10/10 $240
NBG 9am-1pm TBA Hines, A.

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

FA N3068 OA Mon 9/10-12/17 $285
MDTN 5:30-8:30pm BT 264 TBA

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

FA N3059 OA Fri Sat 10/19-10/20 $185
MDTN 8am-5pm BT 203 McNally, G.

Spanish for the Medical Professional Level 1
A conversational basic Spanish course that will provide medical personnel with crucial vocabulary and sentence structures to deal more effectively with Spanish-speaking patients. Topics include: giving directions, communicating during rounds, asking questions for admission, and medical history. $12.50 materials fee to be paid in class. 10 sessions.

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

Job opportunities for Registered Nurses in all specialties are expected to be excellent. In fact, Registered Nurses are projected to create the second largest number of new jobs among all occupations.”
- U.S. Bureau of Labor Statistics

Need to take your road test?
CAPE offers the 5-hour pre-licensing course where you can receive the MV-278 form you will need to make your road test appointment with the Department of Motor Vehicles. See page 29.
Home Health Aide

ATTENTION: Numerous job openings and excellent job opportunities available!

Thanks to a partnership with Respite Care HELP For The Caregiver in Cornwall, NY, SUNY Orange is offering a two week Home Health Aide Certification Course that qualifies you to enter the Home Care field.

Home Health Aides provide personal and homemaking services to elderly, convalescent, and disabled persons. They usually perform their services in the patient’s home. Some duties that are performed by home health aides include checking pulse and respiration rates, helping with prescribed exercises, changing surgical dressings, providing emotional and psychological support, and giving prescribed medications. They are required to maintain accurate and up-to-date records of services provided and the progress of the patient.

You will receive:
Two weeks of intensive training with a Registered Nurse.
Preparation for employment with one of the following: a licensed home care agency, a certified home care agency, a hospice or an assisted living facility
Please note that Home Health Aides must consent to fingerprinting in order to obtain employment.
Prerequisites: High School Diploma or GED required.
Please call 341-4543 for more information.

“Employment for Home Health Aides is projected to be the fastest growing occupation through 2014.”
- U.S. Bureau of Labor Statistics

ATTENTION SENIORS!

Anyone over 60 years of age may attend SUNY Orange credit courses at no charge, if seats are available. Registration is held on Tuesday, August 28 from 9 a.m. - 3:30 p.m. in the Alumni Room. See the credit bulletin for the schedule of courses for the fall semester. Non-credit courses are not included. Call the Continuing Education office at 341-4890 for more information.

Please note that purchases of materials (textbooks, workbooks, consumables, equipment, etc.) may be required for certain courses (see specific course description). This cost is not included in the course tuition unless specified.
Please see our website or call for purchasing information.

Be A Teacher or Suggest A Course

We welcome suggestions for new courses, workshops, seminars and other activities. If you are interested in teaching, send your resume and cover letter with a course description to Orange County Community College, Continuing and Professional Education, 115 South Street, Middletown, NY 10940

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

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

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

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

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

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

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

*For more information call (845) 341-4993.*
Module I – Offered Fall 2007
Overview & Diversity of Treatment Approaches 19 hours
Alcoholism Primer 12 hours
Addictions Professional 9 hours
Psychoactive Drugs 15 hours
Perspectives of Chemical/Alcohol Dependency 30 hours
Experiential Workgroup 22 hours

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

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

Module I
Module I will be offered during the Fall 2007 semester – September 4th to December 13th
Begins Tuesday, September 4, 2007
Meets every Tuesday and Thursday 5:30 to 9:30 p.m.*
Classes meet in Bio-Tech Building Room 354
Ends on Thursday, December 13, 2007
Tuition $856 + $2 Mandatory Student Insurance Fee
Payment Plan Available -- See previous page for details
FA N3298 OA Tu/Th 5:30-9:30 p.m. $856
MDTN BT 354 Begins 9/4

Module II
Module II will be offered during the Spring 2008 semester – January 3rd to May 8th
Begins Thursday, January 3, 2008
Meets every Tuesday and Thursday 5:30 to 9:30 p.m.*
Classes meet in Bio-Tech Building Room 354
Ends on Thursday, May 8, 2008
Tuition $1,176 + $2 Mandatory Student Insurance Fee
SP N3293 OA Tu/Th 5:30-9:30 p.m. $1,176
MDTN BT 354 Begins 1/3

*Some classes may end later

For more information call 845-341-4993.
Computers for Beginners
This course is designed for the computer novice. Following an introduction to computer terminology and the components of a PC, the instructor will guide you step-by-step in the basic use of a computer. You will get an overview of Windows, Word Processing, Spreadsheets, and the Internet. Purchase of textbook required. 10 Sessions.

FA I8308 IA  Mon Wed  11/5-12/5  $320
MDTN  9am-12pm  HA 114  Randolph, J.

SP I8308 IA  Mon Wed  1/7-2/11  $320
MDTN  6:30-9:30pm  HA 114  TBA

Introduction to Computers
A preparatory class for those planning to use Microsoft Windows for the first time, especially those planning to take any of our Windows-based software classes. Topics include computer software and hardware basics, using the mouse, changing your environment, and working with files. Purchase of textbook required. 2 Sessions.

FA I8839 IA  Mon Wed  9/10-9/12  $55
MDTN  9am-12pm  HA 114  TBA

FA I8842 PA  Wed  9/19-9/26  $55
PJ  6:30-9:30pm  PJH 141  Randolph, J.

FA I8842 IA  Mon Wed  10/29-10/31  $55
MDTN  6:30-9:30pm  HA 114  TBA

SP I8842 IA  Tue Thu  2/19-2/21  $55
MDTN  6:30-9:30pm  HA 114  Hoffman, J.

Basic Microsoft Word
Master the basics of this powerful word processing program. Learn how to create, edit, save and print documents. Become skilled in creating formulas and charts. Learn Excel functions with the Mail Merge. Prerequisite: Knowledge of Windows. Purchase of textbook required. 12 hours.

FA I8626 IA  Mon Wed  9/17-9/19  $99
MDTN  9am-4pm  HA 114  Randolph, J.

FA I8626 TA  Mon Wed  9/17-9/26  $99
NBG  9am-12pm  KEY 211  TBA

FA I8626 PA  Wed  10/3-10/24  $99
PJ  6:30-9:30pm  PJH 141  Randolph, J.

Basic Microsoft Excel
Learn how to create, edit, format, save and print spreadsheets. Become skilled in creating formulas and charts. Learn Excel functions with the Mail Merge. Prerequisite: Knowledge of Windows. Purchase of textbook required. 12 hours.

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.
Intermediate Microsoft Excel
This is a continuation of the introductory class. Learn how to manage data and analyze it using the built-in Excel functions. Format and enhance worksheets and learn to work with multiple worksheets at once. Learn to use database features: sorting, searching, and filtering data tables. Prerequisites: Basic Microsoft Excel. Purchase of textbook required. 12 hours.

FA I8711 IA Mon Wed 10/10-10/15 $120
MDTN 9am-4pm HA 114 Randolph, J.

FA I8711 TA Mon Wed 11/26-12/5 $120
NBG 9am-12pm KEY 211 TBA

FA I8711 IB Mon Wed 11/26-12/5 $120
MDTN 6:30-9:30pm HA 114 TBA

SP I8711 TB Tue Thu 2/25-2/27 $120
NBG 9am-12pm KEY 211 Grazioso, D.

SP I8711 TA Tue Thu 2/25-2/27 $120
MDTN 9am-4pm HA 114 TBA

Basic Microsoft Access
Learn basic concepts of the database management program, including creating tables and customizing data fields. Introduction to input forms, data-extracting queries and reports. Prerequisites: Knowledge of Windows. Purchase of textbook required. 12 hours.

FA I8690 TB Tue Thu 9/11-9/20 $99
NBG 6:30-9:30pm KEY 211 Harris, C.

FA I8690 TA Tue Thu 9/11-9/20 $99
NBG 9am-12pm KEY 211 TBA

FA I8690 IA Mon Wed 10/22-10/24 $99
MDTN 9am-4pm HA 114 Grazioso, D.

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

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

Intermediate Microsoft Access
Learn key rules of database design and how to create and work with relationships of multiple tables. In-depth study of creating select queries, forms, and reports. Charts, Pivot tables and Internet Integration are also introduced. Prerequisites: Basic Microsoft Access. Purchase of textbook required. 12 hours.

FA I8778 TB Tue Thu 10/2-10/11 $120
NBG 6:30-9:30pm KEY 211 TBA

FA I8778 TA Tue Thu 10/2-10/11 $120
NBG 9am-12pm KEY 211 TBA

FA I8778 IA Mon Wed 10/29-10/31 $120
MDTN 9am-4pm HA 114 Grazioso, D.

FA I8778 TC Mon Wed 1/28-2/6 $120
NBG 9am-12pm KEY 211 TBA

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

Basic Microsoft PowerPoint
Create polished and professional looking slide presentations using today’s leading presentation software. Using templates and auto layouts, anyone can very quickly develop eye-catching presentations suitable for any business function. The user will enhance the visual impact of their slides by using text, charts, clip art, WordArt and organizational charts. Prerequisites: Windows and Basic Microsoft Word. Purchase of textbook required. 12 hours.

FA I8691 IA Tue Thu 10/16-10/18 $99
MDTN 9am-4pm HA 114 Hoffman, J.

FA I8691 TB Tue Thu 10/23-11/1 $99
NBG 6:30-9:30pm KEY 211 Harris, C.

FA I8691 TA Tue Thu 10/23-11/1 $99
NBG 9am-12pm KEY 211 TBA

SP I8691 IA Thu 2/14-2/21 $99
MDTN 9am-4pm HA 114 Hoffman, J.

SP I8691 TA Mon Wed 2/18-2/27 $99
NBG 9am-12pm KEY 211 TBA

Intermediate Microsoft PowerPoint
After the basics of PowerPoint are learned, you will learn how to significantly enhance your presentations. In this class, advance features such as sound clips, video clips, the AutoContent Wizard, organizational charts, customizing templates and linking to web pages are covered. Prerequisite: Basic PowerPoint. Purchase of textbook required. 12 hours.

FA I8810 IA Tue Thu 10/23-10/25 $120
MDTN 9am-4pm HA 114 Hoffman, J.
Microsoft Outlook
Learn how to effectively send and receive mail messages, manage contact records, and keep track of completed and uncompleted tasks. Use mail management tools. View, create, edit and use contacts. Schedule appointments, meetings and events in Calendar. Enter and update task information. Create and enter notes. Customize menus and toolbars. Sort and filter items in a folder. Prerequisites: Knowledge of the PC, Windows and the Internet. Purchase of textbook required. 1 Session.

FA 18529 IA Tue 9/25 $55
MDTN 9am-4pm HA 114 Hoffman, J.

SP 18529 IA Thu 1/31 $55
MDTN 9am-4pm HA 114 Hoffman, J.

A Word about our Computer Classes
SUNY Orange offers a variety of computer classes for business and home needs. In today’s workplace, basic computer skills are required in almost every job.

Our expert instructors provide you with hands-on practice and guide you step-by-step through the applicable environment.

Prerequisites are of great importance. Please make sure that you meet all our prerequisites for a specific class.

Do you know how to:
Arrange your desktop?
Create a directory and subdirectory
Import files from other applications
Maximize, minimize, and restore Windows?
Access files from the “A” drive and the “C” drive

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

Introduction to HTML
This course provides hands-on instruction in the use of HTML (HyperText Markup Language)- the language in which all web pages are written. Students will learn how to create their own web pages with text, links, images and tables as well as apply layout techniques. This course serves as a foundation and prerequisite for all other web development courses. Prerequisites: Knowledge of the PC, Windows and the Internet. Purchase of textbook required. 9 sessions

FA 18535 IA Tue Thu 9/4-10/2 $375
MDTN 6:30-9:30pm HA 114 Charukhchyan, A.

This is a web-enhanced course. When you register, please provide us with your e-mail address.

Building Websites With Macromedia Dreamweaver
This course is an introduction to using Macromedia Dreamweaver MX 2004 to create and manage websites. You will learn how to build websites from scratch, format text, create links, use images, build navigation menus and set up tables for sophisticated layout. Prerequisites: You must be comfortable with HTML. Purchase of textbook required. 9 sessions

FA 18536 IA Tue Thu 10/16-11/13 $375
MDTN 6:30-9:30pm HA 114 Charukhchyan, A.

This is a web-enhanced course. When you register, please provide us with your e-mail address.
Technology > Web Design

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

FA 19086 IA  Sat  11/17  $130  MDTN  9am-4pm  HA 114  St. Martin, M.

**Flash Intermediate**
Frame-by-Frame animations, Animation with motion tweening, animation with shape tweening and using animated masks. Prerequisite: Flash Basics. 1 session.

FA 19087 IA  Sat  12/1  $130  MDTN  9am-4pm  HA 114  St. Martin, M.

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

FA 19088 IA  Sat  12/8  $130  MDTN  9am-4pm  HA 114  St. Martin, M.

Technology > Graphic Design

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

FA 19143 IA  Sat  9/22  $115  MDTN  9am-4pm  HA 114  St. Martin, M.

**Photoshop I**
Applying Adobe’s PhotoShop, you will use digital images from digital cameras or scans to create enhanced photographs. You will learn to crop, adjust and filter a picture using the computer as a darkroom. Prerequisite: Knowledge of Windows. 1 session.

FA 18847 IA  Sat  9/29  $115  MDTN  9am-4pm  HA 114  St. Martin, M.

**Photoshop II**
This course continues the exploration of Photographics using digital images. You will learn to clone objects, cut and paste, layer, and use advanced filtering. Prerequisite: Photoshop I or equivalent knowledge. 1 session.

FA 18848 IA  Sat  10/6  $115  MDTN  9am-4pm  HA 114  St. Martin, M.

**Photoshop Advanced: Special Effects**
Master the full power of Photoshop for creating stunning special effects for ink-on-paper photographs and artwork, including glowing type, warped and 3-dimensional lettering, advanced color correction of old faded photographs, retouching, and creating collages and paintings. Prerequisite: Photoshop I & II or equivalent knowledge. 1 session.

FA 19057 IA  Sat  10/13  $130  MDTN  9am-4pm  HA 114  St. Martin, M.

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

FA 19058 IA  Sat  10/20  $130  MDTN  9am-4pm  HA 114  St. Martin, M.

**NEW Adobe InDesign: Basic**
Learn to use the world's most powerful page layout program, combining the latest printing and PDF technology with an easy-to-use interface. Students will learn how to create text and graphics boxes and to create professional newsletters, effective ads and brochures. 1 session.

FA 19140 IA  Sat  12/15  $130  MDTN  9am-4pm  HA 114  St. Martin, M.
Adobe GoLive: Basic
Students will become familiar with the GoLive workspace, tools and palettes, and use these tools to build a multipage web site with text and images. This course covers applying colors, working with links, placing and sizing images and creating and editing text. Prerequisites: Knowledge of the PC, Windows and the Internet. 1 Session.
FA I9112 IA Sat 10/27 $130
MDTN 9am-4pm HA 114 St. Martin, M.

Adobe GoLive: Intermediate
Students will learn to create and modify tables to accurately position text and images. This course covers creating and modifying layers. Students will learn to create, use and modify Cascading Style Sheets, and how to create and work with forms. Prerequisite: Adobe GoLive: Basic. 1 Session
FA I9113 IA Sat 11/3 $130
MDTN 9am-4pm HA 114 St. Martin, M.

Adobe GoLive: Advanced
You will learn to create rich and powerful interactive web sites using actions and javascript. Prerequisite: Adobe GoLive Intermediate or equivalent knowledge. 1 Session.
FA I9141 IA Sat 11/10 $130
MDTN 9am-4pm HA 114 St. Martin, M.

Creating and Preparing Images for the Web Using Adobe Fireworks
Learn how to create graphics for the web using Macromedia Fireworks. Topics will cover: working with objects, importing and modifying graphics, creating links, buttons and rollovers, building animations and sophisticated website navigation with pop-up menus and navigation bars. Purchase of textbook required. 7 sessions.
FA I9067 IA Tue Thu 11/27-12/18 $295
MDTN 6:30-9:30pm HA 114 Charukhchyan, A.

AutoCAD
Through a partnership with American Design Institute (ADI) and SUNY Orange, AutoCAD is now being offered in Port Jervis at the ADI offices located at 78 Front Street, Suite 74.

This five week program consists of a total of 40 hours of instruction and introduces you to the AutoCAD 2006 program. You will learn how to set up a basic 2D drawing and learn more advanced features utilizing the AutoCAD Design Center and Tool Palettes. Call 845-341-4532 for registration information. For technical or career information, call Rich Bowers of ADI at (845) 858-8878.
FA I9122 TA Mon Wed 9/17-10/22 $999
PJ 6-10pm ADI Bowers, R.
FA I9122 TB Mon Wed 11/5-12/10 $999
PJ 6-10pm ADI Bowers, R.
FA I9122 TC Mon Wed 1/7-2/6 $999
PJ 6-10pm ADI Bowers, R.
SP I9122 TA Mon Wed 2/11-3/12 $999
PJ 6-10pm ADI Bowers, R.

A+ PC Service Technician
This course provides instruction in the hardware and operating systems needed to repair, upgrade and troubleshoot Windows compatible computers. The course consists of instructor-led presentations, lecture and hands-on lab-time. The course is taught from a real world standpoint by an A+ certified instructor. The course provides fundamental knowledge needed for the Comp TIA A+ certification. Prerequisite: Firm knowledge of the PC, Windows and the Internet. Purchase of textbook required. 84 hours. 28 sessions.
FA I8442 TA Mon Wed 9/24-1/28 $799
NBG 6:30-9:30pm KEY 110 Savannah, R.

Network +
Our Network+ course covers the Comp TIA certification exam objectives that certify you can successfully describe the features and functions of network components, know the layers of an OSI model, have the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. Prerequisite: A+ PC Service Technician or equivalent experience. 84 hours. Purchase of textbook required. 28 sessions
SP I8446 TA Mon Wed 2/11-5/19 $799
NBG 6:30-9:30pm KEY 110 Baez, G.

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

Have you been thinking of taking courses to get your CASAC but have put it off because of the confusion of which course to take and when? Our CASAC program offers you the opportunity to take the program on a semester-long basis – every Tuesday and Thursday evening – one complete module in one semester! Its even possible to complete the entire program in one year! New classes begin every month!

See page 12.

Too many points on your driving record?

CAPE offers the 6-hour defensive driving course which results in up to 4 points being removed from your driving record, plus earns you an insurance discount. See page 29.
If you are unemployed, a dislocated or a displaced worker, you may be eligible to receive funding to cover the costs of select courses and certificate programs. As an eligible training provider under the federal Workforce Investment Act, SUNY Orange’s Workforce Development Education offers programs and services that are covered by special training vouchers.

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

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

**Our programs include:**
- Business/Office Technologies
- Computer
- Health Occupations
- Transportation
- Law Enforcement

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

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The Institute for Healthcare Providers is committed to serving the needs of the healthcare industry, which offers one of the largest employment opportunities in the county, with upward mobility for those who choose this career field. The Institute, in collaboration with SUNY Orange’s health professions departments offers:
- Customized training program the healthcare industry
- Courses which prepare people to enter the health professions
- Courses to upgrade skills
- Cross training opportunities for professionals
- Licensing renewal courses

Please contact 845-341-4380 for more information.
Responding to the Speed of Business

To meet today’s workforce challenges, many of the region’s small and large businesses and organizations have turned to SUNY Orange as the training partner they can trust. These firms have discovered that SUNY Orange can provide a team of experts who stand ready and able to deliver responsive and realistic business solutions.

Supporting Economic Growth

For more than 50 years, SUNY Orange has demonstrated its strong commitment to strengthening the region’s economy by providing versatile, customized business solutions as well as job readiness and career preparation programs to support the changing needs of a dynamic workforce.

Programs

- Healthcare
- Supervisory Management
- Service Excellence
- Implementing a Customer Centric Culture
- Information Technology
- Workplace Literacy
- English as a Second Language
- and more...

Services

- Convenient, accessible sites with well-equipped facilities
- High-caliber instruction blending the best of adult learning and the business world
- Flexible, affordable and customized education and training programs
- Training needs assessments to meet your organization’s unique challenges
- Credentials designed to meet continuing education requirements

Locations:
115 South Street
Middletown, NY 10940

One Washington Center
Newburgh, NY 12550

Contact:
Don Green
Business Solutions Coordinator
845-341-4718
donald.green@sunyorange.edu

Who is helping to improve the quality of the workforce in organizations throughout Orange County?

We are.
Real Estate Salesperson Training
Completion of this course satisfies New York State requirements for a real estate salesperson license. Topics include real estate instruments, law of agency, real estate financing, valuation and listing procedures, law of contracts, license law and ethics, human rights-fair housing, closing and closing costs, land use regulations and real estate mathematics. Purchase of textbook required. 45 hours

FA N1840 OA  Tue 8/28-12/4 $390
MDTN  6:30-9:40pm HA 107 Dallow H., Dejmal, G.

FA N1840 OB  Mon Wed Fri 11/5-11/16 $390
MDTN  8:30am-5pm HA 114A Dejmal, G.

SP N1840 OA  Tue 1/22-5/6 $390
MDTN  6:30-9:40pm HA 302 Dallow H., Dejmal, G.

Real Estate Brokers Course
This 45-hour mandated license qualifying course provides preparation for the New York State Brokers Licensing Examination. Please note: A Salesperson license is required prior to taking the brokers course. Topics include management and supervision of a real estate office, real estate agency disclosure, real estate financing, real estate investments, general business law, construction and development, conveyance of real property, real estate property management, taxes and assessments and local concerns. Purchase of textbook required.

SP N1826 OA  Tue Thu 1/29-3/20 $390
MDTN  6:30-10pm HA 114A Morgan, E.

Property & Casualty Broker’s Training
Successful completion of this course satisfies the NY State requirements for the NY State Property & Casualty Broker’s License Exam. Purchase of The Exam Simulator PASS Package required. Call 800-586-2253 for ordering information. 32 sessions

FA N1900 OA  Mon Wed 9/5-10/16 $660
MDTN  6:30-10pm BT 117 Taibe, A.

SP N1900 OA  Mon Wed 1/28-5/28 $660
MDTN  6:30-10pm BT 117 Taibe, A.

Property & Casualty Insurance Certification Review
Need a quick review before taking the state exam? Then take this class consisting of three review sessions, plus a test your-knowledge exam. You will utilize the required text from the Property & Casualty Broker’s Training course. 4 sessions.

FA N1904 OA  Mon Wed 1/7-1/16 $49
MDTN  6:30-10pm HA 101 Taibe, A.

Personal Lines Broker’s Training
Successful completion of this course satisfies the NY State requirements for the NY State Personal Lines license exam. Purchase of The Exam Simulator PASS Package required. Call 800-586-2253 for ordering information. 14 sessions

FA N1905 OA  Mon Wed 9/5-10/22 $275
MDTN  6:30-10pm BT 117 Taibe, A.

SP N1905 OA  Mon Wed 1/28-3/10 $275
MDTN  6:30-10pm BT 117 Taibe, A.

NY State Life, Accident & Health Pre-Licensing course
Prepare for the New York Life/Accident & Health Insurance licensing exams under Section 2103(a) of the Insurance Law. Convenient classroom/home study schedule: 24 hours of classroom instruction over 6 sessions - 30 self study hours (night) or full 40 hour in class schedule (day). Course price does not include books. Courses offered in partnership with Bryant & Stratton College.

To register call Bryant & Stratton College at (518) 437-1802 Ext. 234 or 245. Course fee: $359 (Night), $389 (Day).

Middletown
CE 111 - Life, Accident & Health (Night)  Mon & Th 10/1-10/22 5:30pm-9:30pm Room TBA

CE 120 - Life, Accident & Health (Day)  Mon-Fri 12/17-12/21 M - Th 8:30am-4:00pm, Fri 8:30am-4:30pm Room HA 114A

Newburgh
CE 120 - Life, Accident & Health (Day)  Mon-Fri 9/24-9/28 M - Th 8:30am-4:00pm, Fri 8:30am-4:30pm Room Key 111

CE 111 - Life, Accident & Health (Night)  M & Th 11/1-11/19 5:30pm-9:30pm Room TBA

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

FA N7631 IA  Wed 10/3 $65
MDTN  8:30-11:30am HA TBA Andryshak, J.

FA N7631 TA  Wed 12/5 $65
NBG  8:30-11:30am KEY 111 Andryshak, J.

Attention All Potential Real Estate Students!
Requirements for license for both the Salesperson and Broker’s courses are changing July 1, 2008. The required classroom hours will change from 45 to 75 hours. So register now and get in under the old guidelines before the change takes effect.
Professional Development > Accounting and Bookkeeping

Introduction to QuickBooks Pro 2005
This program introduces you to a complete business bookkeeping system. Computerized bookkeeping functions will include: making deposits, writing checks, making journal entries, payroll, and recording accounts payable. Students will be introduced to all these features and many more depending on your current work environment. Prerequisite: Windows. 4 sessions.

FA I8812 TA  Mon  9/24-10/22  $125
NBG  6:30-9:30pm  KEY 136  TBA

FA I8812 TB  Mon  10/29-11/26  $125
NBG  6:30-9:30pm  KEY 136  TBA

Basic Bookkeeping Concepts and Procedures
This four module course provides hands-on practical instruction to prepare students for an entry level job as a bookkeeper, account clerk or clerk with fiscal responsibilities.

Module 1: (36 hours) Basic Bookkeeping Concepts and Procedures, including: accounting methods, accounts payable and accounts receivable, payroll, bank reconciliations, and general ledgers, journal entries, financial statements and monthly, quarterly and year end procedures.

Module 2: (6 hours) Payroll fundamentals, processing and record keeping.

Module 3: (18 hours) How to use QuickBooks for Bookkeeping Applications

Module 4: (12 hours) Excel in the office. Basic business math applications will be integrated throughout the course.

Purchase of textbook required. Prerequisite: High school diploma or GED and knowledge of Windows. 72 hours/36 sessions.

FA I9060 TA  Tue Thu  9/25-2/14  $575
MDTN  6:30-9:30pm  HA 114A Hoffman, J.

Professional Development > Supervisory Certification

Supervisory Certification Program (10 CEU’s)

In partnership with the American Management Association (AMA)

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

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

First-Line Supervision (2 CEU’s)
Thousands of supervisors have learned the ropes with this classic self-paced course. Filled with expert information on the basics of the job, this program covers the best ways to orient, train and coach employees, improve communications skills, make the most of voice mail, e-mail and the Internet, and become adept at conducting meetings, resolving conflicts and managing change. 5 sessions

FA I9128 IA  Tue Thu  9/11-9/25  $235
MDTN  6:30-9:30pm  HA 114A Hoffman, J.

Finance & Accounting for Non Financial Managers (2 CEU’s)
This hands-on course clearly explains how to understand financial and operational measures, prepare and utilize budgets, understand the dollars-and-cents consequences of an individual’s or department’s actions and speak the jargon of finance with fluency and ease. 5 sessions

FA I9137 IA  Tue  10/2-10/30  $235
MDTN  6:30-9:30pm  HA 114A Hoffman, J.
How to Manage Conflict in the Organization (2 CEU’s)
Learn the strategies, tactics and insights for gaining control of tough conflict situations. Employees will discover how to spot potential interpersonal conflicts and diffuse them before they flare up. Learn how to separate people from issues...get beyond immediate tensions to the root cause of the conflict...apply the five proven conflict-resolution approaches...and transform conflict into a positive, productive force. 5 sessions
FA I9138 IA Tue Thu 11/6-11/20 $235
MDTN 6:30-9:30pm HA 114A Hoffman, J.

Delegating for Business Success (1 CEU)
Empower staff (and the organization) with savvy delegation skills for the 21st century success. Today’s ever-changing workplace demands new ways of working and increased productivity with fewer resources. This updated take on the fundamental skill of delegating will unlock resources of time and opportunity for managers, team leaders and peers working in traditional, cross-functional or virtual situations. 3 sessions
FA I9139 IA Tue 11/27-12/11 $175
MDTN 6:30-9:30pm HA 114A Hoffman, J.

Small Business Development Series
Are you interested in improving, expanding and growing your business? Do you wish to learn techniques aimed at doing just that? Then take one of the courses listed below. They have been designed with you in mind. SUNY Orange wants to help you take your business to the next level.

Starting a Small Business
Do you have what it takes to start your own business? This course covers the topic of starting a small business. The approach is to use real world situations and cases to help the student assess his/her readiness to start a business. Topics include: Planning a business start-up, securing financing, creating a marketing plan, assessing the student’s entrepreneurial skills, seeking professional help for the business. Upon completion of this course students will have sufficient knowledge of the start-up process to begin planning their own venture. 1 session
FA I9066 IA Mon 9/24 $49
MDTN 6-9pm HA 114A Urmston, D.

Strategy & Positioning
What will set your business apart from the crowd? You will learn how to craft a business strategy and position your business for success. Using real world examples, students will learn how to differentiate their business from the competition. Topics include: Business strategy and positioning, marketing and advertising, where to get help for the business. (Note: Starting a Small Business is recommended but is not required to take this course. Students are encouraged to bring their business plans or start-up ideas to the class). 1 session
FA I9100 IA Mon 10/15 $49
MDTN 6-9pm HA 114A Urmston, D.

Writing a Business Plan
Hands-on workshop for writing a business plan. You will learn how to write a business plan. Topics include: Financial statements, marketing and advertising, competitive analysis, formatting and where to get more help writing the plan. Students are encouraged to bring a rough draft of their business plan. Small class size is designed to give each person individual attention. 1 session
FA I9101 IA Mon 10/29 $49
MDTN 6-9pm HA 214 Urmston, D.

Advertising a Hands-On Approach
You don't need to be an artist to create great advertising. Advertising workshop specifically designed for small businesses. Students will learn how to create an advertising budget, how to work with a media mix and how to create effective advertising. Special attention is paid to print advertising and the difference between national advertising and local advertising. 1 session
FA I9102 IA Mon 11/12 $49
MDTN 6-9pm HA 214 Urmston, D.

For more information, call (845) 341-4890
Protecting and Investing Your Money Wisely
This lively, fact-packed seminar is a must for those who want to learn from a consumer advocate not a salesman. You will learn how to avoid getting ripped off in real estate, buying or leasing cars, investing with or without financial planners, insurance agents, investigating in long term care insurance, credit companies, telephone companies and franchises. Learn methods to save your hard-earned money and how to stretch your income. $18 materials fee to be paid in class. 1 session.
FA N7604 NA Mon 10/15 $49
NBG 6-8pm NFA 243 Nathan, R.

Ways To Save Money On The Web
There are over 400 amazing websites -- many of them free -- that offer large savings. Sites covered include: financial investment opportunities, store discount coupons, insurance savings, car buying tips, title searches, real estate, travel, credit cards, budgeting, filing complaints and more. (No searches are done in class). 1 session.
FA N7823 NA Mon 10/15 $49
NBG 8-10pm NFA 201 Nathan, B.

How to Buy and Sell Real Estate Wisely
Learn how to buy or sell your home, foreclosure property, raw land, condominium, co-op, multi-family, vacation home, or time-share and retirement home. Topics include: working with realtors, traps to avoid, obtaining financing, buying for no money down, use of appraisals, home inspections, mortgage sources, rent with option, screening potential buyers or renters, and selling with or without a realtor. $18 materials fee to be paid in class. 1 session.
FA N7612 NA Mon 10/15 $49
NBG 8-10pm NFA 243 Nathan, R.

Wheeling and Dealing: Car Buying Wisely
You will learn the secrets to save you money when buying a buying new or used cars. Learn tricks of leasing, invoice, wholesale, rebates, hidden rebates and warranties, negotiating from strength, sales tricks, buying from the Internet, FAX buying of cars, and car research sources of information. After this course you will have the ability to negotiate from strength and not get ripped off. $18 materials fee to be paid in class. 1 session.
FA N7822 NA Mon 10/15 $49
NBG 6-8pm NFA 201 Nathan, B.

New Building High Performance Teams
You will be introduced to the aspects of teambuilding: the values, concepts, and techniques needed to build an effective team. You will be using interactive exercises to learn these ideas.
FA I9148 IA Wed 10/3 $49
MDTN 9am-12pm SSC ALUM Mullin, R.
FA I9148 IB Wed 11/28 $49
MDTN 9am-12pm SSC ALUM Mullin, R.

New The Essence of a Customer Centric Strategy
A key to success in the 21st century marketplace will be molding companies around customers. Customer-Centric is a cutting edge approach that only a handful of organizations have fully implemented. This half-day workshop presents a condensed overview of the five elements necessary for implementing such a customer-centered strategy. It serves to enable participants to assess their organization’s readiness and to evaluate associated costs and benefits. The workshop is designed for senior-decision makers.
FA I9146 IA Fri 10/12 $49
MDTN 9am-12pm HA 114A Harbison, J.
FA I9146 IB Fri 12/7 $49
MDTN 9am-12pm TBA Harbison, J.

Say What You Mean/ Mean What You Say: The Art of Communication
We all learn to talk, but we don’t all learn to communicate. It takes honing and practicing specific techniques to communicate purposely, effectively and on target. In this workshop you will learn real-life strategies to clearly say what you need to say when you need to say it, earning you the reputation for saying what you mean and meaning what you say.
FA I9147 IA Fri 10/19 $49
MDTN 9am-12pm HA 114A Messer, E.
FA I9147 IB Fri 11/2 $49
MDTN 9am-12pm HA 114A Messer, E.

New About Instructors Richard and Beverly Nathan
Richard and Bev Nathan are consumer advocates. Bev started a part-time home-based business with a partner over eighteen years ago; it is now a successful full time business in an office complex. Richard has been successfully teaching at many colleges in the northeast for the last ten years.
Roles and Legal Responsibilities of Nonprofit Boards
This workshop examines the reporting requirements, laws and regulations that now govern nonprofit boards. The changes brought about by the Sarbanes-Oxley legislation are highlighted. The functions and contributions of successful boards are examined as well as the distinction between the role of the executive and the role of the board. This four-hour program counts as two courses. 1 session.

FA N2430 OA Wed 9/26 $70
MDTN 4-8pm SSC ALUM’D’Ambrosio, J.

Fundamentals of Grant Writing
This course presents an overview of the core elements necessary to successfully construct a grant application for nonprofits. It will cover how to determine the appropriateness of a grant relative to your organization and tips to effectively research and locate grants. 1 session.

FA N2440 OA Tue 10/2 $50
MDTN 9am-12pm SSC ALUM Bogdanski, D.

Strategic Planning
This course examines the appropriate questions for assessing the organization’s readiness to plan, a detailed outline of what board and staff should expect during planning, a thorough step-by-step look at approaches to planning and tools to help choose the right strategic plan for the future. 1 session.

FA N2438 OA Wed 10/10 $50
MDTN 9am-12pm LRC 221 Checklick, J.

Public Relations for Nonprofit Organizations
This course will present an integrated program of communications, activities and events which can have a positive impact on an organization’s public relations. The vital role of generating visibility for nonprofit organizations is demonstrated. 1 session.

FA N2434 OA Wed 10/17 $50
MDTN 9am-12pm SSC ALUM Wade, T.

Event Marketing for Nonprofits
Participants learn how to get the media attention their events require and accurately target prospective “customers”. This course will address the marketability within events through sponsoring partnerships with the business community. 1 session.

FA N2441 OA Tue 10/23 $50
MDTN 3-6pm SSC ALUM Ridings, M.

Effective Leadership for Nonprofit Organizations
This course provides nonprofit executives with an overview of basic leadership skills required in today’s nonprofit sector. It covers the importance of having an organizational mission and explores short- and long-term planning techniques. 1 session.

FA N2432 OA Tue 10/30 $50
MDTN 3-6pm SSC ALUM Grady, D.

Service Excellence: Providing Exceptional Customer Service to Your Customers
Participants will have an opportunity to enhance their ability to interact in a customer driven manner by focusing on the essential fundamentals on which service excellence is built. It will focus on effective communication and listening skills and dealing with difficult customers and colleagues. 1 session.

FA N2435 OA Fri 11/9 $50
MDTN 9am-12pm SSC ALUM Green, D.

New Capital Campaigning
This class covers the components of capital campaign planning and implementation. Topics range from feasibility studies through campaign strategy, planning, volunteer leadership and major gift solicitation. Additional topics will include the roles of the steering committee and campaign leadership teams, volunteer monitoring and post-campaign analysis. 1 session.

FA N2445 OA Wed 11/14 $50
MDTN 9am-12pm SSC ALUM Wade, T.
The Board Building Cycle
This workshop will guide participants through a process that includes identifying, cultivating, and recruiting members; orienting new board members; encouraging active participation and commitment; educating the board and engaging in self-assessment.
FA N2433 OA Mon 12/3 $50
MDTN 3-6pm SSC ALUM Lieberstein, S.

Endowment Building and Planned Giving
This course will explain endowments, their benefits to organizations and donors, and how endowment building and planned giving work together. Assessing an organization’s readiness for endowment building and developing a case for support will also be covered. 1 session.
FA N2473 OA Thu 12/13 $50
MDTN 9am-12pm SSC ALUM VanHouten, K.

Online Courses
for Busy Lifestyles
To develop your professional and personal growth.

Microsoft Office (26 courses)
The most popular software program used by business and industry. Learn wordprocessing, managing spreadsheets, building presentations and databases. Gain the knowledge required to secure your next job and enroll today.

Career Seeking & Job Improvement (20 courses)
Need help writing that resume, or preparing for your next job interview? Interested in maximizing your job performance? Then check out these courses.

Creative Writing (17 courses)
Do you have a story waiting to be told, have you ever wanted to keep a journal, or would you like to dabble in poetry? Pursue these course listings and see how we can help you get started.

Language Learning (8 courses)
Hable Espanol, Sprechen Sie Deutsch, Parle vous Francais? NO! Then enroll now and get acquainted with a new language and culture. All levels from Beginner to Business.

Entrepreneurship & Small Business (14 courses)
Whether you’re starting a new business, or are looking for ways to bring your operation to the next level, you can find a course here.

Professional Development (51 courses)
Want to learn a new skill, enhance your employment portfolio and improve your self-confidence? Check out these course offerings and take the first step to improving your employability.

All you need is: Internet access, an email address and a web browser.

Click on www.coursecatalog.com/sunyorange

www.sunyorange.edu/cape
Security Guard Academy

SUNY Orange now offers mandated training courses for you to enter the Security Guard field.

All security guards are required to complete an 8 Hour Pre-Assignment Training Course prior to applying to the Department of State for a Security Guard License, followed by a 16 Hour On-the-Job Training Course for Security Guards within 90 days of initial employment as a security guard, and annually complete an 8 Hour Annual In-service Training Course for Security Guards every year thereafter.

8-Hour Security Guard Pre-Assignment Training

The program prepares students 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. Each student will take a mandated examination and after successfully completing the course, will receive NY State issued certificate for license. 1 session

FA I8347 IA Sat 9/22 $59
MDTN 8:30am-5pm HA 114A Girolamo, A.

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

16-Hour Security Guard On-The-Job Training

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

FA I8709 IA Sat 11/10-11/17 $115
MDTN 8:30am-5pm HA 114A Girolamo, A.

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

8-Hour Security Guard: Annual Refresher

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

FA I9083 IA Sat 9/22 $59
MDTN 8:30am-5pm HA 114A Girolamo, A.

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

Gangs, Cults & Witchcraft

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

FA I9145 IA Wed 10/24 $29
MDTN 6:30-9:30pm HA 114A Girolamo, A.

Homeland Security-40 Hour Enhanced Security Guard Training Program

This is a 40-hour program developed by NYS Department of Homeland Security to support and complement the current security guard training and counter terrorism efforts in the State of New York. Through this program, security guards will gain an increased level of training and knowledge pertaining to security concerns and terrorism related issued in support of their role as security specialists and the responsibilities inherent within the parameters of their profession. Completion of this course will also satisfy the 8-hour annual refresher class for those qualified guards. Purchase of textbook required.

FA I9144 IA Sat 9/29-10/27 $345
MDTN 8:30am-5pm HA 114A Girolamo, A.

Tractor/Trailer Driver Training (CDL)

Designed for individuals with little or no commercial driving experience. The program includes everything you will need to learn to drive a tractor trailer and prepare you for the Class A road test.

The program can be completed in four weeks by attending full time, Monday through Friday, 8am to 4:30pm. The part time evening program can be completed in eight weeks, Monday through Friday, 6pm to 10pm. Thirty hours of home study are required during the program.

Financial assistance is available to qualifying individuals. Assessment Interviews will be held in Room KEY 138 throughout each month. To schedule an intake interview call: (845) 341-4543.

Financial Assistance

FA N7512 TA Mon Tue Wed Thu Fri 9/4-10/1 $4199
NBG 8am-5pm KEY 138 TBA
FA N7512 TB Mon Tue Wed Thu Fri 10/2-10/30 $4199
NBG 8am-5pm KEY 138 TBA
FA N7512 TC Mon Tue Wed Thu Fri 11/5-12/6 $4199
NBG 8am-5pm KEY 138 TBA
FA N7512 TD Mon Tue Wed Thu Fri 1/7-2/1 $4199
NBG 8am-5pm KEY 138 TBA
SP N7512 TA Mon Tue Wed Thu Fri 2/4-3/2 $4199
NBG 8am-5pm KEY 138 TBA

A Certificate is awarded upon completion.
**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. In order to expedite the processing of completion certificates, please provide your 9-digit DMV Motorist ID number on permit and eye color when registering for this course. *Refund Policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter.

**Defensive Driving**

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

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**Pre-register or walk in:** Reserve a seat for Defensive Driving or Pre-licensing classes by completing the registration form in this bulletin and mailing it to SUNY Orange Records and Registration or fax to 845-341-4898. Payment must accompany the registration in the form of a check, money order, MasterCard, Visa or Discover for mail-ins and credit cards only for fax. Students may register and charge-by-phone by calling 845-341-4892.

Not sure of your schedule yet? Students will be accepted on the date of the class meeting on a space-available basis. Registration and payment (credit cards only) will be accepted in the classroom. Cash, checks or money orders cannot be accepted by course instructors. Minimum number of students must be present in order for class to be held.

Check our website www.sunyorange.edu/cape 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.

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**Pre-Licensing**

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**Defensive Driving**

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There is a half-hour lunch break for one-day classes meeting on Saturdays.
Community Enrichment > Foreign Languages

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. Text extra. 10 sessions.

FA N6735 NA Thu 9/20-11/29 $99
NBG 7-9pm NFA 202 Delgado, A.

French I
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 or proper grammar will also be taught. Purchase of textbook required. 10 sessions.

FA N6710 OA Thu 9/20-11/29 $99
MDTN 7-9pm HA 203 Conroy, W.
SP N6710 OA Thu 1/24-4/3 $99
MDTN 7-9pm HA 203 Conroy, W.

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

FA N6725 OA Tue 9/18-11/20 $99
MDTN 7-9pm HA 105 Saetta, R.

Spanish for the Medical Professional Level 1
A conversational basic Spanish course that will provide medical personnel with crucial vocabulary and sentence structures to deal more effectively with Spanish-speaking patients. Topics include: giving directions, communicating during rounds, asking questions for admission, and medical history. $12.50 materials fee to be paid at first class session. 10 sessions.

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

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

FA N6750 TA Sat 9/15-11/17 $249
NBG 10am-11pm KEY 111 TBA

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

FA N6751 TA Sat 12/1-2/16 $249
NBG 10am-11pm KEY 111 TBA

Community Enrichment > English as a Second Language

English As A Second Language, Level I
Designed for the beginning English speaker. You are introduced to grammar, vocabulary, reading, writing, speaking and listening.

SUNY Orange Ofrece el Programa Comprensivo para Todas Sus Necesidades de Aprender y Mejorar Su Inglés!

SUNY Orange ha respondido a la demanda de ofrecer un programa de inglés más extensivo. Después de hacer un examen de evaluación, puede matricularse para empezar sus estudios en el nivel básico, intermedio o avanzado.

Hay cursos más específicos para los que quieren practicar la pronunciación, mejorar el inglés en el trabajo, o aprender más vocabulario esencial. También hay un laboratorio donde se puede tener acceso a programas electrónicos que pueden enriquecer su conocimiento de inglés además del estudio en la clase.

Hay clases en Middletown y Newburgh. Para hacer el examen de evaluación para matricularse llame a (845) 341- 4593 o (845) 341- 4033.

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.

FA N7991 OA Mon Wed 6:30-9:30pm LRC 215 $60
MDTN 6:30-9:30pm KEY 124 Cedeno, N.

FA N7991 TA Mon Wed 9/5-11/26 $60
MDTN 6:30-9:30pm LRC 215 Cedeno, N.

SP N7991 OB Tue Thu 1/22-4/10 $60
MDTN 6:30-9:30pm LRC 215 Powell, N.

SP N7991 TB Tue Thu 1/22-4/10 $60
NBG 6:30-9:30pm KEY 124 Cedeno, N.
Community Enrichment > English as a Second Language

**English As A Second Language, Level II**
This class for the intermediate level student further explores grammar, vocabulary, reading, writing, speaking and listening.

**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 ayudará al estudiante a prepararse para la vida diaria, el lugar de trabajo y las actividades de la comunidad.

FA N7992 OA
Tue Thu
MDTN 6:30-9:30pm
9/4-11/15
LRC 215
$60
Zuckerman, R.

FA N7992 TA
Tue Thu
MDTN 6:30-9:30pm
9/4-11/15
Key 124
$60
Cedeno, N.

FA N7992 OC
Mon Tue Thu
9:30am-12:30pm
LRC 215
$60
Benger, D.

FA N7992 OB
Mon Wed
6:30-9:30pm
LRC 215
$60
Zuckerman, R.

FA N7992 TB
Mon Wed
6:30-9:30pm
KEY 124
$60
Cedeno, N.

**English As A Second Language, Level III**
The study of all language skills is explored, with more intensive emphasis on reading and writing.

**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.

FA N7993 OA
Tue Thu
MDTN 6:30-9:30pm
9/4-11/15
$60
LRC 221
Gil, I.

FA N7993 TA
Tue Thu
MDTN 6:30-9:30pm
9/4-11/15
$60
KEY 138
Schettini, A.

FA N7993 OC
Mon Tue Thu
9:30am-12:30pm
LRC 215
$60
Benger, D.

SP N7993 TB
Tue Thu
6:30-9:30pm
$60
KEY 138
Schettini, A.

SP N7993 OB
Tue Thu
6:30-9:30pm
$60
LRC 221
Gil, I.

**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 contexts. 14 sessions. Text book is required; approximate cost is $25.00.

FA N7946 TA
Tue Thu
MDTN 6-8pm
$60
YMCA
Henighan, P.

FA N7946 OA
Mon Wed
6-8pm
$60
OH 107
Chedister, D.

FA N7946 OC
Mon Wed
9:30am-12pm
$60
LRC 221
Zuckerman, R.

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

FA N7954 OA
Tue Thu
MDTN 6:30-8:30pm
9/4-10/18
$60
OH 107
Graf, K.

FA N7954 TA
Tue Thu
MDTN 6-8pm
$60
YMCA
Graf, K.

FA N7954 TB
Mon Wed
6:30-8:30pm
$60
YMCA
Graf, K.

FA N7954 OC
Mon Wed
6:30-8:30pm
$60
LRC 221
Chedister, D.

FA N7948 TA
Tue Thu
MDTN 6:30-8:30pm
9/4-10/18
$60
OH 107
Graf, K.

FA N7948 OA
Mon Wed
6-8pm
$60
YMCA
Graf, K.

FA N7948 TB
Mon Wed
6-8pm
$60
YMCA
Henighan, P.

FA N7954 OC
Mon Wed
6:30-8:30pm
$60
LRC 221
Chedister, D.

FA N7948 TB
Mon Wed
6-8pm
$60
YMCA
Henighan, P.

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

FA N7954 OA
Tue Thu
MDTN 6:30-8:30pm
9/4-10/18
$60
OH 107
Graf, K.

FA N7954 TA
Tue Thu
MDTN 6-8pm
$60
YMCA
Graf, K.

FA N7954 TB
Mon Wed
6:30-8:30pm
$60
YMCA
Graf, K.

FA N7954 OC
Mon Wed
6:30-8:30pm
$60
LRC 221
Chedister, D.

FA N7948 TA
Tue Thu
MDTN 6:30-8:30pm
9/4-10/18
$60
OH 107
Graf, K.

FA N7948 OA
Mon Wed
6-8pm
$60
YMCA
Graf, K.

FA N7948 TB
Mon Wed
6-8pm
$60
YMCA
Henighan, P.

FA N7954 OC
Mon Wed
6:30-8:30pm
$60
LRC 221
Chedister, D.

FA N7948 TB
Mon Wed
6-8pm
$60
YMCA
Henighan, P.

* Last two classes will be held 5:30-8:30pm
ESL Advanced Reading and Writing
Develop reading skills with stories especially designed for the ESL learner. Students will be exposed to more academic readings. Intensive writing practice linked to readings guide students to learn to write in American prose style. Recommended for students who wish to improve reading and writing skills or for students who want to prepare to study on the college level. 14 sessions. Text is required; approximate cost is $36.00.

SP N7949 OA Tue Thu 1/22-3/6 $60
MDTN 6:30-8:30pm OH 107 Graf, K.

SP N7949 TA Mon Wed 1/23-3/10 $60
NBG 6:30-8:30pm YMCA Graf, K.

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. 14 sessions. Textbook is required. Approximate cost $45.

FA N7952 TA Tue Thu 9/4-10/18 $60
NBG 6-8pm YMCA 117 Henighan, P.

FA N7952 OA Mon Wed 9/5-10/24 $60
MDTN 6-8pm OH 107 Chedister, D.

NEW Computer Skills - Basics for ESL Learners
This class is for low intermediate level and above that provides an introduction to computers. Learn Windows basics, Word, Internet skills, e-mail and all essential vocabulary. 7 sessions.

FA N7955 TA Fri 8/31-10/12 $60
NBG 10am-12pm KEY 124 Graf, K.

FA N7955 TB Fri 10/26-12/14 $60
NBG 10am-12pm KEY 124 Graf, K.

NEW 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. 22 sessions

SP N7956 TA Tue Thu 1/22-4/10 $60
NBG 10am-1pm YMCA Graf, K.

SP N7956 OB Thu 1/24-4/17 $60
MDTN 7:15-8:45pm PE Studio Elia, H., Elia, D.

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.

Social Ballroom Dancing 1
Basic steps in fox trot, waltz, cha-cha, merengue, hustle and polka. Fundamentals are given to make it easier for students to master the various dance patterns. Everyone must enroll with a partner and registration cards must be completed by each person. Instructors advise that students wear comfortable, smooth soled shoes, no sneakers. 12 sessions.

FA N6501 OA Tue 9/11-11/27 $79
MDTN 6:30-8pm PE Studio Elia, D., Elia, H.

FA N6501 OB Thu 9/13-12/6 $79
MDTN 7:15-8:45pm PE Studio Elia, H., Elia, D.

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

SP N6501 OB Thu 1/24-4/17 $79
MDTN 7:15-8:45pm PE Studio Elia, H., Elia, D.

Social Ballroom Dancing 2
Intermediate style and techniques in foxtrot, waltz, lindy, polka, cha-cha, merengue, rumba, mambo, tango and hustle for those with previous instruction. Everyone must enroll with a partner and registration cards must be completed by each person. 12 sessions.

FA N6502 OA Tue 9/11-11/27 $79
MDTN 8-9:30pm PE Studio Elia, H., Elia, D.

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

Please note that purchases of materials (textbooks, workbooks, consumables, equipment, etc.) may be required for certain courses (see specific course description). This cost is not included in the course tuition unless specified. Please see our website or call for purchasing information.

For more information, call (845) 341-4890
Community Enrichment > Dance

**Ballroom Dance Workshop**
Not for beginners. An intermediate level workshop to improve dancing skills for those who have had previous instruction. Dances include: fox trot, lindy (swing), waltz, rumba and tango. Emphasis on movement, style, leading/following. Everyone must enroll with a partner and registration cards must be completed by each person. 4 sessions.

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

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

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

Community Enrichment > Crafts & Hobbies

**Beginner’s Guitar**
Learn the basic chords, picking patterns, tuning and strumming methods while learning popular songs. Outside practice necessary. Bring an acoustic guitar. Classes for adults only. 10 sessions.

SP N6510 OA Wed 1/23-4/2 $99
MDTN 7-9pm OH 111 Conques, J.

**Intermediate Guitar**
Continue learning guitar in this intermediate level class.

FA N6517 OA Wed 9/19-11/28 $99
MDTN 7-9pm OH 111 Conques, J.

**Photography 1**
For the beginner. Topics include manual cameras and lenses, films, filters and composition. Students will develop and print color and black and white photographs. Bring 35mm SLR (Single lens reflex) camera. Supplies $50-60. 10 sessions.

FA N7060 KA Wed 9/18-11/20 $159
MWHS 7-10pm MWHS 120 Albrecht, D.

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

**Voice Over: Getting Paid to Talk**
Explores the many aspects of voice-over work for television, film, radio, and narration as well as emerging opportunities for voice in multimedia. Covers all the basics, including how to prepare the all-important demo tape as well as how to bypass the competition and get the job. Students will have the opportunity to 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 Thu 10/11 $29
MDTN 6:30-9pm HA 211A Creative Voice Development Group

Would you like to earn an insurance discount?
CAPE offers the 6-hour defensive driving course which results in a 10% liability and collision auto insurance discount. See page 29.

www.sunyorange.edu/cape
Community Enrichment > Art

**Chinese Silk Painting**
No painting or drawing experience necessary. Students will learn techniques to paint on silk fabric to create decorative and practical items. Paints, brushes and silk supplied. 3 sessions.

SP N1146 KA Thu 1/18-2/1 $49
MWHS 7-9pm MWHS 122 Moroney, P.

**Drawing for Beginners**
Covers the basic concepts of still life drawing: line, contour, shadowing, cross-hatching, value, and stippling. Supplies extra. Bring white drawing pad, pencils and eraser to first class. 8 sessions.

FA N1175 OA Mon 9/17-11/12 $79
MDTN 7-9pm BT 119 DeMaio, C.

**Drawing II**
A continuation of Drawing for Beginners. Covers use of charcoal and pastel, shadow and space, and changing the viewpoint. Students will refine techniques, improve quality of line and put atmosphere in their work. Purchase of supplies extra. 10 sessions.

FA N1176 OA Tue 9/18-11/13 $89
MDTN 7-9pm BT 117 DeMaio, C.

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

FA N1182 KA Tue 9/18-11/13 $89
MWHS 7-9:30pm MWHS 118 Sealfon, M.

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

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

Community Enrichment > Aviation and Scuba

**Private Pilot Ground School**
Prepare for FAA written exam, supplement your flight instruction, or review your general knowledge of flying under visual flight rules (VFR). Principles of flight, aircraft performance, instruments, weights & balance, federal aviation regulations, navigation, communications, and meteorology are covered in class. Text extra. 14 sessions.

FA N1701 OA Thu 9/6-12/13 $199
MDTN 7-10pm BT 117 Bernstein, D.

FA N1701 OA Thu 1/24-5/1 $199
MDTN 7-10pm BT 117 Bernstein, D.

**Scuba Diving**
SUNY Orange and Middletown Scuba are proud to offer scuba diving classes on the Middletown Campus. Prerequisite: able to swim 200 yards without stopping (testing first night). Basic skin and scuba diving instruction leading to national certification. Rental of regulators, weight belts, vest and wet suits can be arranged in class, approximately $50. Additional expenses: $250-300. Includes lectures and pool diving. 8 sessions.

FA N6176 OA Wed 9/26-11/7 $129
MDTN 7-10pm PE Pool/223 Mattinson, P.

Community Enrichment > Youth Programs

**Drawing For Beginners (7 - 12 years)**
Using elements of art -- line, shape, color, texture, space, form and value -- learn to draw. Purchase of supplies extra. 8 sessions.

FA N9258 OA Sat 9/15-11/17 $59
MDTN 9:00-10:15am HA 207 DeMaio, C.

**Cartooning (9-12 years)**
Learn to create your own cartoon characters, techniques of the cartoonist, developing a cartoon story and producing a comic strip. Purchase of supplies extra. 8 sessions.

FA N9258 OA Sat 9/15-11/17 $59
MDTN 10:30-11:45am HA 207 DeMaio, C.

**Beginner’s Guitar (8-15 years)**
Acoustic guitar preferred. Covers basic chords, tuning and strumming methods, reading tablature and some simple songs. Outside practice required. Purchase of text extra (Guitar Chords by Mel Bay). 8 sessions.

FA N9144 OA Sat 9/15-11/17 $54
MDTN 10:30-11:45am OH 23 Wilbur, D.

For additional Youth courses please visit our website: www.sunyorange.edu/cape.
Community Enrichment > Test Prep

SAT Preparation

In Partnership with Cambridge Educational Services
You will learn multiple problem solving strategies for every question type which will help to maximize your SAT score. In addition basic skills review in Math, Reading and Writing will help you reach your true testing potential. A pre and post test will be administered which provides you with a detailed diagnostic report on your performance and identifies areas of strengths and weaknesses. 14 sessions

Call 341-4890 for scheduling information

Community Enrichment > Special Programs

The following Specials Programs are being offered at no-charge to the public. A mandatory $2 insurance fee will be charged. Please call 845-341-4890 for more information or check our website for course descriptions.

Boating

The New York Safe Boating Course (10-18yrs)
FA N9009 OA Sat 10/27-11/10 $0
MTDN 9am-12pm BT 117 Coast Guard Auxiliary

American Boating Course
Note: A $40.00 material fee is required and is to be paid in class.
FA N1714 OA Thu 9/6-10/11 $0
MTDN 7-30-9:30pm BT 264 Coast Guard Auxiliary

SP N1714 OA Thu 2/7-3/13 $0
MTDN 7-30-9:30pm BT 119 Coast Guard Auxiliary

Music

Mixed Chorus
FA N6523 OA Tue Thu 8/28-12/13 $0
MTDN 2-2:50pm OH 23 Damaris, C.

Chamber Ensemble
FA N6527 OA Thu 8/30-12/31 $0
MTDN 6-7:45pm OH 24 Clark-Moore, H.

Orchestra
FA N6528 OA Thu 8/30-12/13 $0
MTDN 8-9:45pm OH 24 Clark-Moore, H.

Band
FAN6529 OA Wed 8/29-12/12 $0
MTDN 7-8:45pm OH 24 Scott, K.

Madrigals
FA N6531 OA Tue Thu 8/29-12/16 $0
MTDN 3-3:50pm OH 23 Damaris, C.

Spring 2008

Trip to Mexico–The Yucatan

March 22 - 29, 2008
Open to students, faculty, staff and the general public
Includes RT air, hotels, guided tours, in-country transport, entrance fees, & most meals

Final price will depend on number of participants.

Itinerary subject to change if substitutions are needed.

Passport needed. For passport info go to: http://travel.state.gov/passport/passport_1738.html
All participants must register for the SUNY Orange non-credit course OR the SUNY Orange one credit course: Literature, Time and Place: “Yucatan Voices”.

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

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.

HELP WANTED

We are always looking for new course ideas and instructors. If you have an idea for a course, please send a resume or course outline to:

SUNY Orange
Continuing and Professional Education
115 South Street
Middletown, NY 10940

Vea la página 30 para información en español, sobre nuestros programas de ESL.
General Information

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

* Please note that purchases of materials (textbooks, workbooks, consumables, equipment, etc.) may be required for certain courses (see specific course description). This cost is not included in the course tuition unless specified. Please see our website or call for purchasing information.

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

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

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

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

Refund/Policy
100%, if written request is received prior to first day of class. There will be no refunds on the day the class begins and thereafter. See special refund conditions in the course descriptions for certain courses.

Refund payment are processed and mailed approximately four to six weeks after the cancellation date.

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

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

Session Cancellation Policy
The College will make every effort to accommodate emergency situations that may occur such as severe weather conditions, a facility issue or instructor illness, in most cases the total number of hours advertised for the course will be honored.

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

College Closing and Delay
For updated college closing and delay information, phone the College at 845-344-6222 for recorded voice information or look on the web at www.suny-orange.edu. You may also sign up for automatic email notification of college closings and delays at www.sunyorange.edu/alert.
Best Routes to Middletown Campus

**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. Continue straight.**

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

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

Best Routes to Newburgh Extension Center (Key Bank Bldg)

**One Washington Center, Newburgh**

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

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

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

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

**Best Routes to Newburgh Free Academy (NFA)**

**From the New York State Thruway:** Take Exit 17 (Newburgh) to route 17K. Make left onto 17K and go nine traffic lights. Make a left onto Fullerton Ave. Go four blocks to South St. NFA is on the left.

**From Middletown:** Take Route 84 East to Exit 10 - Route 9W. Make a right at the exit. Go to second traffic light (NFA Bldg. on corner). Make a right onto North St. Follow North St., bear left and go through traffic light onto Fullerton Ave. NFA is two blocks down on the right.

**From Cornwall:** Take Route 17 to Exit 131; left to light. Turn left at light onto Kings Highway (sign will say Warwick and Sugar Loaf). Continue on for approximately 3 miles. Turn right at Sugar Loaf sign and continue on Kings Highway until you get to Warwick. At the traffic light in Warwick, make a left and continue on Main Street until you get to the second light. At the light, make a left onto West Street and continue until you reach another red light. Go through the light, pass three houses on the left, and high school is the second big building past those homes.

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

1. Online
   Visit www.sunyorange.edu/cape

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

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

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

5. Fax
   Fax registration form to 845-341-4897.
Obtain Your CDL Truck Driver License!

You can start earning $34,000 per year (U.S. Dept. of Labor)

If you are interested in starting a new career as a Professional Truck Driver but have little or no experience, this comprehensive Professional Truck Driver Training program is for you. This outstanding program includes classroom, behind-the-wheel instruction and home study.

Graduates receive:
- Program Completion Certificate
- Job Placement Assistance

Call 845-341-4543 to get your new career started.

See page 28 for more information.