

BEGIN ... IMPROVE ... **GROW!**

CONTINUING EDUCATION



FALL 2020

 HOFSTRA UNIVERSITY®

YOUR GUIDE TO LIFELONG LEARNING

Want to stay current with developments in your field, begin a new career, or improve your skills and knowledge? The certificate, licensing, and certification programs offered through Hofstra University Continuing Education provide a practical, structured course of study with flexible, conveniently scheduled classes – on-site, in a traditional online format, and through Zoom – designed for busy people.

Hofstra University Continuing Education also offers noncertificate courses that will intrigue, inform, challenge, and inspire you. Whether you want to try something new or perfect your skills, our classes allow for the development of intellectual and artistic abilities.

Register today and let the learning begin!

Please note: Our first priority is the health and safety of all members of the Hofstra community. We will be guided by local and state public health leaders, and may need to change event schedules and formats, as is deemed necessary.



HOFSTRA UNIVERSITY®
CONTINUING EDUCATION

NONCREDIT CERTIFICATE PROGRAMS

- American Sign Language/Deaf Studies
- Bookkeeping
- Business and Data Analytics
- Computer Programming
- Digital and Social Media Marketing
- Environmental Sustainability Management
- Healthcare Information Technology
- Microsoft Office
- Paralegal Studies
- Project Management
- School Facilities Safety and Security
- Sports Journalism and Broadcasting

LICENSING PROGRAMS

- Insurance Brokers and Agents
- Real Estate Salesperson

CERTIFICATION PROGRAMS

- Adult CPR-AED
- Certified Financial Planner
- Cisco Certified Network Associate (CCNA)
- Personal Trainer-Exercise and Fitness Specialist

LOOK FOR THESE SYMBOLS



– Traditional online course

zoom – Course held on Zoom

Zoom Video Conferencing Technical Requirements:

- Laptop/PC/smartphone/iPad with a microphone and/or webcam
- Internet access

HOW TO REGISTER

ONLINE

New and returning Continuing Education students may register online at **ce.hofstra.edu** for any course, except those that are part of the Paralegal Studies Certificate Program. In order to register online, you must have a student account ID and password. If you are a returning student, you should already have this information. If not, please call our office at **516-463-7200** or send an email to **ce@hofstra.edu** and we will be happy to send it to you. Payment must be made by major credit card (MasterCard, Visa, or American Express) or electronic check. If you have any problems registering online or creating a student account, please call our office at **516-463-7200** or send an email to **ce@hofstra.edu**.

BY PHONE

Telephone registrations are accepted at **516-463-7200**, Monday-Friday, 9 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa, or American Express).

Please note: Our first priority is the health and safety of all members of the Hofstra community. We will be guided by local and state public health leaders, and may need to change event schedules and formats, as is deemed necessary.



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AMERICAN SIGN LANGUAGE/DEAF STUDIES

Hofstra's American Sign Language/Deaf Studies Certificate Program is a 200-hour program composed of a sequence of noncredit courses that leads to a clear level of competence in American Sign Language (ASL). The certificate is awarded to students who successfully complete all required courses plus eight (8) workshops of their choice. The courses and workshops in this program are continually updated and rotated in the summer, spring, and fall. Affiliated instructors are members of both the hearing and deaf communities. Those who complete the certificate program may choose to pursue further studies in an interpreter program.

Courses may be taken on an individual basis without participating in the certificate program.

Note: Students with prior but inconsistent ASL coursework through Hofstra Continuing Education must be evaluated prior to registering.

Transfer Students:

Students with advanced standing may substitute courses taken at other institutions, and these course hours will be accepted at Hofstra. All transfer students must be evaluated to determine ASL proficiency and remaining courses required in the certificate program. Please call **516-463-4803** to make an appointment.

Payment plans are available for students in the certificate program; email **kathleen.montalbano@hofstra.edu** for more information.

AMERICAN SIGN LANGUAGE CERTIFICATE PROGRAM

Required Courses:

- U2111: American Sign Language 1 and 2
- U2113: American Sign Language 3 and 4
- U2115: American Sign Language 5
- U2116: American Sign Language 6 and 7

Workshops (choose eight):

- U2122: English to ASL Interpreting
- U2129: Deaf History
- U2131: ASL Conversational
- U2135: Medical ASL – For Medical, Emergency, and Counseling Situations
- U2136: ASL Practice Sessions
- U2137: ASL Linguistics 1
- U2138: ASL Idioms
- U2139: ASL Storytelling
- U2143: ASL Linguistics 2
- U2144: Overcoming Nerves When Signing – Mindfulness and ASL
- U2145: ASL Games
- U2146: ASL Numbers
- U2353: ASL Fingerspelling
- U2354: ASL Vocabulary
- U2355: ASL Classifiers
- U2356: ASL Semantics

AMERICAN SIGN LANGUAGE 1 AND 2

U2111-01 Sarah Gelpert 13 sessions \$440
Tuesday September 8-December 8 6:30-8:30 p.m.

No class November 3.

Get a strong foundation in American Sign Language (ASL) by studying the alphabet, numbers 1-1,000, and basic vocabulary as well as fingerspelling, language functions, grammar, basic questions, and dialogue practice. Instruction also includes conversational strategies and sentence practice with directional verbs, adverbs, pronouns, time, and calendar-related words. Explore the history of ASL to become knowledgeable in the basics of deaf culture.

Recommended Textbook: *Signing Naturally Units 1-6*, ISBN: 978-1581212105

AMERICAN SIGN LANGUAGE 3 AND 4

U2113-01 Dana Maneri 13 sessions \$440
Tuesday September 8-December 8 6:30-8:30 p.m.

No class November 3.

Focus on a variety of topics, including directional verbs and adverbs, plural and negative formations, quantifiers, noun-verb pairs, pronouns, question words and endings, opposites, quality and quantity, unit, time, and age.

Additionally, learn how to handle interruptions, solve conflicts, and give listener feedback. Locational relationships and pronominal classifiers are also covered. Current issues in the deaf community are addressed, along with additional information on deaf culture, language functions, and grammar.

Recommended Textbook:

*Signing Naturally
Units 7-12*,

ISBN: 978-1581212211

Prerequisite: U2111: ASL 1 and 2 or equivalent.

AMERICAN SIGN LANGUAGE 5

U2115-01 Heather Kittenplan 12 sessions \$420
Monday September 14-December 14 6:30-8:30 p.m.

No class October 12.

Learn how to make requests and suggestions; ask for permission and directions; express concern; and explain, correct, and confirm information. Additional grammar is studied, including comment structure and locative classifiers.

Recommended Textbook: *Learning American Sign Language*, Second Edition, ISBN: 978-0205275533

Prerequisite: U2113: ASL 3 and 4 or equivalent.



AMERICAN SIGN LANGUAGE 6 AND 7

U2116-01	Megan Forrester	12 sessions	\$420
Monday	September 14-December 14	6:30-8:30 p.m.	

No class October 12.

This course covers additional language functions, including clauses, phrasing for the sequencing of events, contrastive structure, possessive forms, dates, and addresses. Descriptive, locative, and instrument classifiers are addressed. Students are taught how to discuss life events, narrate family history, and provide definitions. The positive impacts on the world by members of the deaf community are explored.

Required Textbook: *Signing Naturally: Level 3 (Vista American Sign Language)*, ISBN: 978-1581211351

Prerequisite: U2115: ASL 5 or equivalent.

MEDICAL ASL – FOR MEDICAL, EMERGENCY, AND COUNSELING SITUATIONS

U2135-01	Catherine Conticello	1 session	\$185
Saturday	October 17	9 a.m.-2 p.m.	

This workshop is designed for medical professionals, counseling and rehabilitative personnel, and others who need accurate information quickly when a deaf person is involved in a life-threatening situation. A variety of communication strategies and systems are examined to see what works best in specific circumstances. Signs related to the body, sex, and drugs are covered in a thorough and informative manner. Students build on this specialized vocabulary through interactive role-playing exercises.

Prerequisite: U2111: ASL 1 and 2 or higher.

ASL LINGUISTICS 1

U2137-01	Michael Smith	1 session	\$130
Saturday	November 14	9 a.m.-1 p.m.	

ASL is a unique language with its own grammatical rules and syntax. In ASL, the entire body is used expressively to convey information. This workshop acquaints students with the major structural features of American Sign Language, including phonology, morphology, syntax, semantics, discourse, and variation/historical changes in ASL. Upon completion of this workshop, students will be familiar with the major grammatical features of American Sign Language.

Prerequisite: U2111: ASL 1 and 2 or higher.

ASL STORYTELLING

U2139-01	Catherine Conticello	4 sessions	\$285
Thursday	October 15-November 5	6:30-8:30 p.m.	

This hands-on workshop covers the basics of American Sign Language storytelling. Students learn about role shifting, eye gaze, characterizations, and classifier use, and how to integrate them into various forms of narrative storytelling in first, second, and third person narratives. The workshop also covers a range of topics from simple to complex stories, and students learn how to tailor a story to a particular audience.

Prerequisite: U2115: ASL 5 or higher.

BOOKKEEPING

Bookkeeping is the recording of all financial transactions undertaken by an individual or an organization such as a business, charitable organization, or local sports club. It involves keeping records of what is bought, sold, owed, and owned; what money comes in, what goes out, and what is left. Individual and family bookkeeping involves keeping track of income and expenses in a cash account record, checking account register, or savings account passbook.

Courses may be taken on an individual basis without participating in the certificate program.

Required Textbooks:

Glencoe Accounting, Student Edition, 2016, McGraw-Hill,
ISBN: 978-0021400881

Accounting: Chapter Study Guides and Working Papers, Chapters 1-29, 2016,
McGraw-Hill, ISBN: 978-0076718566

For more information and advisement on course selection and requirements, please call **516-463-7200** or email **ce@hofstra.edu**.

BOOKKEEPING CERTIFICATE PROGRAM

Required Courses:

H2115: Bookkeeping 1

H2116: Bookkeeping 2

H2117: Computerized Accounting Using QuickBooks

H2118: Excel for Accounting

BOOKKEEPING 1

H2115-01	Stacy Luft	9 sessions	\$560
Monday, Wednesday, Friday	October 7-October 26	10 a.m.-2 p.m.	
H2115-02	Suzanne D'Avino	12 sessions	\$560
Monday-Wednesday	September 28-October 27	6:30-9:30 p.m.	

No class October 5 and 6.

Students get an introduction to the principles of double-entry bookkeeping and learn basics of preparing financial statements, analyzing business transactions, working with a general ledger, preparing end-of-period worksheets and financial statements, and adjusting and closing entries.

BOOKKEEPING 2

H2116-01	Stacy Luft	9 sessions	\$560
Monday, Wednesday, Friday	October 28-November 16	10 a.m.-2 p.m.	
H2116-02	Suzanne D'Avino	12 sessions	\$560
Monday-Wednesday	October 28-November 24	6:30-9:30 p.m.	

In this continuation in the study of bookkeeping, an emphasis is placed on specialized journals and ledgers, as well as payroll accounting, gross pay, employee deductions, employer's taxes, net pay through the payroll register's journal entries, income tax, Social Security tax, FICA, and unemployment.

Prerequisite: Bookkeeping 1.

COMPUTERIZED ACCOUNTING USING QUICKBOOKS

H2117-01	Stacy Luft	5 sessions	\$335
Monday, Wednesday, Friday	November 18-December 2	10 a.m.-1:30 p.m.*	

No class November 25 and 27.

*Class on November 18 is from 10 a.m. to 2 p.m.

H2117-02	Suzanne D'Avino	6 sessions	\$335
Monday-Wednesday	November 30-December 9	6:30-9:30 p.m.	

Through hands-on training, students learn how to create a QuickBooks company and modify the preset chart of accounts to suit individual needs, while acquiring skills in the many features that automate accounting functions, such as checking account reconciliation, tracking credit card transactions, invoicing customers, receiving payments and making bank deposits, writing checks and assigning amounts to specific expense accounts, paying bills, setting up inventory, tracking, and paying sales tax. Students also learn how to create and customize QuickBooks reports and export them to Excel.

EXCEL FOR ACCOUNTING

H2118-01	Stacy Luft	3 sessions	\$180
Monday, Wednesday, Friday	December 4-9	10 a.m.-2 p.m.	

H2118-02	Suzanne D'Avino	4 sessions	\$180
Monday-Wednesday	December 14-21	6:30-9:30 p.m.	

Students learn about the tools used to customize reports in Excel, including absolute vs. relative cell referencing, linking worksheets, database feature, creating charts, interfacing reports, and financial functions with QuickBooks.

BUSINESS COMMUNICATIONS**CONFIDENT COMMUNICATIONS**

H1198-01	Gerry Laytin	5 sessions	\$285
Wednesday	October 14-November 11	7-9 p.m.	

Talk so that people listen – and listen so that people talk. Communications coach Gerry Laytin guides you through exploring the four basic communication styles, determining where you fall on that spectrum, and learning how to converse with individuals in the other three quadrants. Learn how to run a successful meeting, make a persuasive presentation, dress for success, make the most of a media interview, craft an “elevator pitch,” and form and nurture new business relationships. Other topics include body language, successful networking, negotiating skills, and tips and techniques for coaching others in your organization.

PUBLIC SPEAKING WITH CONFIDENCE

H1221-01	Gerry Laytin	4 sessions	\$230
Wednesday	November 18-December 16	7-9 p.m.	

No class November 25.

Become less self-conscious and learn to enjoy speaking in public by understanding the many aspects of public speaking, including coping with nerves, tips for delivery, organizing content, and adding interest. We discuss ways to build your self-confidence, explore different types of speeches, and conduct a mini-presentation that will bring out the inner speaker in you.

CERTIFIED FINANCIAL PLANNER

Offered in association with the Certified Financial Planner Board of Standards Inc., this intensive program prepares financial service professionals (accountants, attorneys, bankers, brokers, securities representatives, and insurance agents) to better serve clients. It also enables individuals to meet the educational requirements for a professional career in financial planning.

To qualify for the Certified Financial Planner (CFP) exam (available only through the CFP Board of Standards Inc.), students must complete the following seven courses:

- H4131: Fundamentals of Financial Planning
- H4132: Risk Management and Insurance Planning
- H4133: Investment Planning
- H4134: Income Tax Planning
- H4135: Employee Benefits and Retirement Planning
- H4136: Estate Planning
- H4140: Certified Financial Planning Capstone Case Applications

For more information, call 800-487-1497 or visit www.cfp.net.

Note: Students are responsible for obtaining required materials and registering for the national examination directly with the CFP Board of Standards. If you have questions about the program or would like to register, please call 516-463-7200.

FUNDAMENTALS OF FINANCIAL PLANNING

H4131-01	Kenneth Eldi	12 sessions	\$525
Monday	September 28-December 21	6:16-9:45 p.m.	

No class October 5.

This course provides students with an understanding of the personal financial planning process, economic environment, time value of money, legal environment, financial analysis, and ethical and professional considerations in financial planning. The course is intended to be the first of a series of seven courses in a preparatory program for the CFP exam and is designed to meet the educational requirements for certification in the fundamentals of financial planning.

Required textbooks:

Fundamentals of Financial Planning, Sixth Edition, Money Education,

ISBN: 978-1946711649

Financial Calculator Essentials, Joseph M. Gillice, CPA, CFP,

ISBN: 978-0982088418

Note: Students must bring an HP 12C financial calculator to class.

RISK MANAGEMENT AND INSURANCE PLANNING

H4132-01	Jeffrey Tabman	12 sessions	\$525
Thursday	September 24-December 17	6:15-9:45 p.m.	

No class November 26.

Students learn about the application of insurance planning and risk management in personal financial planning, and obtain an understanding of identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation, and principles of insurance taxation.

Required Textbook: *Fundamentals of Risk and Insurance*, 11th Edition, Wiley,

ISBN: 978-1118534007

CREATIVE SKILLS – ART AND GRAPHIC DESIGN

AT THE POTTER'S WHEEL: A POTTERY WORKSHOP

U5301-01 Eric Kubinyak 10 sessions \$440
 Thursday September 10-November 19 7-10 p.m.

No class October 15.

Potters feel their material respond to the touch as they squeeze, pound, and mold form out of a lump of clay. In this studio class, lectures and demonstrations are combined with hands-on experience either in hand building or at the potter's wheel. The end result is "in your hands," so to speak. You may apply your creative flair to a tremendous array of objects – some practical, others decorative – designed to accommodate both the beginner and advanced student, with everyone working at a comfortable pace.

Note: Glazing material and kiln firings are included; clay is extra.

CREATIVE SKILLS – PHOTOGRAPHY/PHOTO EDITING

PHOTOSHOP BASICS: MAKING GOOD PHOTOS LOOK GREAT!

U5422-01 Lockheed Lee 1 session \$100
 Saturday October 3 1-4 p.m.

Get a hands-on introduction to Photoshop – held in a state-of-the-art computer lab – and learn the basic editing tools you need to enhance your images. Bring your images to class, and learn how to improve them and make your good photos look even better!

Prerequisite: Basic PC skills.

PHOTOSHOP PART 2

U5424-01 Lockheed Lee 4 sessions \$230
 Tuesday, Thursday November 3-12 6-8 p.m.

Adobe Photoshop is today's industry standard photo editing, image creation, and graphic design software. With side-by-side guidance from the instructor, you will learn advanced image enhancement tools, including layers, masks, how to smooth skin tones using levels and histograms, how to use the stamp tool like a professional, making selections, advanced use of filters, shortcuts, and much more.

Prerequisite: Basic Photoshop skills or U5422: Photoshop Basics: Making Good Photos Look Great!

CREATIVE SKILLS – THEATER AND VOICE-OVER ACTING

SO YOU WANT TO BE A VOICE-OVER ACTOR?!

U7351-01 Gerry Laytin 5 sessions \$275
 Monday October 12-November 9 7-9 p.m.

Have people told you, "You have a great voice. You ought to do commercials!?" While commercials can be very lucrative, more than 90% of the work out there is in the narrative field, including the \$2 billion audiobook industry. Learn what it means to be a voice-over actor by exploring the possibilities with a working professional – reading copy, recording, and having your voice evaluated. Guest lecturers provide additional viewpoints on the field, which grows year after year at a rate of 17%!

CREATIVE SKILLS – WRITING

Do you have a story you want to share with the world?

If you have always dreamed of sharing your thoughts or life experiences but need help crafting your words, Hofstra University Continuing Education is the perfect place to start! If you're a more experienced writer, our courses can help you improve your skills, jolt your writing, and get your work published. We are proud to offer a wide variety of courses taught by writing professionals, including seasoned and successful authors and journalists. With so much to say, it's time to begin your journey!

For more information, please contact Jackie Schmitt at **516-463-7139** or jackie.r.schmitt@hofstra.edu.

Zoom Video Conferencing Technical Requirements:

- Laptop/PC/smartphone/iPad with a microphone and/or webcam
- Internet access

ONE-ON-ONE COACHING WITH A BESTSELLING NOVELIST

zoom

U6160-01

Are you finally getting the chance to work on that novel you've been meaning to write? Work one-on-one with bestselling author and writing coach *Dina Santorelli* through personalized, weekly Zoom sessions. For four weeks, Dina will "meet" with you for one hour and help you work through any trouble spots in your manuscript and get you on your way to publication.

For questions, or to register for our individual training class, email kristin.k.radecker@hofstra.edu and include the following information:

- Name
- Cell phone
- Email address
- Topics that you wish to discuss
- Preferred date(s) and time(s) you would like to schedule sessions with Dina Santorelli

Tuition is \$100 per training hour (must book a minimum of 1 hour per week for 4 weeks; minimum of 4 total hours). We will contact you via email within 24 hours of receipt of the above information to confirm your training session schedule.

Full payment is due prior to the training session start date. Payment may be made by credit card only (American Express, MasterCard, Visa) via the Hofstra Continuing Education portal. We will set up your portal account and will email the account information to you.

Every student will be sent a specific email with a Zoom Meeting ID # for every training session date. The website link to join a meeting will be <https://zoom.us/join>.

INTRODUCTION TO SELF-PUBLISHING**zoom**

U6161-01	Dina Santorelli	2 sessions	\$120
Tuesday	October 6, 13	6:30-8:30 p.m.	

Bestselling author Dina Santorelli teaches you the basics of self-publishing, including what you need to know to sell e-books and print books on Amazon and other online retailers.

HOW TO BECOME A FREELANCE WRITER**zoom**

U6354-01	Sandra Mardenfeld	2 sessions	\$100
Friday	October 16, 23	11 a.m.-noon	

By the end of this class, students will have two query letters ready for submission. Topics include story ideas, effective pitches, working with editors, and the business of freelancing.

**WRITING PRESS RELEASES FOR BOOK PUBLICITY****zoom**

U6131-01	Dina Santorelli	1 session	\$100
Tuesday	October 20	6:30-8:30 p.m.	

Want to get your book featured in a newspaper or magazine? Learn how to write a press release that will catch an editor's eye.

BOOK MARKETING BOOT CAMP**zoom**

U6205-01	Dina Santorelli	1 session	\$100
Tuesday	October 27	6:30-8:30 p.m.	

There are millions of books on Amazon. How do readers find yours? Discover the marketing practices used by some of the most successful self-published authors.

ENVIRONMENTAL SUSTAINABILITY MANAGEMENT

Sustainable development was defined in the late 1980s by the United Nations as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.” The concept of sustainability focuses on solving societal problems by simultaneously seeking social inclusion, environmental protection, and economic growth in an interrelated manner. Sustainability professionals around the world are applying sustainable solutions to improve communities and solve some of the most challenging societal problems.

The Environmental Sustainability Management Certificate Program is composed of a sequence of noncredit courses that leads to a clear level of competence in sustainability management. Students gain an overall understanding of sustainability, including the history, theory, and best practices used in the field. A special focus on potential career pathways in sustainability will be infused throughout all courses.

Courses may be taken on an individual basis without participating in the certificate program.

For more information and advisement on course selection and requirements, please contact Sandra Garren at **516-463-5565** or sandra.j.garren@hofstra.edu.

ENVIRONMENTAL SUSTAINABILITY MANAGEMENT CERTIFICATE PROGRAM

Required Courses:

- H3710: Introduction to Sustainable Development
- H3711: Environmental Sustainability Policy and Regulation
- H3712: Sustainability Theory and Practices
- H3713: Capstone Project

INTRODUCTION TO SUSTAINABLE DEVELOPMENT

H3710-01 Sandra Garren ONLINE \$600



This foundational course provides an overview of the current societal issues (e.g., energy supply, climate change, food security, water quality, poverty, public health, and business risks) and how sustainability professionals are addressing these challenges. The course presents relevant international policies (i.e., Sustainable Development Goals) and provides a comprehensive overview of career pathways and the tools of the trade. Students will be provided with all learning materials.

ENVIRONMENTAL SUSTAINABILITY POLICY AND REGULATION

H3711-01 Sandra Garren ONLINE \$600



This course focuses on the historical context of sustainability and evaluates relevant underpinning theories behind both unsustainable and sustainable practices. The course also examines how sustainability is put into practice for multiple organizations, including government, business, nonprofit organizations, and individuals. Students evaluate the successes and failures of sustainability planning, implementation strategies, and monitoring practices. Students will be provided with all learning materials.

Prerequisite: H3710: Introduction to Sustainable Development.

FORENSIC LINGUISTICS

FORENSIC LINGUISTICS – APPLICATIONS

H2000-71	5 sessions		\$970
Monday	October 26	1-5 p.m.	
Tuesday-Friday	October 27-30	10 a.m.-5 p.m.	

This weeklong course uses data from cases worked on by Dr. Robert Leonard, Hofstra professor of comparative literature, languages, and linguistics, and director of Hofstra's graduate program in forensic linguistics, and various subject-matter experts in the field. Topics include authorship analysis; linguistic profiling; discourse, conversation, and pragmatic analysis in case law evidence; threat assessment, counterterrorism, intelligence, counter-intelligence, and law enforcement; and tools to analyze police interviews and undercover sting operations.

For course details and information about participating subject-matter experts, visit ce.hofstra.edu/forensics.

HEALTHCARE INFORMATION TECHNOLOGY

Billions of federal dollars are spent on healthcare information technology, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in healthcare information technology, the intersection of information science, computer science, and health care. The program's **online learning platform** provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles. Each course features approximately 24 hours of material. Students are encouraged to spend at least 4 hours a week on coursework to complete the program in a timely fashion.

Courses may be taken on an individual basis without participating in the certificate program.

For more information and advisement on course selection and requirements, please call **516-463-7200** or email ce@hofstra.edu.

HEALTHCARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

Prerequisite Course* (choose one):

T2090: Introduction to Healthcare Studies
(designed for students with no prior healthcare experience)

OR

T3190: Java Programming
(designed for students with no IT background)

Required Courses:

T2010: Introduction to Healthcare Information Technology (HIT)

T2085: Electronic Medical Records (EMR) Implementation

T2030: Healthcare Data Warehousing and Analytics

T2020: Security, Privacy, and Regulation Issues in HIT

T2040: Healthcare Projects: Processes, Controls, and Quality

T2060: Fundamentals of Health Informatics

** While the certificate program has only one prerequisite, students may choose to take BOTH prerequisite courses.*

INTRODUCTION TO HEALTHCARE STUDIES

T2010

ONLINE

\$740



This course provides students with a basic knowledge of anatomy and the body's systems, including the functioning of the skeletal and muscular systems, and also covers the circulatory, nervous, respiratory, digestive, and endocrine systems. The focus is on the knowledge needed for an employee who does not work directly with patients.

JAVA PROGRAMMING

T3190

ONLINE

\$740



This course provides students with knowledge and skills to use Java to build internet and intranet applets and Windows applications. Topics include an overview of the Java Virtual Machine, Java classes and methods, instantiating Java objects, access methods, creating Java applets and the Java applet lifecycle, inheritance and polymorphism, and Java Class Libraries.



INTRODUCTION TO HEALTHCARE INFORMATION TECHNOLOGY (HIT)

T2010

ONLINE

\$740



Healthcare information technology is the fastest-growing segment of the healthcare industry, with billions of dollars dedicated to driving down costs through increased quality of care, decreased error rates, and more expedient claims adjudication, payment, and fraud detection. Students learn how the technologies and policies affect various stakeholders — patients, providers (hospitals and doctors), payers (insurance companies and FSA holders), and government (CMS, Medicare, HHS, DOJ, etc.) – and explore topics such as provider health systems, payer systems, patient systems, and government policy and oversight.

ELECTRONIC MEDICAL RECORDS (EMR) IMPLEMENTATION

T2085

ONLINE

\$740



Beyond the typical complexities of implementing any large-scale architectural initiative, the adoption of electronic medical records (EMR) presents unique challenges to information technology and medical professionals alike, resulting in \$19 billion in government investment in this area. The intricate integration of clinical and technical knowledge requires individuals with the ability to face technical hurdles within the dynamic nature of health care. Learn how to navigate the process of workflow analysis, benefit/expense, meaningful use criteria, and clinical requirements configuration.

HEALTHCARE DATA WAREHOUSING AND ANALYTICS

T2030

ONLINE

\$740



Examine the importance of data warehousing for both providers and payers, including an overview of data warehousing technologies for OLAP, and consider the importance of analytics throughout the healthcare information technology environment. Learn about the use of data warehouses for clinical analysis used by hospitals, researchers, and government agencies; medical management for the purposes of minimizing costs while providing quality care; and underwriting risk for group policies. Additional topics include database design, ETL, and data mining.

SECURITY, PRIVACY, AND REGULATION ISSUES IN HIT

T2020

ONLINE

\$740



Get an overview of the complex nature of government (both state and federal) regulations affecting healthcare information systems, such as HIPAA and SOX, and the impact on systems for payers, providers, and patients. Review security concerns and the technologies used to ensure data integrity and privacy. By learning from both a provider perspective and payer perspective, you will understand the complexity and costs associated with securing the environment and data. Course topics include hardware security, encryption, firewalls, secure transmissions, internal controls, data retention, and monitoring systems.

HEALTHCARE PROJECTS: PROCESSES, CONTROLS, AND QUALITY

T2040

ONLINE

\$740



Learn about project management for healthcare IT projects, and get an overview of the processes specific to HIT as they relate to meeting regulatory standards and privacy concerns. As part of a team, you will develop and complete a plan for a project and put into action the skills you've learned in the previous courses. As you go along, your team will provide updates to "management." At the end of the course, your team will formally present its project deliverables.

FUNDAMENTALS OF HEALTH INFORMATICS

T2060

ONLINE

\$740



Get introduced to health informatics at a level appropriate for non-IT professionals. This practical course emphasizes how to use computers to solve some central problems in coordinating the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health care. Topics include the nature of healthcare data; their exchange and analysis; challenges surrounding clinical data storage and retrieval; medical imaging systems; telemedicine; and the management of healthcare information.

INFORMATION TECHNOLOGY – BUSINESS AND DATA ANALYTICS

Business analytics is the study of how to transform data into insights. In these courses, students learn the basics of qualitative and quantitative data, group comparisons, probability distributions, hypothesis tests, prediction models used in machine learning such as regression, and how to apply the techniques for business solutions.

Courses may be taken on an individual basis without participating in the certificate program.

For more information and advisement on course selection and requirements, please call **516-463-7200** or email **ce@hofstra.edu**.

BUSINESS AND DATA ANALYTICS CERTIFICATE PROGRAM

Required Courses:

T1500: Basics of Analytics – Understanding Data and Analysis

T1501: Statistical Concepts and Machine Learning Introduction



BASICS OF ANALYTICS – UNDERSTANDING DATA AND ANALYSIS

T1500-01 ONLINE \$400



The module provides information on basic descriptive statistics using Excel. In addition, students learn about probability distributions, variance and standard deviation, kurtosis and skewness, and covariance and correlation. Additional topics include probability, sampling, and estimation, and the application of these measures.

Prerequisites: Knowledge of Excel (Mac or PC) and basic understanding of mathematical concepts.

STATISTICAL CONCEPTS AND MACHINE LEARNING INTRODUCTION

T1501-01 ONLINE \$400



This module concentrates on more complex techniques such as the use of regression analysis and experimentation to improve performance. Specific topics include hypothesis testing, confidence intervals, simple and multiple regression, design of experiments, and analysis of variance.

Prerequisite: T1500: Basics of Analytics – Understanding Data and Analysis.

**INFORMATION TECHNOLOGY –
CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)**

In today's highly connected world, computer networks are indispensable in business and government. Enhance your career by becoming a Cisco Certified Network Associate (CCNA). These classes provide you with the skills you need to pass both Part 1 and Part 2 of the Cisco Certified Network Associate (CCNA) exam.

Note: The CCNA exam is taken through Cisco, not Hofstra.

For more information and advisement on course selection and requirements, please call **516-463-7200** or email **ce@hofstra.edu**.

INTERCONNECTING CISCO NETWORK DEVICES, PART 1

T7097-01	David Archival	9 sessions	\$985
Friday	October 16-December 18	6-10 p.m.	

No class November 27.

Learn how to design and interpret TCP/IP-based network diagrams and how to configure a Cisco router and switch using Cisco IOS commands. You will learn about routing protocols, static routes, IPv4 IP addressing, subnetting, VLSM, the ARP protocol and three functions of a switch, and VLANs.

**INFORMATION TECHNOLOGY –
COMPUTER PROGRAMMING**

Our Computer Programming Certificate Program will give you a strong foundation in object-oriented programming languages, such as Python, C#, and ASP.NET, and will help you keep your programming skills current. Hofstra Continuing Education's Computer Programming certificate will qualify you for many high-paying programming jobs – according to the Bureau of Labor Statistics (2018), the median pay is just over \$84K per year!

Courses may be taken on an individual basis without participating in the certificate program.

For more information and advisement on course selection and requirements, please call **516-463-7200** or email **ce@hofstra.edu**.

COMPUTER PROGRAMMING CERTIFICATE PROGRAM

Required Courses:

- T3000: Introduction to Coding – Python
- T3001: Intermediate Coding – Python
- T3021: Introduction to C# and .Net Framework Foundation
- T3041: Advanced C# and .Net Framework Foundation

Elective Courses (choose two):

- T3190: Java Programming
- T4061: Web Development and Web Applications with ASP.Net, C#, and VB.Net
- T4062: Advanced ASP.Net

INTRODUCTION TO C# AND .NET FRAMEWORK FOUNDATION

T3021

ONLINE

\$740



The C# programming language derives from C and C++, but it is less complicated, entirely object-oriented, and type-safe. Much of the C++ complexity was removed to make C# easier to use and less error-prone. Topics include the common language runtime, data types, input/output, program structure, classes, control statements, exception handling, parameter passing, return values, operators and expressions, flow of control, storage classes, references, arrays, and strings.

ADVANCED C# AND .NET FRAMEWORK FOUNDATION

T3041

ONLINE

\$740



Expanding on the material presented in Introduction to C# and .NET Framework Foundation, topics include structures, data files, data structures and dynamic memory allocation, C# and Windows, delegates and events, and web programming.

Prerequisite: T3021: Introduction to C# and .NET Framework Foundation.

JAVA PROGRAMMING

T3190

ONLINE

\$740



This course provides software developers with knowledge and skills to use Java to build internet and intranet applets and Windows applications. Topics include an overview of the Java Virtual Machine, Java classes and methods, instantiating Java objects, access methods, creating Java applets and the Java applet lifecycle, inheritance and polymorphism, and Java Class Libraries.

WEB DEVELOPMENT AND WEB APPLICATIONS WITH ASP.NET, C#, AND VB.NET

T4061

ONLINE

\$740



This course teaches students the fundamentals of very creative, dynamic, data-driven, and interactive website design with ASP.NET, C#, and VB.NET. Working with the most current and advanced ASP.NET technologies, students gain a competitive edge in employment and productivity. Students use real-world examples and have a chance to discuss the technology and Visual Studio features.

ADVANCED ASP.NET

T4062

ONLINE

\$740



Students learn how to design advanced interactive and database-connected web applications with ASP.NET technology. We also explore adding and configuring server controls and specialized rich server controls; using ADO.NET and XML with ASP.NET; creating custom web controls, input validation, and site navigation; programming the web application; customizing and personalizing a web application; implementing authentication and authorization; creating ASP.NET mobile web applications; and monitoring, deploying, caching applications, and serialization. Students complete a major website project, hosted by the production data center of a web hosting provider, and can keep this project code to use in future designs.

Prerequisite: T4061: Web Development and Web Applications with ASP.NET, C#, and VB.NET.

INFORMATION TECHNOLOGY – DATABASE DESIGN AND DEVELOPMENT

MICROSOFT SHAREPOINT – DESIGN FOR COLLABORATION

T5550

ONLINE

\$700



This course will benefit students who wish to become developers on Enterprise applications based on the Microsoft Office or SharePoint systems, or are working on integration projects with third-party vendors. As they develop real-world solutions to complex business problems and challenges, students learn how to combine interesting code examples with the Microsoft collaboration platform's services. The solutions focus on using Visual Studio and SharePoint with built-in Office development tools to construct the user interface layer. Solutions can interact with SharePoint as a service provider, taking advantage of SharePoint's many collaboration features, such as document repositories, collaboration sites, and search functions. Students enjoy learning how to use the collaboration platform to support business processes. The solutions are presented as hypothetical business challenges of a fictional company. These examples build applications that apply the benefits of the Office desktop interface to the richness of SharePoint.

INFORMATION TECHNOLOGY – MICROSOFT OFFICE

MICROSOFT OFFICE BOOT CAMP CERTIFICATE

T1002-01

Soumyajeet Ghosh

5 sessions

\$500

Wednesday

October 21-November 18

6:30-9:30 p.m.

This hands-on certificate course focuses on the fundamentals of Word, Excel, and PowerPoint. Using the most popular and widely used business applications in the world – those of the Microsoft Office Suite 2016 – this course is designed for individuals planning to return to work or those interested in building confidence in these skill areas.

INTRODUCTION TO MICROSOFT EXCEL

T1021-01

Soumyajeet Ghosh

4 sessions

\$275

Wednesday

December 2-23

6:30-9:30 p.m.

Using Excel 2016, students learn spreadsheet fundamentals in a business context, including creating a worksheet for budgeting, as well as spreadsheet applications necessary for specific job requirements. This instructional format gives students working knowledge that can be applied to any spreadsheet software application.

Note: Students must bring a USB drive (minimum of 4 GB) to each class to save the classroom presentations, exercises (many have an answer key), and reference materials.

Prerequisite: Working knowledge of Windows and navigating through Windows.

INFORMATION TECHNOLOGY – QUICKSTART BOOT CAMPS

Hofstra Continuing Education is pleased to partner with QuickStart – the award-winning IT workforce-readiness and career development platform – to provide online boot camps! With a flexible learning style, our boot camps aim to build theoretical knowledge along with practical skills. You can learn and prepare for exams online, on your own schedule!

For additional information or to register, visit hofstra.quickstart.com or call **1-888-715-6384**.

QUICKSTART CLOUD COMPUTING BOOT CAMP



The QuickStart Cloud Computing Boot Camp will teach you the essential skills required to work as a cloud computing expert. We will study the concepts and case studies, helping you learn the challenges as well as the benefits of cloud computing. At the end of this 16-week boot camp, which includes hands-on experiences, you will be prepared for certification exams by some of the most renowned technology vendors, including CompTIA, Azure, AWS, and Linux. The Hofstra University Continuing Education boot camp programs are designed by professionals who are familiar with the talent demands of the industry. You will start by learning the fundamentals of cloud computing and move on to the complex skills of cloud deployment.



QUICKSTART CYBERSECURITY BOOT CAMP



The QuickStart Cybersecurity Boot Camp is an immersive and accelerated training program with a focus on creating the next generation of cybersecurity professionals. You will attend courses, participate in hands-on labs, and apply your learning to successfully complete projects that address different cybersecurity topics. Throughout the program, you will interact with experts who will guide you through the boot camp, answer questions, and help with labs and projects. The boot camp ends with a few capstone projects that allow you to apply what you've learned to real-life cybersecurity challenges.

In this 28-week program, students are expected to spend 15 to 25 hours a week to master the material. Graduates of this program will learn critical skills for different cybersecurity careers and will have access to career services throughout the program.

QUICKSTART DATA ANALYTICS BOOT CAMP



The QuickStart Data Analytics Boot Camp follows a flexible schedule that allows you to learn at your own pace. It is ideal for professionals as well as students looking to differentiate themselves in today's highly competitive job market. Program graduates learn in-demand IT skills and gain a firm understanding of data analytics and mastery of coding skills required in a data analytics role. The boot camp curriculum is divided into 16 courses over the course of 28 weeks. You will start with introductory concepts (theoretical, mathematical, and coding) and gradually move on to more advanced topics. At the end of each module, your instructor will administer a short exam to ensure you are on track.

QUICKSTART DATA SCIENCE BOOT CAMP



The QuickStart Data Science Boot Camp is a rigorous training program that covers concepts, theories, and projects, while providing academic and career counseling, mentor office hours, and all the help you need to navigate the assessment process.

In this 26-week program, students are expected to spend 15 to 25 hours a week to master the material. Graduates of this program will learn critical skills for data analytics-related jobs and will have access to career services throughout the program.



QUICKSTART FULL-STACK WEB DEVELOPMENT BOOT CAMP



Our comprehensive curriculum blends theory with projects that allow you to apply what you've learned to practical industry scenarios. You will learn both front-end and back-end programming languages such as JavaScript, HTML5, React, and MySQL. You will be exposed to the necessary tools and frameworks to kick-start a career as a full-stack web developer.

INSURANCE CONTINUING EDUCATION

Continuing Education Credits for Insurance Agents, Brokers, and Consultants

The New York State Department of Financial Services is committed to keeping licensees current in the knowledge and understanding of the marketplace, as well as in changes to insurance laws and regulations. Section 2132 of New York State Insurance Law requires every licensed agent, broker, consultant, and public adjuster to complete continuing education (CE) credits as a condition of renewing the insurance license.

Effective January 1, 2008, a licensee no longer receives credit for any course previously completed for CE credit. Enforcement of this policy began with every license renewal or relicensing application processed after January 31, 2009. Licensees must maintain records of completed CE courses and are held responsible if a course is repeated.

When is CE required?

After a license has been renewed the first time, CE is required for all subsequent renewal or relicensing applications. Credits must be accumulated during the renewal period, which begins with the effective date of the license. CE must be completed before processing the renewal or relicensing application.

The Insurance Law requires that agents, brokers, and consultants satisfactorily complete 15 CE credits during each biennial licensing period.

Currently, there is no CE requirement for renewal of Independent Adjuster, Bail Bond, Mortgage Guarantee, Reinsurance Intermediary, or Viatical Settlement licenses. Holders of all other licenses must complete the CE requirement as a condition of renewing those licenses.

NOTE: Hofstra University is an approved provider organization (approval number NYPO-100009) in the New York State Department of Financial Services Continuing Education Program. All New York state-approved classroom courses are eligible for use in satisfying the 50% classroom instruction requirement. Choose your courses carefully; not all courses are applicable to every license. If you are unsure, it is your responsibility to check with the New York State Department of Financial Services at www.dfs.ny.gov to verify which courses are required for your specific licensing needs. Each approved credit represents a 50-minute hour; attendance is mandatory to achieve the required CE credits.

Do you work at a busy office?

Hofstra Continuing Education's off-campus programs will provide experienced instructors **at your office location!**

We offer a wide variety of off-campus educational programs, including pre-license instruction for members of your staff who are anxious to obtain their license and learn the most important aspects of property and casualty insurance. **We employ tried and true methods to help staff members pass the New York state license exam.**

We can design subject-specific curricula.

For information about our off-campus training, please call **516-463-7200** or email ce@hofstra.edu.

Visit ce.hofstra.edu/insurance for details pertaining to all Insurance Continuing Education courses.

THE STORY OF INSURANCE: A HISTORY OF MANAGING RISK (NYCR-245577)

H7147-01	John Frizalone	1 session	\$180
Friday	September 25	9 a.m.-5 p.m.	

Explore how historical events, both natural and human-made, have created unexpected and unintended risk. Blending the evolution of insurance with the development of the moral standards created for policing the ethical behavior of agents and brokers, the class includes discussions about how the insurance industry developed agreements to protect life and property throughout the years.

Number of CEU credits: 8

Approved for the following licenses: Broker, General Consultant, Life Broker, Life Consultant, Life Settlement Broker, Life/Accident and Health Agent, Property/Casualty Agent, and Public Adjuster.

Students are required to bring a copy of their license certificate to the program class session.

A NEW YORK HISTORY OF MANAGING RISK FOR AGENTS AND BROKERS (NYCR-259114)

H7152-01	John Frizalone	1 session	\$180
Friday	October 9	9 a.m.-5 p.m.	

We discuss how historical events, both natural and human-made, have created often unexpected and unintended risk throughout the years, and how insurance coverage was developed to protect people and businesses over time. The course examines how underwriters and risk managers developed insuring agreements to meet the demands of protecting life and property over the past decades and how standards were created for policing the ethical behavior of insurance professionals.

Number of CEU credits: 8

Approved for the following licenses: Broker, General Consultant, Life Broker, Life Consultant, Life Settlement Broker, Life/Accident and Health Agent, Property/Casualty Agent, Public Adjuster.

Students are required to bring a copy of their license certificate to the program class session.

AGENTS AND BROKERS PROPERTY AND CASUALTY REFRESHER CLASS (NYCR-259115)

H7153-01	John Frizalone	1 session	\$180
Friday	October 30	9 a.m.-5 p.m.	

Designed for practicing agents and brokers who cannot find the time to "go back to basic ISO coverage," this course provides a refresher on some of the day-to-day general coverage issues for both their personal lines and commercial clients.

Number of CEU credits: 8

Approved for the following licenses: Broker, General Consultant, Property/Casualty Agent, Public Adjuster.

Students are required to bring a copy of their license certificate to the program class session.

INSURANCE FRAUD AND ABUSE: THE 21ST CENTURY COSTLY CRIME (NYCR-259116)

H7154-01 John Frizalone 1 session \$180
Friday November 13 9 a.m.-5 p.m.

Explore fraud in both legal and practical terms, the high cost of insurance fraud, and what coverages and programs are available to reduce the exposure. The course is designed for agents and brokers who wish to provide counsel to clients on protecting their own agencies and their clients' businesses from insurance fraud. Discussions center on criminal cases involving fraudulent workers' compensation claims, health care, auto, property, and life insurance.

Number of CEU credits: 8

Approved for the following licenses: Broker, General Consultant, Life Broker, Life Consultant, Life Settlement Broker, Life/Accident and Health Agent, Property/Casualty Agent, Public Adjuster.

Students are required to bring a copy of their license certificate to the program class session.

NY WORKERS' COMPENSATION, DISABILITY LAWS AND PROCEDURES, AND PAID FAMILY LEAVE LAW (NYCR-259117)

H7155-01 John Frizalone 1 session \$180
Friday December 4 9 a.m.-5 p.m.

Agents and brokers receive the most up-to-date statutory and regulatory changes to NY workers' compensation and disability laws, as well as an introduction to New York's Paid Family Leave (PFL) Law, which took effect in January 2018.

The course focuses on requirements for complying with state statutory laws and procedures to cover the key aspects of employee entitlements for injury and illness both on and off the job. The course also examines what employers need to know about the new PFL requirements. Legal and ethical obligations for providing a safe and secure work environment are also discussed.

Number of CEU credits: 8

Approved for the following licenses: Broker, Life Broker, Life Consultant, Life/Accident and Health Agent, Property/Casualty Agent.

Students are required to bring a copy of their license certificate to the program class session.

WHAT AGENTS AND BROKERS NEED TO KNOW FOR NY STATUTORY COVERAGE COMPLIANCE (NYCR-259119)

H7157-01 John Frizalone 1 session \$180
Friday December 11 9 a.m.-5 p.m.

Designed for insurance professionals and individuals responsible for insurance, claims, safety management, and compliance, this class covers how laws, regulations, and court cases have changed the landscape of staying compliant with insurance and safety regulations in New York. The course helps to ensure that clients receive up-to-date information and techniques for managing workers' compensation (including employers' liability), disability, auto no fault, and safety regulations. The session also includes an introduction to New York's Paid Family Leave Law.

Number of CEU credits: 8

Approved for the following licenses: Broker, Life Broker, Life Consultant, Life/Accident and Health Agent, Property/Casualty Agent.

Students are required to bring a copy of their license certificate to the program class session.

INSURANCE LICENSING

INSURANCE BROKERS AND AGENTS QUALIFYING COURSE

H7111-01 John Frizalone, Robert Bambino 18 sessions \$1,175

September 21-December 23

Mondays and Wednesdays 6:30-9:30 p.m.

Saturdays 9 a.m.-3 p.m.

No class October 5, 7, 10, 17, 31; November 7, 11, 25, 28; and December 5, 12

This 99-hour qualifying course meets the requirements for the New York State Insurance License Examination. Topics covered include basic insurance principles, fire, inland and ocean marine, public liability and law of negligence, automobile, workers' compensation, burglary, boiler and machinery, glass, accident and health, fidelity and surety, involuntary plans, multiple peril and package policies, insurance law, and agency management.

Required textbooks:

- *The Property and Casualty Exam Manual*, ISBN: 978-1427725066 (Kaplan Financial Education)
- *NY Property and Casualty Supplement*, ISBN: 978-1475498967 (Kaplan Financial Education)



PROPERTY AND CASUALTY CRAM COURSE

H7115-01 Staff 4 sessions \$700

Monday, September 14 9 a.m.-5 p.m.

Tuesday, September 15 9 a.m.-5 p.m.

Wednesday, September 16 9 a.m.-5 p.m.

Thursday, September 17 9 a.m.-4 p.m.

Each class session includes a 1-hour lunch break.

This course prepares students to sit for the various New York State Property and Casualty licensing exams. The course is designed for those who are exempt from taking the 99-hour classroom requirement; professional experience (with sponsorship by employer) allows for a classroom exemption.

Required textbooks:

- *The Property and Casualty Exam Manual*, ISBN: 978-1427725066 (Kaplan Financial Education)
- *NY Property and Casualty Supplement*, ISBN: 978-1475498967 (Kaplan Financial Education)

LABOR STUDIES

Welcome to Labor Studies – an interdisciplinary program that explores all aspects of employment. Our courses offer wide-ranging analyses of topics such as career building, job search and placement, legal rights at work, skills training, pay and benefits growth, occupational health and safety, workforce diversity and equality, immigration, trade unions, labor-management relations, and government employment and safety net programs.

Students in the program benefit from the rich teaching and research experience of our faculty drawn from business, economics, history, law, psychology, sociology, and other disciplines. Each year, our faculty and students organize an exciting array of on-campus speakers, films, and other events. We also offer students the opportunity to publish their original research papers in our own highly respected academic journal, *Regional Labor Review*.

Courses may be taken on an individual basis without participating in the certificate program.

For more information and advisement on course selection and requirements, please call **516-463-7200** or email **ce@hofstra.edu**.

Zoom Video Conferencing Technical Requirements:

- Laptop/PC/smartphone/iPad with a microphone and/or webcam
- Internet access

LABOR STUDIES CERTIFICATE PROGRAM

Required Courses:

H1202: Introduction to Labor Studies

H1210: Women in Labor Studies

H1203: Labor Economics

H1205: Legal Rights at Work

H1240: Public Speaking

LEGAL RIGHTS AT WORK



H1205-01	Alexandra Howell	8 sessions	\$450
Tuesday	October 6-November 24	6-8 p.m.	

This course surveys the major state and federal laws that affect our workplaces every day. Using real case studies and a critical lens, we analyze the practical impact that discrimination, sexual harassment, minimum wage, equal pay, workplace safety, and paid family leave laws have had on our working lives.

We also examine the legal landscape of the rights to organize, join, and participate in labor unions; how these laws are enforced; and how they have been alternately expanded and diminished by the changing political climate over time. The course concludes with a practical exercise in advocacy, where students argue a position alleging a violation of the law or defending an employer's compliance.

MARKETING

SEO: WHAT YOU NEED TO KNOW

Zoom

H1110-01 Jerry Allocca 1 session \$100
Tuesday October 6 10 a.m.-noon

Update your internet marketing skill set with this SEO course for beginners, taught in plain English. Learn about today's SEO practices, and discover how to rank higher on search engines and be more visible when people are searching for what your company or organization specializes in. Find out how search engines rank webpages using on-page and off-page factors; learn how to avoid violations; and explore 27 proven ways to create magnetic content that will build valuable links and get other sites to send traffic to your page.



HOW TO MEASURE THE SUCCESS OF DIGITAL AND SOCIAL MEDIA

Zoom

H1111-01 Jerry Allocca 1 session \$100
Tuesday October 20 10 a.m.-noon

One of the biggest questions facing business owners is, "What is the return on investment of my social media efforts?" Google Analytics helps answer that question by showing small business owners the origins of their website traffic. This class will help these businesses get the most out of Google Analytics and help them better target their audience.

CONTENT MARKETING: 27 PROVEN CONTENT STRATEGIES TO GET YOU LIKED, SHARED, AND HUMMING WITH TRAFFIC

Zoom

H1124-01 Jerry Allocca 1 session \$100
Friday October 16 10 a.m.-noon

Advance in your current career and/or update your career skill set with the latest and greatest trend in internet marketing. Step by step, and backed by client success stories, the instructor presents 27 ways to create magnetic content that sticks, make brands more memorable, and add online visibility to your organization. You'll leave the workshop with ideas that you can implement right away!

PARALEGAL STUDIES CERTIFICATE

An ABA-Approved Paralegal Education Program

If you have an interest in the law and have earned a minimum of 60 college credits, the Paralegal Studies Certificate Program will help you enter a rewarding career in a growing profession. An excellent foundation is provided to students interested in seeking employment or advancement in the legal field, as real-world, hands-on experience is gained through a series of 13 required courses. The courses in this noncredit certificate program run consecutively.

About the Profession

Working under the direction of attorneys, paralegals are responsible for drafting and reviewing legal documents, analyzing legal decisions, interviewing witnesses and clients, conducting investigations, organizing cases for trials, and much more. Cited as one of the fastest-growing occupations by the U.S. Department of Labor, employment opportunities for paralegals exist at law firms, corporations, banks, insurance companies, government agencies, and the courts.

Program Highlights

Program administrators and faculty seek to mentor each certificate candidate in accordance with individual needs, goals, and aspirations, offering assistance and support through voluntary internship opportunities, guidance regarding career and educational prospects, and special instruction in unique and emerging areas of the law.

- The program offers complete career preparation, with 306 hours of classroom instruction taught by experienced attorneys, sitting judges, and paralegals, and hands-on legal experience through an internship program.
- We offer comprehensive employment assistance, including instruction in resumé preparation and individual career counseling.

All prospective students are required to submit a completed application, supply official transcripts, and demonstrate basic computer skills. Six-month full-time day or eight-month part-time evening ... the choice is yours! Student loans are available.

Note: *Paralegals may not provide legal services directly to the public, except as permitted by law.*

For more information, please contact Stacey Kerins at **516-463-6333** or stacey.kerins@hofstra.edu.

Visit ce.hofstra.edu/paralegal for program details.

FALL 2020 PROGRAM OFFERING:

DAY PROGRAM

September 28, 2020-March 11, 2021
Monday-Thursday, 9 a.m.-1 p.m.

EVENING PROGRAM

October 13, 2020-June 1, 2021
Tuesday, Thursday, 6:30-10 p.m., and Saturday, 9 a.m.-2 p.m.

WANT TO BRUSH UP ON YOUR LEGAL KNOWLEDGE?

Take one of our Paralegal courses as an independent course.

Independent courses qualify for corporate discounts.

For more information, please contact Stacey Kerins at **516-463-6333** or stacey.kerins@hofstra.edu.

P1110: INTRODUCTION TO LAW

An introduction to the American legal system, law office procedure, legal ethics, the laws of torts and contracts, the paralegal field, and more.

P1111: LEGAL RESEARCH AND WRITING

Explore physical, statutory, and case law sources; digests; the key number system; and Shepardizing (enabling you to find, read, and update case law), and learn to prepare legal correspondence.

P1112: CIVIL LITIGATION

Study procedural rules and processes in the New York and federal courts, including the client interview, filing of a complaint, motions, discovery, trial preparation, and trial, as well as post-trial activities.

**P1113: CONTRACTS**

Learn about the law and practical considerations in the drafting and interpretation of contracts, while discussing law governing sales.

P1114: REAL ESTATE

Learn about types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens, and landlord/tenant law.

P1115: BUSINESS ORGANIZATION

Explore sole proprietorships, partnerships, and corporations. The application of basic principles of business formation, as well as the tax law affecting business organizations, is explained.

P1116: BANKRUPTCY

Study the United States Bankruptcy Code; voluntary and involuntary petitions; concerns of debtors and creditors, including treatment of the automatic stay provisions of the code; the formation of debt; secured transactions law; statutory liens and exemptions; and collection of debt.

P1117: FAMILY LAW

Learn about the formation and dissolution of marriages, primarily focusing on divorce and separation, grounds for divorce, spousal maintenance, child support, custody/visitation, property division, and tax consequences.

P1118: CRIMINAL LAW

Examine fundamental criminal law concepts; the basics of criminal procedure from arrest and bail through trial and appeal, including a review of the omnibus motion; and requisites to secure pretrial hearings.

P1210: ESTATES, TRUSTS, AND WILLS

Learn about the laws of intestacy, requirements for all types of wills and trusts, probate and intestate administration, and the procedure for each, as well as the tax consequences regarding estates, trusts, and wills.

P1211: IMMIGRATION LAW

Learn about current trends in the field of immigration, as well as petitions and applications for immigration benefits, such as family-based and employment-based immigrant visas (the green card); employment-based and other non-immigrant visas; applications for naturalization; preparation for the naturalization civics and English examinations; applications for asylum; appeals; consular matters; and understanding the different functions of the USCIS, CPB, ICE, the immigration courts, the embassies, and consulates.

P1212: INFORMATION TECHNOLOGY FOR PARALEGALS

Learn to access and navigate the most up-to-date software, databases, and computer networking programs used by the legal profession, including courts, law offices, and agencies, as well as those of cities and municipalities.

P2100: RÉSUMÉ AND INTERVIEWING SKILLS

Learn how to prepare a résumé and cover letter; how to conduct a job search in the paralegal field; how to network and market yourself; and how to present your best self through mock interviews.

WANT TO LEARN MORE?

Attend a Paralegal Information Session!

Wednesday, September 9, 2020 • 6-7 p.m.

Thursday, October 1, 2020 • 6-7 p.m.

To reserve your place, visit ce.hofstra.edu and click on **Free Events**.

Reservations are required.

PERSONAL TRAINER – EXERCISE AND FITNESS SPECIALIST

Start a rewarding career as a certified personal trainer-exercise fitness specialist (CPT-EFS). The Academy of Applied Personal Training Education (AAPTE) and Hofstra Continuing Education prepare you with the knowledge and skills to achieve measurable results. AAPTE personal trainers are in demand at top health and fitness clubs, including Equinox, New York Sports Club, LA Fitness, Blink Fitness, and Life Time!

This dynamic program prepares you for the AAPTE CPT-EFS certification exam.

Note: Students must be CPR-AED certified to sit for the exam.



NCCA-Accredited Certification Exam for CPT-EFS

The CPT-EFS exam is accredited by the National Commission for Certifying Agencies (NCCA), the accreditation body of the Institute for Credentialing Excellence.



Prerequisite: U1881: Human Anatomy. Those sitting for the AAPTE CPT-EFS certification exam must meet the prerequisite anatomy requirement. Those with prior coursework in anatomy are exempt.

Program Highlights:

- Instruction presented in 12 Zoom sessions.
- Teaching staff of subject matter experts within their disciplines (biomechanics, client assessment, nutrition, medical conditions, anatomy and physiology, exercise program design).

Fees include all program materials, certification exam fee, practice tests, online support materials, and review sessions. Interest-free payment plans are available.

For more information and program advisement, please contact Kathleen Montalbano at **516-463-4803** or kathleen.montalbano@hofstra.edu.

HUMAN ANATOMY

U1881-01	Sharon Borzone	3 sessions	\$305
Tuesday	October 20	6:30-9:30 p.m.	
Thursday	October 22	6:30-9:30 p.m.	
Sunday	October 25	9 a.m.-4 p.m.	

Receive an overview of the skeletal, nervous, and muscular systems using a functional and biomechanical approach that helps relate theoretical principles to anatomy and exercise.

PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST



U1971-01	Vincent Carvelli	13 sessions	\$995
Tuesday and Thursday	October 29-December 10		
Sunday	December 13		

Visit ce.hofstra.edu for times.

ADULT CPR-AED CERTIFICATION

H1151-01	Jason Vitulli		\$100
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Visit ce.hofstra.edu for schedule.

Learn how to act in an emergency; recognize the signs and symptoms of a heart attack; respond to an adult who stops breathing, is choking, or whose heart has stopped beating; and use a defibrillator. Students who successfully complete this course receive a Red Cross certificate, valid for two years.

Note: A \$40 nonrefundable materials fee is included in the course tuition.

WANT TO LEARN MORE?

Attend a Personal Trainer Information Session!

On-Site Information Sessions:

Sunday, September 13, 2020 • 9:30 a.m.

Sunday, October 4, 2020 • 9:30 a.m.

Wednesday, October 14, 2020 • 6:30 p.m.

Virtual Information Sessions:

Wednesday, September 16, 2020 • 7 p.m.

Wednesday, September 23, 2020 • 7 p.m.

Sunday, September 27, 2020 • 9 a.m.

Thursday, October 8, 2020 • 5:30 p.m.

Sunday, October 18, 2020 • 9 a.m.

To reserve your place, call **516-463-4803** or visit ce.hofstra.edu and click on **Free Events**.

Reservations are required.

PROJECT MANAGEMENT

Given increasingly complex projects and escalating costs due to missing deadlines, project management has become an essential expertise for any economic or creative success. Hofstra University Continuing Education's unparalleled Project Management Certificate Program takes the best of real-world experience and combines it with cutting-edge technology to ensure that students have the tools and expertise needed to make the ultimate difference in all their professional endeavors.

Courses may be taken on an individual basis without participating in the certificate program.

Required textbook: *A Guide to the Project Management Body of Knowledge (PMBOK Guide)*, Sixth Edition, Project Management Institute, ISBN: 978-1628253825.

For more information and advisement on course selection and requirements, please call **516-463-7200** or email **ce@hofstra.edu**.

PROJECT MANAGEMENT CERTIFICATE PROGRAM

Required Courses:

T8010: Project Management

T8024: Project Management Tools and Techniques

T8040: Capstone Course in Project Management

This certificate meets the continuing education requirements to apply for the CAPM® and PMP® exams.

Recommended Additional Course:

T8001: PMP® Prep Course

Note: Hofstra University Continuing Education is not responsible for ascertaining and/or confirming if the prospective candidate/student has satisfied any exam requirements and/or professional experience credentials. It is the sole responsibility of the prospective candidate/student to confirm this information with the appropriate authorizing board and/or agency. No tuition refunds will be approved by Hofstra University Continuing Education for students that do not meet the appropriate requirements.

PROJECT MANAGEMENT

T8010-01	Raymond Murphy	10 sessions	\$990
Monday, Wednesday	September 28-November 2	6:30-9:30 p.m.	

No class October 5.

This course will be beneficial to new project/program managers, those thinking about seeking such a position, or anyone who wants to manage their own workload and time more efficiently. With a curriculum based on the *PMBOK Guide* (Sixth Edition), we cover the processes and phases of the project/program life cycle, with anecdotal discussion and examples to help you understand the applicability of project management tools and techniques. Topics include project management processes; the project plan; and management of a project's scope, time, cost, quality, human resources, communications, risk, procurement, and contracts/contractors.

Prerequisites: Basic PC skills and knowledge of Microsoft Excel.

PROJECT MANAGEMENT TOOLS AND TECHNIQUES

T8024-01	Raymond Murphy	6 sessions	\$610
Monday, Wednesday	November 4-23	6:30-9:30 p.m.	

Learn about the analytical skills and leadership aspects of project management, as well as data processing competencies that are essential for an effective project manager. Obtain a practical understanding of a project's financial plan, the importance of risk and quality management, and the establishment of efficient and effective relationships with a project's vendors and suppliers. Lessons cover a practical application of concepts and theory for use in developing a project schedule and budget, and managing/leading resources while proactively planning for the management of risks, ensuring acceptance by the project owner, and establishing required agreements between the project organization and its partners. Students apply standard tools and techniques in developing a project management plan, including a work breakdown structure, project budget, probability impact analysis of risks, quality control measures, and preparation of a statement of work.

Prerequisite: T8010: Project Management.

CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

T8040-01	Raymond Murphy	8 sessions	\$910
Monday, Wednesday	November 30-December 23	6:30-9:30 p.m.	

Put into action the skills you've learned in the previous two courses. As part of a team, you will develop and complete a plan for a four-week project. As you go along, your team will provide updates to "management." At the end of the course, your team will formally present its project deliverables.

Prerequisite: T8024: Project Management Tools and Techniques.

PMP® PREP COURSE

T8001-01	Raymond Murphy	4 sessions	\$1,260
Saturday	November 7-December 5	9 a.m.-4 p.m.	

No class November 28.

Hofstra University Continuing Education's PMP® Prep Course – for experienced project managers – is structured to prepare students to pass the PMP® exam to earn the Project Management Professional certification offered by PMI. Students taking the course should plan to take the PMP® exam as soon as possible after completing the course. Each student is expected to apply during the course for PMI permission to sit for the exam. Help will be provided in completing the application. The course covers the five life cycle process groups, 10 knowledge areas, and 47 project management processes of the *PMBOK Guide* (Sixth Edition), plus a section on professional ethics. In addition, material frequently asked on the exam but not covered in the *PMBOK Guide* is included.

COGNITIVE SKILLS FOR JOB SEEKERS AND HIRING MANAGERS

T8003-01	Raymond Murphy	1 session	\$240
Saturday	December 12	9 a.m.-5 p.m.	

As the job market becomes more competitive, companies are applying tools and techniques to qualify applicants. The techniques used often employ the use of cognitive aptitude tests embedded within the application process, either electronically or as part of an in-person interview. Individuals who apply for a job online may find themselves suddenly immersed within a battery of short, time-bound exams that are designed to determine how well an individual will fit within an organization. This course aims to help prospective employees approach these tests and achieve successful outcomes. It also delves into how employers use these test results in making hiring decisions.

REAL ESTATE

REAL ESTATE SALESPERSON'S QUALIFYING COURSE (APPROVAL NUMBER F0117)

H5125-01 Staff 13 sessions \$560
Monday, Wednesday September 14-October 28 6:30-9:30 p.m.
No class October 5.

The real estate salesperson's qualifying course is required by the Department of State as a prerequisite for its licensing exam. Individuals who pass the course and the state exam are then qualified to work under the sponsorship of a licensed broker in New York state. Topics include real estate instruments, law of contracts, real estate finance, closings and closing costs, law of agency, license law and ethics, valuation and listing procedures, human rights and fair housing, land use regulation, and real estate math.

Fulfilling the requirements established by the New York State Department of State, Division of Licenses, this course consists of 75 hours of lecture, a review session, and a final examination. To earn a certificate, a student must attend a minimum of 70.5 hours in the lecture portion of the course and pass the final exam. If the student does not meet the 70.5-hour minimum, the entire course must be repeated. (New York state specifically denies the right to fulfill attendance by attending only "makeup" lectures.)

Required Textbook: *Modern Real Estate Practices in New York for Salespersons*, 13th Edition, Dearborn Real Estate Education, ISBN: 978-1475486414

Note: Course registrants must be 18 or older.

REAL ESTATE TITLE CLOSING

zoom

H5135-01 Christine Raffa-Seip 5 sessions \$525
Wednesday October 21-November 18 6:30-9:30 p.m.

A successful real estate or mortgage closing is often the result of knowledgeable and competent title closers working together with legal professionals. As an essential part to a closing, a title closer can often earn hundreds of dollars a day. This practical course familiarizes students with documents, procedures, and problems that may arise in a title search, along with the varying fees, transfer and mortgage taxes, and other charges collected by the title company at a closing.

NOTARY PUBLIC TEST REVIEW

H3410-01 Lesli Hiller 1 session \$120
Wednesday November 4 6-10 p.m.

Becoming a notary public makes you a more valuable employee. Although the work of a notary is often unheralded, it is crucial to most legal transactions. Surprisingly, however, to earn a notary license, you are only required to pass an easy-to-prepare-for test. This short course teaches you everything you need to know – both statutes and judicial decisions – about the law governing the practice of the notary public in New York state. This course prepares students for the notary exam and can be a helpful review of rights and responsibilities for current notaries.



Powered by
Leap EDU[®]

Real Estate Education Built to Fit Your Life

Hofstra University has partnered with **Leap EDU[®]**, one of the region's leading independent real estate schools, to offer a wide range of high-quality, New York state-approved real estate professional training courses on the Hofstra campus. Hofstra and Leap EDU[®] are reinventing the way people pursue licensing and grow their careers in real estate today ... with flexible course schedules that fit your lifestyle, and exclusive online tools that help you plan your classes and track your progress!

Program Offerings

New York State 75-hour Real Estate Salesperson Course

Launch your career the easy, convenient way! We break down the 75-hour course into 20 classroom sessions that can be taken in any order. Register for and begin classes on any day – classes are offered three times a day, five days a week. Begin the course at no cost or obligation with our Pass & Pay package!

NAR Designation and Certification Courses

We are the only non-association in NYS approved to offer the highly sought-after designations and certifications offered by the National Association of REALTORS[®] (NAR).

Back-2-Basics Continuing Education Courses

Our Back-2-Basics Continuing Education classes allow students to sit in on our Salesperson Course to attain required CE credits. You are able to attend CE classes whenever it fits your schedule.

Exclusive Solar Specialist Course

The Green EDU Solar Specialist Course covers all the issues involved in creating solar-powered homes, as well as buying and selling these properties – the only designation of its kind offered in the United States.

For more information and advisement on course selection and requirements, please call **516-453-0520** or **516-463-7200** or email **hofstrace@leapedu.com**.

Visit **leapedu.com/HofstraCE** for program details.

SCHOOL FACILITIES SAFETY AND SECURITY

The School Facilities Safety and Security Certificate Program, in conjunction with the Nassau County Chapter of the New York State Association for Superintendents of School Buildings and Grounds, provides professional development to school facilities leaders, as well as school staff interested in school facilities management careers, or those pursuing a better understanding of the field.

Coursework focuses on the budgetary challenges and the complex rules and regulations faced by school district leaders.

Courses may be taken on an individual basis without participating in the certificate program.

For more information and advisement on course selection and requirements, please call **516-463-7200** or email **ce@hofstra.edu**.

SCHOOL FACILITIES SAFETY AND SECURITY CERTIFICATE PROGRAM

Required Courses:

H3421: Building Cleaning and Maintenance

H3422: Management

H3423: Organizational Structure of the School District

H3424: Safety

H3425: Business Functions

H3426: Construction

H3427: Energy Management

H3428: Indoor Air Quality and Green Cleaning

BUILDING CLEANING AND MAINTENANCE

H3421-01	Craig Cammarata	5 sessions	\$380
Tuesday	October 13-November 10	7-9:30 p.m.	

Review the steps for having an appropriate preventive maintenance program in place, cleaning a school building, performing school facility inspections, making long-range maintenance plans, and related topics, while examining the cost impact of an effective preventive maintenance program.

MANAGEMENT

H3422-01	Patrick Pizzo	5 sessions	\$380
Tuesday	November 17-December 15	7-9:30 p.m.	

Review management techniques, union contracts, and public speaking, as well as how to supervise civil service employees; how to counsel, reprimand, and dismiss employees; how to conduct an interview and perform evaluations; how to conduct meetings; how to prepare reports and PowerPoint presentations; and related areas. You'll also review how to codify all the functions related to the position of director of facilities into an effective plan for implementation.

ORGANIZATIONAL STRUCTURE OF THE SCHOOL DISTRICT

H3423-01	Robert Gorman	2 sessions	\$380
Saturday, Sunday	October 17, 18	8 a.m.-2:15 p.m.	

Gain a comprehensive understanding the hierarchy within the public school system, including the school board, superintendent, assistant superintendents, principals, teachers, PTAs, union groups, students, and other constituents.

SAFETY

H3424-01	Peter Laduca	2 sessions	\$380
Saturday	November 7, 14	8 a.m.-2:15 p.m.	

Review safety regulations that apply to New York state public schools, including AHERA, BCS, AVI, lockout/tagout, confined space, PPE, noise control, ergonomics, SAVE regulations, response actions, supervising security staff, and related areas. Learn how to establish an effective system to implement, monitor, and control a safety program.

SOCIAL MEDIA

SEO: WHAT YOU NEED TO KNOW

Zoom

H1110-01	Jerry Allocca	1 session	\$100
Tuesday	October 6	10 a.m.-noon	

Update your internet marketing skill set with this SEO course for beginners, taught in plain English. Learn about today's SEO practices, and discover how to rank higher on search engines and be more visible when people are searching for what your company or organization specializes in. Find out how search engines rank webpages using on-page and off-page factors; learn how to avoid violations; and explore 27 proven ways to create magnetic content that will build valuable links and get other sites to send traffic to your page.

HOW TO MEASURE THE SUCCESS OF DIGITAL AND SOCIAL MEDIA

Zoom

H1111-01	Jerry Allocca	1 session	\$100
Tuesday	October 20	10 a.m.-noon	

One of the biggest questions facing business owners is, "What is the return on investment of my social media efforts?" Google Analytics helps answer that question by showing small business owners the origins of their website traffic. This class will help these businesses get the most out of Google Analytics and help them better target their audience.

CONTENT MARKETING: 27 PROVEN CONTENT STRATEGIES TO GET YOU LIKED, SHARED, AND HUMMING WITH TRAFFIC

Zoom

H1124-01	Jerry Allocca	1 session	\$100
Friday	October 16	10 a.m.-noon	

Advance in your current career and/or update your career skill set with the latest and greatest trend in internet marketing. Step by step, and backed by client success stories, the instructor presents 27 ways to create magnetic content that sticks, make brands more memorable, and add online visibility to your organization. You'll leave the workshop with ideas that you can implement right away!

HOW TO BUILD YOUR BRAND

Zoom

H1241-01	Sandra Mardenfeld	2 sessions	\$100
Friday	October 30, November 6	11 a.m.-noon	

Find your niche or platform and learn how to use social media effectively to promote your brand. The class also explores how to design and create content that reinforces your brand for your personal website.

SPECIAL EDUCATION

CAMPUS CONNECTIONS

U0015-01 Staff 8 sessions \$800
Tuesday September 15-November 3 10 a.m.-2 p.m.

Hofstra University Continuing Education, in collaboration with Community Mainstreaming Associates (CMA), offers classes for young adults (18+) with autism spectrum disorder, developmental delays, or intellectual disabilities. All classes and activities take place on the Hofstra campus. The program allows young adults to have inclusive interactions with peers on campus, and to connect with many campus resources, based on their individual interests and career goals. Students will become acquainted with campus life by dining at the Mack Student Center; visiting the Hofstra Bookstore and Hofstra University Museum of Art; meeting with members and coaches of Hofstra's athletic teams; and exploring the athletic facilities. A comprehensive social skills curriculum, which includes exercises and class discussions, as well as daily interactions with different student groups on campus, will help students feel comfortable in a campus setting.

For more information, please contact Jackie Schmitt at **516-463-7139** or jackie.r.schmitt@hofstra.edu.



SPORTS JOURNALISM AND BROADCASTING

The fundamentals of the rapidly growing field of sports journalism include having research and interviewing skills, being organized and prepared to go on the air, and knowing how to write for radio and television. Aspiring broadcasters learn the basic skills to succeed in the television and radio industry, with lessons from professionals who have broadcast on every level and handled all types of stories, including news, sports, and entertainment.

Courses may be taken on an individual basis without participating in the certificate program.

Registrants must be 12-18 years old.

For more information and advisement on course selection and requirements, please contact Michael Chisena at **516-463-5909** or michael.chisena@hofstra.edu.



SPORTS JOURNALISM AND BROADCASTING CERTIFICATE PROGRAM OPTIONS:

- In-Person Training Program (held at Hofstra University's Oak Street Center)
- Virtual Training Program (powered by Zoom Video Conferencing)

For details, refer to ce.hofstra.edu/sportsjournalism.

PREPARING AND CONDUCTING SPORTS-RELATED INTERVIEWS

zoom

H0810-01	Staff	4 sessions	\$280
Wednesday	October 21-November 11	6-8 p.m.	

\$25 early registration discount is available if you register by October 1.

Watching interviews on television, you have likely either been impressed with reporters' questions or were left wondering, "Why did they ask that?" In this course, you will determine what constitutes a good question and will learn how to organize notes and ask follow-up questions. You will also learn memorization techniques and will gain the confidence to be flexible with questions and interviews.

SPORTS PLAY-BY-PLAY FOR TV AND RADIO

zoom

H0825-01	Staff	2 sessions	\$280
Sunday	December 6, 13	9 a.m.-1 p.m.	

\$25 early registration discount is available if you register by November 15.

You will learn and master the fundamentals and record play-by-play segments for baseball, basketball, football, hockey, lacrosse, soccer, and more!

YOUTH PROGRAMS

SUMMER CAMP

For over 30 years, Hofstra Summer Camps has provided a safe, nurturing, and enriching environment for children of all ages. Hofstra's beautiful, 244-acre campus provides an enriching atmosphere for hours of fun, and we fully use the University's excellent indoor and outdoor athletic and cultural facilities. Days are full of excitement, socialization, and swim instruction. Hofstra Summer Camps teaches self-respect, courage, and responsibility, and our caring staff builds upon our campers' self-esteem, self-confidence, and character. This is a summer alternative that surpasses child care, one that captures our campers' special talents and helps them identify their goals and dreams.

Hofstra Summer Camps offers a broad spectrum of coed camps – with the flexibility to register for two, four, six, or seven weeks. Our goal is to assist in the development of the whole child – educationally, athletically, artistically, and socially. Our programs combine the excitement of Hofstra's varied curriculum with the professionalism and knowledge of our distinguished instructional staff.

The mission of the **Hofstra Learning Institute** is to teach and inspire young people to be creative and reach their academic potential. These camps are tailored to meet the varied interests of all students and are wonderful opportunities for students to challenge themselves in positive, enjoyable settings.

Hofstra Sports Academy Camps are the perfect summer choice for campers whose interests are strictly athletic. For campers entering grades 2 through 12, we offer Sports Academy Camps in basketball, lacrosse, wrestling, volleyball, soccer, softball, dance, tennis, and cheer, as well as a sports performance camp that takes place after the traditional camp day ends. All our Sports Academy Camps are supervised and run by Hofstra University's NCAA Division I coaching staff.

For more information, visit ce.hofstra.edu/camp or call **516-463-CAMP**.

NEW YORK BASEBALL ACADEMY

HOFSTRA IS HOME TO THE NEW YORK BASEBALL ACADEMY!

Players ages 7-18 can register for one through six weeks of ability-level instruction and take full advantage of Hofstra's turf baseball field, indoor practice bubble, and Olympic-sized swimming pool.

Learn why the New York Baseball Academy at Hofstra University can make the difference in a youngster's baseball career!

Call **516-463-CAMP** or visit hofstra.edu/nyba.

SATURDAY CLASSES

Saturday Classes for Young People offers more than 60 courses in academics, arts, and athletics for students aged 3 to 18, so there is something for everyone. Utilizing the rich resources of Hofstra University, including technologically advanced classroom buildings, state-of-the-art computer labs, art studios, theaters, and an Olympic-sized swimming pool, these courses help young people explore their interests. Exciting courses include video game design, aquatics, theater workshops, language arts, math, and test preparation. Also included in the Saturday youth program is the Hofstra Gifted Academy for academically advanced students.

For more information, visit ce.hofstra.edu/youth or call **516-463-7400** to request a brochure.

PEIR

PERSONAL ENRICHMENT IN RETIREMENT

What is PEIR?

Simply put, PEIR provides opportunities for intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals. Bring your curiosity, opinions, expertise, and passions – and share them with like-minded individuals who thirst for learning, meaningful social interaction, and stimulation in a lively, dynamic environment unique to a university setting.



How does PEIR work?

Classes, discussion and interest groups, volunteer opportunities, social events, and outings are planned and facilitated by PEIR members and guest speakers. PEIR members set the agenda, and new offerings are added each semester.

What does PEIR offer?

PEIR offers exposure to or immersion in the subjects, events, issues, and trends that you care about – whether your interests are in literature, history, religion, philosophy, natural sciences, political and social sciences, performing arts, visual arts and architecture, economics, finance, or technology.

Who attends PEIR meetings and events?

You'll find a diverse mix of vibrant and intelligent people. Like you, they view retirement as a time for interests they couldn't explore while working or raising their families. PEIR members are friendly, welcoming, and open to new experiences.

Program Benefits:

- Convenient schedule ... meetings are held weekdays from 10 a.m. to 2:15 p.m.
- Access to many of the resources of a major university.
- Social opportunities.
- The stimulating, engaging retirement you've waited for.
- An opportunity to learn new skills, develop latent talents, and make the most of retirement near your home.

Who should enroll in PEIR?

Enthusiastic adults who are eager to make the most of an active retirement while learning and socializing with others who are determined to stay young in body, mind, and spirit!

For more information, call **516-463-7200** or email **PEIR@hofstra.edu**.

REGISTRATION

You may register online or via telephone. Tuition and fees are to be paid in full at the time of registration.

TUITION AND FEES

- Tuition as listed with each course description.
- Materials fees, etc., as listed with course description.

Other Fees and Charges

- Certificate reprint: \$15
- Returned check/declined credit card: \$35
- Transcript: \$5
- Adult CPR/AED Certification card replacement: \$30

Payment Methods

Tuition and fees are to be paid in full at the time of registration. Acceptable forms of payment are personal check, bank check, money order, and major credit card (MasterCard, Visa, or American Express). Cash, second- or third-party checks, and credit card checks are not accepted. Checks must be made payable to Hofstra University, in U.S. dollars and drawn on a U.S. bank. When paying by check, you authorize check payments to be processed as Automated Clearing House ("ACH") transactions, which immediately debit the account. The process will read the information from a paper check and convert it to an electronic payment or debit transaction. The result is that funds may be withdrawn from your account as soon as we receive your payment, and you will not receive your check back from your financial institution. For online registration, only credit cards or electronic checks are accepted as payment.

**Note: Money orders and bank-certified check payments cannot be used for online registration.*

Veterans

Various programs have been approved by the Department of Veterans Affairs for tuition reimbursement to eligible veterans. For information, call **1-888-GI-BILL-1 (1-888-442-4551)**. Hofstra University does not guarantee reimbursement and urges you to check course approvals. For rules and regulations, please visit ce.hofstra.edu/veterans.

ACCES-VR

New York State Education Department ACCES-VR (formerly known as VESID) vouchers are accepted. For inquiries or an application, please contact Stacey Kerins at **516-463-6333** or stacey.kerins@hofstra.edu.

Tax Deduction for Education

Under certain circumstances, educational expenses undertaken to maintain or improve job skills may be deductible for income tax purposes. Also, education assistance under an employer's education plan may be considered nontaxable income. Students are advised to bring this to the attention of their tax advisor or accountant.

COURSE CHANGE/WITHDRAWAL/REFUND PROCEDURES

Add/Drop

Students registered for Continuing Education courses may request to add one course and drop another by sending an Add/Drop/Withdrawal Form to the Continuing Education Registrar's Office via postal mail or fax at **516-463-4836**.

Certificate students must obtain their advisor's approval prior to making schedule changes. The **Add/Drop/Withdrawal Form** can be found at ce.hofstra.edu/forms.

Refunds for Canceled Courses

Hofstra University Continuing Education reserves the right to cancel courses or adjust curriculum. Typical reasons for course cancellation include insufficient enrollment, withdrawal of the instructor, or inability to schedule appropriate instructional space. If you are registered for a course that is canceled, Continuing Education will notify you by telephone or email. You will be asked if you wish to register for a different course or if you wish a full refund of tuition and fees. Refunds will be issued only in the original form of payment.

Refunds for Hofstra Summer Camps

Call **516-463-CAMP** for details.

Withdrawal and Refunds

All programs are subject to a \$25 fee for withdrawing before the program begins. No refunds will be issued after the program's

start date. To request a refund, students must complete the Add/Drop/Withdrawal Form and forward it to the Continuing Education Registrar's Office. For additional information about the refund policies and procedures, and to download the Add/Drop/Withdrawal Form, please visit ce.hofstra.edu/refund.

Paralegal Studies Program Tuition Refund and Withdrawal Policy

For information about the Paralegal Studies Program's tuition refund and withdrawal policy, please refer to the *Paralegal Studies Student Handbook* or contact Stacey Kerins at **516-463-6333** or ce-paralegal@hofstra.edu.

ADMINISTRATIVE POLICIES

Transcripts

Noncredit students may request a transcript through the Continuing Education Registrar's Office. Continuing Education official transcripts will be mailed to the student's home address or to a third party. Unofficial transcripts will be sent to the student via email. There is a nonrefundable fee of \$5 per copy, which must be paid by the student's own personal check, MasterCard, Visa, or American Express; cash is not accepted. All noncredit transcript requests must be made in writing by completing the Continuing Education Transcript Request Form. The Continuing Education and Paralegal Transcript Request Forms can be found at ce.hofstra.edu/forms and must be submitted with payment. Processing of requests takes approximately two business days.

Credit students must request a transcript from the Hofstra University Office of Academic Records; its Transcript Request Form can be found at hofstra.edu/academicrecords.

Changing Your Name or Contact Information

If your name, address, phone number, or email address changes at any time, please contact the Continuing Education Registrar's Office as soon as possible to request a CE Student Profile Change Form, or download the form at ce.hofstra.edu/forms. Some change of information requests require verification. Please be prepared to provide a valid government-issued photo identification card or legal documentation.

GENERAL INFORMATION

Please note that it is important for us to have your current contact information so that you will receive all important letters and notices from Hofstra University Continuing Education.

Registration Confirmation

A registration confirmation will be sent to the email address on record at the time of registration. This email will contain the schedule and classroom location for your class. Please retain this confirmation for your records.

Admission to Class

All persons wishing to attend any course or event offered by Hofstra University Continuing Education must be properly registered. Be prepared to show a current-term schedule confirmation to the instructor for admission to any class. If you have not received your schedule confirmation or have forgotten or lost it, you may be admitted to class if your name appears on the course roster.

HOFSTRA UNIVERSITY BOOKSTORE

The Hofstra University Bookstore is located in the Mack Student Center, North Campus. Please visit hofstra.bncollege.com or call **516-463-6654** for more information.

DISCIPLINE

Hofstra University reserves the right to refuse enrollment in or admittance to any Continuing Education course to any student who engages in conduct deemed by Hofstra, in its sole discretion, as interfering with the learning experience or safety of any person in the Hofstra community. Laws prohibiting harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status, or any other legally protected status are observed and enforced. Students are expected to familiarize themselves and comply with academic regulations and established practices of the University and Continuing Education. If, pursuant to such regulations or practices, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.

POLICY ON STUDENT CONDUCT

Introduction

Students enrolled in noncredit courses at Hofstra University Continuing Education can take advantage of the privileges afforded to all members of the Hofstra academic community for the duration of their enrollment, including access to facilities and assistance from faculty members and staff. Students must comply with all applicable Hofstra rules and policies governing student conduct.

Policy Statement

Students enrolled in noncredit courses are expected to demonstrate appropriate professional and personal behavior in the classroom, on campus, at on-site visits, at internships, and in other situations applicable to their role as noncredit Hofstra students. They are expected to practice civility and respect in their interactions with others in the University community; to abide by the principles of academic integrity; to represent honestly their noncredit status at the University; and to refrain from conducting themselves in ways that compromise the reputation, academic processes, or regular operations of the University.

Behavior subject to disciplinary action includes behavior that violates University rules of conduct, the policies of Hofstra University, or any local, state, or federal laws, as well as conduct deemed by Hofstra to not comply with the expectations described in this policy or to interfere with the learning experience, safety, or well-being of any person in the Hofstra community, wherever any such behavior occurs. Examples of conduct that is subject to review include, but are not limited to, harassing students, faculty, and staff members; contributing to an unsafe environment; interfering with academic classes or events; disrupting University functions, programs, and activities; compromising the academic or administrative process by making excessive and unreasonable demands on faculty or administrative staff; accessing or using Hofstra facilities or files (including electronic files) without authorization; jeopardizing the health, well-being, or safety of any member of the Hofstra community; causing damage to University facilities, property, or equipment; and the inappropriate use of University electronic services (e.g., running a business, spamming, and any form of electronic/email harassment).

DISCIPLINARY SANCTIONS

Adult Programs: Students engaging in violations of this policy may be directed by Hofstra faculty or staff to leave the classroom or other educational setting immediately. Any student determined by the head of the department to have engaged in violations of this policy shall be subject to the imposition of further sanctions, such as, but not limited to, suspension from the course for a stated period, dismissal from the course or program, prohibition from future enrollment, and notation on the student's record. Hofstra shall have sole discretion in determining whether a violation of this policy has occurred. The student may request an appeal of the sanction, in writing, within seven (7) days of notice of the sanction. The divisional dean will review the appeal and render a decision, which shall be final and binding.

Youth Programs: I understand and agree that my child will comply with the University's rules, standards, and instructions. I understand that the University and its agents and employees have the right to enforce its standards and may at any time terminate my child's participation in youth programs for failure to maintain these standards or for any conduct that the University or its agents consider to be incompatible with the interest and welfare of the other students or the University. I understand that I will not be entitled to any refund if my child's participation in youth programs is terminated as described in this paragraph.

CELLPHONE USE – ADULT PROGRAMS

Students are NOT permitted to use cellphones during program activities.

CELLPHONE USE – YOUTH PROGRAMS

Students are NOT permitted to use cellphones during program activities. Students who violate this policy will be removed from the program, and their parent/legal guardian will be notified. No refunds and/or credits will be issued if a student is removed from any program due to a violation of this policy. In case of an emergency, students/campers may request permission from the counselor/instructor to make a phone call to their parents.

Parking

There are no parking restrictions on campus after 5 p.m. However, before 5 p.m., Continuing Education students must observe the University's parking lot restrictions. Parking restrictions can be found on the Hofstra University Public Safety website at hofstra.edu/parking.

Student Advising

Continuing Education program directors and Student Services staff are available to assist you in deciding which program(s) or course(s) will best meet your educational, personal, and professional goals. For advisement, please call **516-463-7200**.

Weather Emergency

Continuing Education may cancel courses due to a weather emergency, even when Hofstra University remains open. Call the Continuing Education offices at **516-463-7200**, Public Safety at **516-463-6606**, or Hofstra's Weather Hotline at **516-463-SNOW** for accurate information.

Questions?

If you have any questions or concerns, please contact us at ce@hofstra.edu or **516-463-7200**.

Disclaimer

The information contained within this publication, including schedules, instructor assignments, tuition, and fees, is subject to change without notice at the sole discretion of Continuing Education. For the most up-to-date information, please visit the Hofstra University Continuing Education website at ce.hofstra.edu. Hofstra University is not responsible for errors or omissions in this publication.

Please note: Our first priority is the health and safety of all members of the Hofstra community. We will be guided by local and state public health leaders, and may need to change event schedules and formats, as is deemed necessary.

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NONDISCRIMINATION POLICY

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status (characteristics collectively referred to as "Protected Characteristic") in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act, and other applicable federal, state, and local laws and regulations relating to nondiscrimination ("Equal Opportunity Laws"). The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws, other aspects of Hofstra's Nondiscrimination Policy, or regarding Title IX as it relates to reports against employees or other nonstudents, should be directed to the Equal Rights and Opportunity Officer, who also serves as the Title IX Officer for Employee Matters, at HumanResources@Hofstra.edu, **516-463-6859**, 205 Hofstra University, Hempstead, NY 11549. Student-related questions or concerns regarding Title IX should be directed to the Title IX Officer for Student Issues at StudentTitleIX@Hofstra.edu, **516-463-5841**, 127 Wellness & Campus Living Center, Hempstead, NY 11549. For additional contacts and related policies and resources, see hofstra.edu/eee.

CAMPUS CRIME REPORTING AND FIRE SAFETY STATISTICS

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at hofstra.edu/campusafetyreport or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at ope.ed.gov/security. The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the U.S. Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at **516-463-6606**.

HOFSTRA UNIVERSITY HARASSMENT POLICY

Hofstra's prohibition against discrimination is also addressed in Hofstra's Harassment Policy. The Harassment Policy prohibits harassment – including sexual harassment and sexual violence – based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status. Hofstra University is committed to professional and interpersonal respect ensuring that no individuals are subjected to harassment or discriminated against in any way on the basis of any of these protected characteristics. Harassment based on any of these protected characteristics is a form of discrimination prohibited by law and by Hofstra University's Harassment Policy. The Harassment Policy, which is available online at the link referenced below, contains complaint procedures for resolving complaints of harassment in violation of Hofstra's Harassment Policy. Harassment policy link: hofstra.edu/harassment

HOFSTRA CULTURAL CENTER

Educate-Engage-Entertain

The Hofstra Cultural Center is an internationally renowned organization that coordinates and hosts conferences and symposia, speakers series and performance arts.

For an up-to-date listing of events, times and locations, please visit events.hofstra.edu or call the Hofstra Cultural Center at **516-463-5669**.



HOFSTRA UNIVERSITY®

