



HOFSTRA UNIVERSITY®  
CONTINUING EDUCATION

## SPRING 2011 BULLETIN

A photograph of a university campus in spring. In the foreground, there are several pink tulips in bloom. To the right, a large tree trunk is visible. In the background, there is a green lawn, a white building, and a sculpture of a horse's head. The sky is bright and clear.

**Advance your career.  
Enrich your mind.  
Change your life.**

## CHECK OUT OUR SPECIAL SUMMER PROGRAMS!

### SUMMER SPORTSCASTING INSTITUTE 2011

Taught by professional sportscasters with decades of experience in New York television and radio broadcasting, this interesting (and fun) institute teaches the fundamentals of sportscasting, including interviewing, writing, announcing, commentary and professional presence.

Please check our website, [ce.hofstra.edu/sportscasting](http://ce.hofstra.edu/sportscasting), for dates for the Teen and Adult Summer 2011 Sportscasting Institutes.

### WANT TO LEARN MORE ABOUT SPORTSCASTING? Join us at a FREE Information Session:

Wednesday, January 12, 2011, 6-7 p.m.

Tuesday, February 8, 2011, 6-7 p.m.

Wednesday, April 13, 2011, 6-7 p.m.

Thursday, May 5, 2011, 6-7 p.m.

Tuesday, June 14, 2011, 6-7 p.m.

To register or for more information, visit [ce.hofstra.edu/sportscasting](http://ce.hofstra.edu/sportscasting) or call **516-463-7800**.

### SUMMER WRITERS PROGRAM (July 5-15, 2011)

Hofstra University's two-week Summer Writers Program offers nine classes: Writing Poetry, Writing Fiction, Writing for Children, Writing Varieties of Nonfiction, Screenwriting, Writing Graphic Novels, Sports Writing, Writing the Novel, and Writing for Young Adults.

Choose one class and spend two intensive weeks learning from a master writer.

**With special sections for high school students, those in grades 9-12 can now be part of the Summer Writers Program.**

For more information, visit [ce.hofstra.edu/summerwriters](http://ce.hofstra.edu/summerwriters) or call **516-463-7600**.

## HOW CAN WE HELP?

For assistance with registration and transcripts, or for general information, call **516-463-7200** or e-mail [ce@hofstra.edu](mailto:ce@hofstra.edu).

For information about specific Continuing Education courses and programs:

### Call 516-463-7800 for:

- Bookkeeping
- Broadcasting and Sportscasting
- Business Credit Certificates
- Business and Management
- Certified Financial Planning
- Insurance Studies
- LEED/Green Building/Sustainability
- OSHA
- Real Estate Studies

### Call 516-463-7600 for:

- Deaf Studies
- Personal Enrichment
- Personal Trainer and Nutrition
- Post-Baccalaureate Premedical Credit Certificate
- Post-Baccalaureate Test Preparation

### Call 516-463-4688 for:

- Information Technology
- Project Management

### Call 516-463-CAMP for:

- Summer Camps

### Call 516-463-7400 for:

- Saturday Classes for Young People
- Pre-Collegiate Test Preparation

### Call 516-463-4824 for:

- PEIR (Personal Enrichment in Retirement)



## PROFESSIONAL DEVELOPMENT

### Business and Management

- LEED® (Leadership in Energy and Environmental Design) 2
- Occupational Environment, Health and Safety (OSHA) 5
- Insurance Studies 9
- Real Estate Studies 16
- Facilities Management 18
- Notary Public Test Review 18
- Certified Financial Planner 18
- Bookkeeping 20
- Small Business Management 22
- Not-for-Profit Series 23
- Careers and Transitions 24
- Consumer Education 26
- Forensics 27
- Broadcasting and Sportscasting 28

### Information Technology

- Health Care Information Technology 29
- Project Management and Implementation 32
- Web Design and Development 33
- Database Design and Development 36
- Networks and Systems 38
- Microsoft Office 38
- Object-Oriented Programming 40

### Paralegal Studies

43

### Deaf Studies/American Sign Language

45

Personal Trainer Studies 50

Post-Baccalaureate Test Preparation 52

Certificate and Licensing Programs 54

## PERSONAL ENRICHMENT

- Art 55
- Photography 58
- Writing 59
- Screenwriting and Film Studies 63
- Winetasting 64
- Foreign Languages 64
- Acting 66
- Self-Improvement 66
- Literature 69

## LIFELONG LEARNING

- PEIR (Personal Enrichment in Retirement) 70
- Saturday Classes for Young People 70
- Hofstra Summer Camps 71
- Pre-Collegiate Test Preparation 71

REGISTRATION AND GENERAL INFORMATION 72

ADMINISTRATION AND STAFF 80

## PROFESSIONAL DEVELOPMENT

### >> BUSINESS AND MANAGEMENT <<

For more information and advisement on course selection and requirements, please call **June Mullan** at **516-463-5014** or **516-463-7800** or e-mail [june.mullan@hofstra.edu](mailto:june.mullan@hofstra.edu).

---

### LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®)

---

Hofstra University and Everblue Training Institute have partnered to offer courses that lead to certification in Leadership in Energy and Environmental Design (LEED®). Developed by the U.S. Green Building Council (USGBC), LEED® is the most distinguished and widely accepted environmental design and green building certification.

Hofstra University is the only continuing education program on Long Island to offer a full range of LEED® courses designed to teach you everything you need to know about sustainable, green building practices. As these procedures become more popular — and in some cases mandatory — there isn't a better time to become LEED®-accredited and learn the business of sustainable construction. Whether you're a builder, designer or CEO, or you're simply interested in helping to preserve our environment, consider us your LEED® resource!

#### WHO WILL BENEFIT?

The program is designed for professionals who want to begin or enhance a career in sustainable design and construction — architects, builders, developers, contractors, interior designers, building owners, facility managers, realtors, planners, government officials, and property managers — as well as those who wish to improve their communities. Many courses are of interest to the general public.

#### WANT TO LEARN MORE ABOUT LEED®?

Join us at a **FREE Information Session:**

**Wednesday, January 19, March 9, April 27, 2011**

**6-7:30 p.m.**

**To register or for more information, visit [ce.hofstra.edu/LEED](http://ce.hofstra.edu/LEED) or call 516-463-7800.**

### LEED® EXAM REVIEW CLASSES

#### LEED® GREEN ASSOCIATE EXAM PREPARATION

H6050-51	Staff	2 sessions	\$595
Monday, Tuesday	February 7, 8	8:30 a.m.-5 p.m.	
H6050-52	Staff	2 sessions	\$595
Monday, Tuesday	March 21, 22	8:30 a.m.-5 p.m.	

This course includes a complete review of the LEED® rating systems, hundreds of simulated exam questions, worksheets, and strategies for passing the exam. This course is approved by the American Institute of Architecture (AIA) for continuing education credit.

## PROFESSIONAL DEVELOPMENT

### LEED® EXISTING BUILDING OPERATIONS AND MAINTENANCE EXAM PREPARATION

H6059-51	Staff	2 sessions	\$645
Thursday, Friday	April 7, 8	8:30 a.m.-5 p.m.	

This course is designed to help participants understand the LEED® Operations and Maintenance rating system for existing buildings. Learn how facility managers, property managers, energy managers, building owners, and others interested in operating buildings in a sustainable manner can save money as well as protect the environment and improve employee productivity. Only a fraction of the nation's infrastructure is replaced each year. For every building that is already in place, there is a huge opportunity to improve sustainability and energy efficiency.

### LEED® BUILDING DESIGN AND CONSTRUCTION EXAM PREPARATION

H6053-01	Staff	2 sessions	\$600
Thursday, Friday	March 31, April 1	8:30 a.m.-5 p.m.	

This course covers the largest and broadest of the U.S. Green Building Council's LEED® rating systems, LEED® BD+C, which applies to new construction and major renovations of existing buildings. Students learn the fundamentals of sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. The class includes a credit-by-credit overview of the LEED® rating system as well as a look into the processes and procedures associated with attaining LEED® certification for a building. This course is appropriate for architects, engineers, builders, contractors, developers, interior designers, landscape architects, lawyers, and finance professionals.

### BPI TRAINING AND ENERGY AUDITOR CERTIFICATION

H6054-51	Staff	5 sessions	\$1,595
Monday-Friday	January 24-28	8 a.m.-5 p.m.	
H6054-52	Staff	5 sessions	\$1,595
Monday-Friday	April 25-29	8 a.m.-5 p.m.	

This course provides nationally recognized Building Performance Institute (BPI) training and Energy Auditor certification and gives students the essential knowledge and credentials to perform a home or light commercial energy audit. BPI programs have been structured with one important premise in mind: the house is a system in which everything is connected. Learn important home energy inspection topics and prepare to pass the two-hour, 100-question written exam and the two-hour, one-on-one field exam (exam fees included in tuition).

*Check the Hofstra University Continuing Education website for information on upcoming BPI Building Envelope course and RESNET HERS courses.*

## PROFESSIONAL DEVELOPMENT

### BASICS OF SOLAR

H6055-51	Staff	1 session	\$300
Monday	April 11	8:30 a.m.-5 p.m.	

Learn the theory behind solar photovoltaics and solar thermal energy:

- History of PV (photovoltaic) technology, markets for PV, and types of PV systems
- PV safety hazards, installation safety and equipment
- Electrical and solar terminology
- PV performance characteristics and responses to environmental conditions
- How to conduct a site assessment
- Basic subsystem installations
- PV system inspection
- Troubleshooting PV systems

### BUSINESS OF SOLAR

H6056-51	Staff	1 session	\$300
Tuesday	April 12	8:30 a.m.-5 p.m.	

Learn the practical business aspects of renewable energy:

- Identify the role of primary and secondary energy sources in modern society.
- Classify useful energy conservation methods and ways to be energy efficient.
- Identify the PV industry and how much energy a PV system will produce.
- Recall the costs of organizing and staffing a solar business.
- Recognize effective sales strategies for a solar business.
- Distinguish between the benefits of using solar PV systems in the real estate market.
- Identify job opportunities in the photovoltaic industry and additional PV industry resources.
- Demonstrate an understanding of solar PV market suppliers.

**Scheduling Disclaimer:** The course hours published on this schedule represent contact hours only and are not inclusive of breaks, lunch or dinner. Total course hours are left to the discretion of the assigned instructors. The instructor is responsible for determining that the assigned course is delivered within all federal, state and local regulations.



**CHECK CE.HOFSTRA.EDU FREQUENTLY FOR NEW COURSES.**

## PROFESSIONAL DEVELOPMENT

### OCCUPATIONAL ENVIRONMENT, HEALTH AND SAFETY TRAINING

Hofstra University Continuing Education, in collaboration with American Safety Consultants, LLC, is proud to offer a comprehensive series of courses that help businesses meet the standards and requirements of the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA).

Safety training is an essential part of every employer's safety and health. Safety training classes help establish a culture in which employees themselves promote proper safety procedures. With Hofstra's OSHA and EPA courses, employees are able to immediately practice and apply new knowledge and skills on the job, making the workplace safer for everyone.

**For complete course descriptions, please visit [ce.hofstra.edu/OSHA](http://ce.hofstra.edu/OSHA).**

**Custom on-site training courses are also available.**

**To register or for more information, visit [ce.hofstra.edu/OSHA](http://ce.hofstra.edu/OSHA) or call 516-463-7800.**

**Scheduling Disclaimer: The course hours published on this schedule represent contact hours only and are not inclusive of breaks, lunch or dinner. Total course hours are left to the discretion of the assigned instructors. The instructor is responsible for determining that the assigned course is delivered within all federal, state and local regulations.**

LEAD RRP RENOVATOR INITIAL			
H6465-51	Staff	1 session	\$295
Friday	January 14	8 a.m.- 5 p.m.	
H6465-52	Staff	1 session	\$295
Friday	January 28	8 a.m.-5 p.m.	
H6465-53	Staff	1 session	\$295
Friday	February 18	8 a.m.-5 p.m.	
H6465-54	Staff	1 session	\$295
Friday	March 4	8 a.m.-5 p.m.	
H6465-55	Staff	1 session	\$295
Friday	March 25	8 a.m.-5 p.m.	
H6465-56	Staff	1 session	\$295
Friday	April 1	8 a.m.-5 p.m.	
H6465-57	Staff	1 session	\$295
Friday	April 29	8 a.m.-5 p.m.	
H6465-58	Staff	1 session	\$295
Friday	May 13	8 a.m.-5 p.m.	
H6465-59	Staff	1 session	\$295
Friday	May 27	8 a.m.-5 p.m.	

## PROFESSIONAL DEVELOPMENT

### OSHA 090-A: OSHA 10-HOUR CONSTRUCTION

H6408-51	Staff	2 sessions	\$250
Friday, Saturday	January 21, 22	7:30 a.m.-1 p.m.	
H6408-52	Staff	2 sessions	\$250
Saturday	February 12, 19	7:30 a.m.-1 p.m.	
H6408-53	Staff	2 sessions	\$250
Friday, Saturday	March 18, 19	7:30 a.m.-1 p.m.	
H6408-54	Staff	2 sessions	\$250
Saturday	April 9, 16	7:30 a.m.-1 p.m.	

### OSHA 100-A: OSHA 30-HOUR CONSTRUCTION

H6410-51	Staff	4 sessions	\$750
Saturday	February 5-26	7:30 a.m.-4 p.m.	

### OSHA 200-A: OSHA 30-HOUR GENERAL INDUSTRY

H6437-51	Staff	4 sessions	\$750
Saturday	March 5-26	7:30 a.m.-4 p.m.	

### SCF 090-A: SUPPORTED SCAFFOLD USER TRAINING

H6542-51	Staff	1 session	\$200
Friday	January 14	8 a.m.-noon	
H6542-52	Staff	1 session	\$200
Saturday	March 19	8 a.m.-noon	

### CONC 100-A: CONCRETE SITE SAFETY MANAGER

H6549-51	Staff	4 sessions	\$750
Thursday	January 13-February 3	7:30 a.m.-4 p.m.	
H6549-52	Staff	4 sessions	\$750
Saturday	March 19-April 9	7:30 a.m.-4 p.m.	

### ACES 1000 AND ACES 1100: OSHA INSPECTION AND RECORDKEEPING WORKSHOP FOR SUPERVISORS

H6570-51	Staff	1 session	\$75
Friday	January 28	9 a.m.-3 p.m.	
H6570-52	Staff	1 session	\$75
Friday	April 15	9 a.m.-3 p.m.	

## PROFESSIONAL DEVELOPMENT

### SSM 150-A: SITE SAFETY MANAGER REFRESHER/AWARENESS COURSE

H6540-51	Staff	1 session	\$225
Friday	February 4	9 a.m.-5 p.m.	
H6540-52	Staff	1 session	\$225
Saturday	April 2	9 a.m.-5 p.m.	

### DOT O10-A: DOT WORK ZONE SAFETY AWARENESS

H6560-51	Staff	1 session	\$150
Friday	February 11	8 a.m.-noon	
H6560-52	Staff	1 session	\$150
Friday	May 20	8 a.m.-noon	

### FALL O10-A: FALL PROTECTION HAZARD AWARENESS

H6530-51	Staff	1 session	\$150
Friday	February 11	1-5 p.m.	
H6530-52	Staff	1 session	\$150
Friday	May 20	1-5 p.m.	

### FIRE O10-A: FIRE PROTECTION AND PREVENTION AWARENESS

H6520-51	Staff	1 session	\$150
Friday	March 4	1-5 p.m.	
H6520-52	Staff	1 session	\$150
Friday	May 6	1-5 p.m.	

### SCF-200-A: SUPPORTED SCAFFOLD ERECTOR/DISMANTLER COURSE

H6544-51	Staff	4 sessions	\$595
Saturday	March 26-April 16	8 a.m.-5 p.m.	

### RESP O90-A: RESPIRATORY PROTECTION AWARENESS

H6480-51	Staff	1 session	\$150
Friday	March 4	8 a.m.-noon	
H6480-52	Staff	1 session	\$150
Friday	May 13	8 a.m.-noon	

### HAZ O10-A: HAZARD COMMUNICATION (HAZCOM)

H6460-51	Staff	1 session	\$150
Friday	January 21	1-5 p.m.	
H6460-52	Staff	1 session	\$150
Friday	March 11	1-5 p.m.	
H6460-53	Staff	1 session	\$150
Friday	May 6	1-5 p.m.	

## PROFESSIONAL DEVELOPMENT

### HAZ O5O-A: 24-HOUR HAZWOPER

H6463-51	Staff	3 sessions	\$550
Thursday	February 3-17	8 a.m.-5 p.m.	
H6463-52	Staff	3 sessions	\$550
Saturday	April 2-16	8 a.m.-5 p.m.	

### HAZ O4O-A: HAZWOPER REFRESHER (FRA/FRO/HMT)

H6462-51	Staff	1 session	\$250
Friday	February 25	8 a.m.-5 p.m.	
H6462-52	Staff	1 session	\$250
Friday	May 20	8 a.m.-5 p.m.	

### OSHA 65O-A: PERMIT REQUIRED CONFINED SPACE ENTRY COURSE

H6505-51	Staff	1 session	\$250
Saturday	February 26	8 a.m.-5 p.m.	
H6505-52	Staff	1 session	\$250
Saturday	April 19	8 a.m.-5 p.m.	

### OSHA 62O-A: BLOODBORNE PATHOGENS AND HEALTH CARE SAFETY

H6502-51	Staff	1 session	\$150
Friday	March 11	8 a.m.-noon	

### OSHA 6OO-A: ACCIDENT INVESTIGATION

H6500-51	Staff	1 session	\$150
Friday	January 21	8 a.m.-noon	
H6500-52	Staff	1 session	\$150
Friday	May 13	1-5 p.m.	

### OSHA 66OA: STANDARD FIRST AID AND ADULT CPR/AED

H6506-51	Staff	1 session	\$125
Saturday	May 14	8 a.m.-5 p.m.	

CHECK [CE.HOFSTRA.EDU](http://ce.hofstra.edu) FREQUENTLY FOR NEW COURSES.

## INSURANCE STUDIES

### INSURANCE LICENSING

#### INSURANCE BROKERS AND AGENTS QUALIFYING COURSE

H7110-51	Staff	33 sessions	\$990
Monday, Thursday	January 24-May 26	6:30-9:30 p.m.	
<i>No class February 21, April 18, 21.</i>			

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.

**Approved by the New York State Insurance Department.**

#### LIFE/ACCIDENT AND HEALTH INSURANCE AGENTS TRAINING COURSE

H7100-51	Steve Flood	10 sessions	\$295
Thursday	April 7-June 16	6-9 p.m.	
<i>No class April 21.</i>			

This New York state-approved licensing course provides the educational requirements for the New York State Insurance License Examination. The course consists of 26 hours in the classroom plus 28 hours of home study. Students must earn a minimum passing grade of 70 percent on the final exam in order to receive a certificate of completion. These requirements must be met before the state examination can be taken.

**Approved by the New York State Insurance Department.**

**A 10-percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses. Call June Mullan at 516-463-5014 for further information.**

### INSURANCE CONTINUING EDUCATION

#### Continuing Education Credits for Insurance Agents, Brokers and Consultants

The New York State Insurance Department 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 continuing education credit. Enforcement of this policy began with every license renewal or relicensing application processed after January 31, 2009.

Licensees must maintain records of completed continuing education courses and are held responsible if a course is repeated.

## PROFESSIONAL DEVELOPMENT

### When is CE required?

After your 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 credits of continuing education during each biennial licensing period.

Currently, there is no CE requirement for renewal of Independent Adjuster, Bail Bond, Mortgage Guarantee, Re-insurance 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 Insurance Department Continuing Education Program. All New York state-approved classroom courses are eligible for use in satisfying the 50-percent 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 Insurance Department at 518-474-6630 or [www.ins.state.ny.us](http://www.ins.state.ny.us) to verify which courses are required for your specific licensing needs. Each approved credit below represents a 50-minute hour; attendance is mandatory to achieve the required continuing education credits.*

**SPECIAL PRICING:** If you register for two 8-CE credit courses simultaneously, you will receive a \$60 tuition discount. When registering, please indicate the correct license number(s) and the exact name(s) of the license holder(s).

### IDENTITY THEFT (NYCR-217538)

H7962-51	Steve Flood	1 session	\$79
Saturday	January 22	9 a.m.-1 p.m.	4 CE credits

This course teaches the insurance professional how to prevent identity theft and what resources are available to victims in the event of an identity theft.

**Approved for the following licenses: C1, LA, LB, BR, C3, PA, PC**

### INSURANCE FRAUD (NYCR-217539)

H7963-51	Steve Flood	1 session	\$79
Saturday	January 22	1:30-5:30 p.m.	4 CE credits

This course explores what constitutes fraud, the societal cost of fraud, common fraud schemes and the importance of educating the general public. The insurance professional will learn what individuals, companies and government agencies can do to combat fraud.

**Approved for the following licenses: C1, LA, LB, BR, C3, PA, PC**

## PROFESSIONAL DEVELOPMENT

### ETHICAL DILEMMAS FOR THE INSURANCE PROFESSIONAL (NYCR-226439) NEW!

H7140-51	Steve Flood	1 session	\$170
Friday	January 28	9 a.m.-5 p.m.	8 CE credits

The purpose of this course is to teach insurance professionals how to make informed decisions when faced with ethical dilemmas. It is designed for insurance professionals, risk managers, agents and brokers.

**Approved for following licenses: C1, LA, LB, BR, C3, PA, PC**

### EXCESS LIABILITY: PERSONAL AND COMMERCIAL UMBRELLA COVERAGE (NYCR-226401) NEW!

H7141-51	Steve Flood	1 session	\$170
Friday	February 11	9 a.m.-5 p.m.	8 CE credits

This course explores the history of umbrella policies, the differences between various types of these coverage contracts, and their characteristics and purposes. It is designed for insurance professionals, risk managers, agents and brokers.

**Approved for following licenses: BR, C3, PA, PC**

### FLOOD INSURANCE - FUNDAMENTALS (NYCR-226181)

H7124-51	Steve Flood	1 session	\$170
Saturday	March 5	9 a.m.-5 p.m.	8 CE credits

The primary purpose of this course is to discuss the National Flood Insurance Program and how it relates to insurance professionals, risk managers, agents and brokers.

**Approved for the following licenses: BR, C3, PA, PC**

### MANAGING THE BUSINESS RISK OF INSURANCE FRAUD (NYCR-226659) NEW!

H7222-51	John Frizalone	1 session	\$170
Thursday	March 17	9 a.m.-5 p.m.	8 CE credits

This course is designed for insurance professionals and business owners who need to know how to detect fraudulent activity and how to minimize the risk and cost of insurance fraud. The course focuses on what is considered fraud in both legal and practical terms, the high cost of insurance fraud, how insurance professionals can reduce client exposure, what agents and brokers need to know to protect their clients, and which insurance products can best protect a business. Discussions center on fraudulent criminal cases of the 21st century in areas such as disability/illness and workers' compensation claims, health care, auto, property, and life insurance.

**Approved for following licenses: C1, LA, LB, BR, C3, PA, PC**

## PROFESSIONAL DEVELOPMENT

### INSURANCE COVERAGE FOR THE BUSINESS OWNER

NEW!

H7142-51	Ron Tucker	1 session	\$170
Saturday	April 9	9 a.m.-5 p.m.	8 CE credits

This course teaches students the business income and extra expense coverages that are provided under the business owner policy. In addition, detailed analyses of the Commercial Property Business Income and Extra Expense forms are furnished, as well as an explanation of how they fit into the package program. The course offers a thorough understanding of the Business Income worksheets and how to assist clients in the translation of pertinent financial information. Two substantial case studies help students translate theory into practice.

**Approved for the following licenses: BR, C3, PA, PC**

### NAVIGATING THE MAZE OF WORKERS' COMPENSATION LAWS AND PROCEDURES (NYCR-226711)

NEW!

H7223-71	John Frizalone	1 session	\$170
Friday	May 6	9 a.m.-5 p.m.	8 CE credits

This course is designed for both novice and experienced insurance professionals who are called upon to assist clients with the risk management challenges of workers' compensation and disability law and coverage. The curriculum is a blending of law and rating board procedure and its practical application to client risk management needs for both large and small accounts. Highlights of the course include the most up-to-date information and resources needed to navigate market availability, coverage, underwriting, claims, safety management and fraud.

**Approved for the following licenses: BR, C3, PA, PC**

## AICPCU PROGRAMS

### CHARTERED PROPERTY CASUALTY UNDERWRITERS (CPCU)

The CPCU program is recommended for experienced insurance personnel who have sufficient knowledge of insurance practices and some formal study of the insurance principles underlying those practices. This group includes individuals who have completed IIA associate designation programs, risk managers, safety professionals, accountants, attorneys, professors of finance and insurance, and recent graduates of schools of business, as well as other professionals whose jobs require an understanding of insurance contracts and functions.

#### Program Overview

In this eight-part CPCU program, students gain a broad understanding of property-casualty insurance with the choice of either a commercial concentration or personal risk management and insurance concentration. To complete the education requirements, students must pass eight national examinations.

#### CPCU Curriculum

The curriculum consists of 11 courses. A student must pass eight courses (five foundation courses, plus three from either the commercial or personal concentration) to earn the CPCU designation.

## PROFESSIONAL DEVELOPMENT

### FOUNDATION COURSES (all five are required):

**CPCU 500** – Foundations of Risk Management, Insurance and Professionalism

**CPCU 520** – Insurance Operations and Regulations

**CPCU 530** – The Legal Environment of Risk Management and Insurance

**CPCU 540** – Business and Financial Analysis for Risk Management and Insurance Professionals

**CPCU 560** – Financial Services Institutions

**Students choose the commercial or personal concentration and take all three courses in the chosen concentration.**

### COMMERCIAL CONCENTRATION (WITH PERSONAL SURVEY)

**CPCU 551** – Commercial Property Risk Management and Insurance

**CPCU 552** – Commercial Liability Risk Management and Insurance

**CPCU 553** – Survey of Personal Risk Management, Insurance and Financial Planning

### PERSONAL CONCENTRATION (WITH COMMERCIAL SURVEY)

**CPCU 555** – Personal Risk Management and Property-Liability Insurance

**CPCU 556** – Personal Financial Planning

**CPCU 557** – Survey of Commercial Risk Management and Insurance

*Note: Study materials for CPCU courses should be ordered from the American Institute by calling 800-644-2101. For more information about changes to the CPCU program, visit [www.aicpcu.org](http://www.aicpcu.org).*

#### CPCU 500: FOUNDATIONS OF RISK MANAGEMENT AND INSURANCE

H7300-51	Melinda Epstein	10 sessions	\$475
Tuesday	February 1-April 12	6:30-9:30 p.m.	
<i>No class February 22.</i>			

This course covers the fundamentals of risk management and insurance, and incorporates a practical study of professional ethics topics, including the CPCU Code of Professional Ethics.

#### CPCU 520: INSURANCE OPERATIONS AND REGULATIONS

H7305-51	Robert Bambino	11 sessions	\$355
Wednesday	February 2-April 13	6-8 p.m.	

Students gain an understanding of the various insurance functions, the interaction of these functions, and the role of regulation in the process of providing insurance products and services. Topics covered include an overview of insurance operations; regulation; distribution systems; underwriting property insurance; underwriting liability insurance and package policies; loss control and premium auditing; reinsurance; the reinsurance transaction; ratemaking principles and processes; insurer financial management; claims adjusting; property claims adjusting; property claims adjusting; and liability claims adjusting.

## PROFESSIONAL DEVELOPMENT

### CPCU 530: THE LEGAL ENVIRONMENT OF RISK MANAGEMENT AND INSURANCE

H7310-51	AnnMarie Rodriguez	15 sessions	\$475
Tuesday	January 25-April 5	6:30-8:30 p.m.	

*No class February 22.*

An understanding of law is essential for risk-management and property-casualty insurance professionals. With a concentration on contract law, students review legal topics such as torts, property law, and employment law as they pertain to risk management and insurance.

### CPCU 540: BUSINESS AND FINANCIAL ANALYSIS FOR RISK MANAGEMENT AND INSURANCE PROFESSIONALS

H7315-51	Steve Flood	10 sessions	\$475
Thursday	January 27-March 31	6:30-9:30 p.m.	

This course covers the basics of corporate finance, financial statements, sources of additional financial and nonfinancial information, financial statement analysis, working capital management, time value of money, discounted cash flow valuation, bonds and stocks, corporate finance, insurer investment strategies, insurer income and dividend policy, and insurer capital – needs and sources, capital structure of insurers, making capital investment decisions, and mergers and acquisitions.

### ASSOCIATE IN RISK MANAGEMENT (ARM)

Do you want that important ARM designation after your name? You can now prepare for the national examinations in a program developed by the organization that administers them, the Insurance Institute of America. Consisting of three courses that focus on the risk management process for coping with loss exposure, Hofstra's program is designed for professionals who are responsible for controlling and financing risks of loss in their companies or are involved with corporate or government safety, insurance producers or consultants, or underwriters seeking to sharpen their risk selections and loss-control recommendations.

### ARM 55: ESSENTIALS OF RISK CONTROL

H7925-51	George Massowd	12 sessions	\$359 (New Price)
Tuesday	January 25-April 26	6-8 p.m.	

This course provides further development and application of the guidelines for selecting risk management techniques introduced in ARM 54. Focus is on the final two steps of the risk management process: (1) implementing the selected risk management techniques and (2) monitoring the results for effective control and coordination of the organization's total risk management effort.

*Note: Study materials for ARM courses should be ordered from the American Institute by calling 800-644-2101.*

## PROFESSIONAL DEVELOPMENT

### ASSOCIATE IN CLAIMS (AIC)

Developed by the Insurance Institute of America, Hofstra's AIC program consists of four courses in claims management that will help you prepare for the national examination. The program is designed for experienced claims representatives, claims supervisors and examiners who have a strong knowledge of insurance claims practices (but have not had formal study of the insurance, legal and claim principles underlying those practices), as well as for all those in insurance and insurance-related occupations who work with claims.

#### INTRODUCTION TO CLAIMS

H7935-51	Robb Waldner	8 sessions	\$319
Thursday	February 10-March 31	6:30-8:30 p.m.	

This course presents a broad review of the functions of the claims department, claims representatives and claims management. The essential principles of insurance policy interpretation are explained. The majority of the course is devoted to the significant issues faced by claims representatives in handling auto physical damage, property, liability and workers' compensation claims. This course is recommended for a wide range of clerical, technical or supervisory employees with little or no training in or experience with insurance claims handling. Note: Study materials should be ordered from the American Institute by calling **800-644-2101**.

### PROGRAM IN GENERAL INSURANCE (INS)

Hofstra's INS program will help you build a solid foundation for a career in insurance and prepare for the national examinations. Developed by the Insurance Institute of America, the course is recommended for people in all insurance and insurance-related occupations who require an understanding of insurance contracts and functions. The program is designed for experienced insurance professionals with a working knowledge of insurance practices (but with no formal study of insurance principles). The program's three courses – Property and Liability Insurance Principles (INS 21), Personal Insurance (INS 22), and Commercial Insurance (INS 23) – are also some of the core requirements of several certificate and associate programs, most involving only three or four courses, such as the Associate in Insurance (AIS), Associate in Personal Insurance (API), and Associate in Commercial Underwriting (ACU).

#### INS 22: PERSONAL INSURANCE

H7945-51	AnnMarie Rodriguez	12 sessions	\$359
Wednesday	January 26-April 13	6:30-8:30 p.m.	

This course analyzes personal loss exposures and insurance coverage, including homeowners' dwelling and contents; personal liability; inland marine; auto; life; and health and government programs. Other course topics include an overview of loss exposures faced by individuals; analysis of personal insurance contracts relevant to these exposures; the use of personal risk management; the role of endorsements in modifying the insurance contract; the evaluation of human loss exposure; and the basics of financial planning. Note: Study materials should be ordered from the American Institute by calling **800-644-2101**.

## PROFESSIONAL DEVELOPMENT

### REAL ESTATE STUDIES

#### REAL ESTATE SALESPERSON'S QUALIFYING COURSE (APPROVAL NUMBER FO117)

H5125-01	Staff	26 sessions	\$450
Monday, Tuesday, Wednesday	January 31-March 29	6:30-9:30 p.m.	

*No class February 21, 22, 23.*

H5125-02	Staff	13 sessions	\$450
Saturday	February 5-May 21	9:30 a.m.-3:30 p.m.	

*No class February 19, April 23.*

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 each 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.)

*Note: Course registrants must be 18 years of age or older.*

The salesperson’s qualifying course is required by the Department of State as a prerequisite for its licensing exam (required by all persons wishing to become real estate salespeople). Individuals who complete this course and pass the course and 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, closing 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.

### REAL ESTATE LICENSING CONTINUING EDUCATION

#### NEGOTIATING THE COMMERCIAL LEASE: FOR ALL REAL ESTATE PROFESSIONALS

H5131-51	Alan Eidler	3 sessions	\$170
Tuesday	March 8-22	6:30-9:30 p.m.	

Negotiating commercial lease agreements is a complex and challenging process. This course examines every aspect of the negotiation process, including tenant self-help, non-disturbance, assignment and subletting, allocation of risk/liability, repairs/alterations, default provisions, common area maintenance, tenant right to audit, fire/casualty liability, compliance with laws, landlord’s consent, force majeure, mitigation of damages, tax certiorari, notices, security deposits, exclusives and guarantees, landlord and tenant goals, and silent lease issues. This course is approved for 7.5 CE hours.

**About the Instructor:** Alan Eidler is president and chief executive officer of Spiegel Associates, one of the largest privately held owners and managers of properties in the New York area. Spiegel Associates specializes in the acquisition, leasing, management, and development of retail, office, industrial and residential properties. Mr. Eidler is also president of the Institute of Real Estate at Hofstra University. Alan Eidler joined Spiegel Associates in 1988 after spending a decade with a Manhattan law firm. He leads a team of professionals and oversees and

## PROFESSIONAL DEVELOPMENT

*directs all acquisitions, development, financing, property management and leasing. He served as general counsel to Spiegel Associates from 1988 through January 2000. In February 2000 Mr. Eidler was named chief executive officer of Spiegel Associates until assuming his current role in January 2003. Alan Eidler served as co-chairman of the Association of Counsel to Real Estate Enterprise (ACRE) and served on the Advisory Board of Professional Office Building Management (1999-2003). He serves as a member of the New York State Bar Association Commercial Leasing Committee. He lectures for New York University (Real Estate Institute) and for Long Island University Real Estate Practitioners Institute. He also serves on the Advisory Board of Chicago Title Company and First American Title Company. He was a board member of Long Island University Real Estate Practitioners Institute from 2001 to June 2006. He served as president of the Association For A Better Long Island, Inc. from January 2004 until December 2005. He currently is vice chairman of the Association For A Better Long Island, Inc. and a member of its three-person executive committee. Mr. Eidler is a member of the International Council of Shopping Centers and a contributing source of model lease clauses to the monthly newsletter Commercial Lease Law Insider.*

### FUNDAMENTALS OF PROPERTY MANAGEMENT

H5141-51	Joe Sinnona	3 sessions	\$170
Tuesday	March 29-April 12	7-9:30 p.m.	

This course is designed to inform the real estate professional of certain aspects of property management. Topics include: introduction to property management, licenses and certification, pitfalls of property management, liability and insurances, customer/client bill of rights, list of professional services, forms and log review, setting up a management company, structure and legality for a company, day-to-day operations/problems, handling maintenance and vendors, marketing of property management companies, intake of new properties, setting up separate escrows, setting up an S corporation for property management, and landlord/tenant lease clauses. This course is approved for 7 CE hours.

### UNDERSTANDING THE “GREENING” OF REAL ESTATE SALES

H5142-51	Joe Sinnona	3 sessions	\$170
Monday	January 31-February 14	7-9:30 p.m.	

This course creates an understanding for the real estate professional of the impact of environmental laws, “green” terminology, energy efficiency, and landlord/tenant issues on real estate sales in the 21st century. This course is approved for 7.5 CE hours.

## REAL ESTATE TITLE CLOSING

### REAL ESTATE TITLE CLOSING

H5135-51	Lesli Hiller	6 sessions	\$450
Wednesday	March 30-May 18	6:30-9:30 p.m.	
<i>No class April 20, 27.</i>			

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 party to a closing, a title closer can often earn hundreds of dollars a day. This practical course familiarizes students with the documents, procedures, and potential problems that arise in a title closing, along with the varying fees, transfer and mortgage taxes, and other charges collected by the title company at a closing.

## PROFESSIONAL DEVELOPMENT

### FACILITIES MANAGEMENT

#### FACILITIES MANAGEMENT FOR SCHOOLS AND COMMERCIAL BUILDINGS

H3420-51	Michael Sheehan	4 sessions	\$199
Monday	March 7-28	7-9:30 p.m.	

This course covers areas of knowledge necessary to be an effective facility manager in a school or commercial building. Topics of discussion include: green cleaning, inspections, interviewing and evaluating maintenance employees, and safety and fire regulations. The instructor is a seasoned facility manager with more than 30 years of experience.

**View our entire list of OSHA and EPA courses in the *Occupational Environment, Health and Safety* section of this *Bulletin*.**

### NOTARY PUBLIC TEST REVIEW

H3410-51	Lesli Hiller	1 session	\$99
Saturday	January 29	10 a.m.-2:30 p.m.	
H3410-52	Lesli Hiller	1 session	\$99
Saturday	March 26	10 a.m.-2:30 p.m.	
H3410-53	Lesli Hiller	2 sessions	\$99
Monday, Wednesday	April 4, 6	7-9:30 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 about the law — both statutes and judicial decisions — governing the practice of the notary public in New York state. (If you're already a notary, taking this course can be a helpful review of your rights and responsibilities.)

### CERTIFIED FINANCIAL PLANNER (CFP)

Hofstra University, in association with the Certified Financial Planner Board of Standards Inc., offers an intensive program in financial services. This program prepares financial service professionals – accountants, attorneys, bankers, insurance agents, brokers and securities representatives – to better serve clients. Additionally, it prepares individuals with the educational requirements for a professional career in financial planning.

To qualify for the Certified Financial Planner (CFP) exam, students must complete six courses as follows: Fundamentals of Financial Planning, Risk Management and Insurance Planning, Investment Planning, Income Tax Planning, Employee Benefits and Retirement Planning, and Estate Planning. These six courses qualify students to take the comprehensive CFP exam available only through the CFP Board of Standards Inc. For information call **888-237-6275** or visit **cfp.net**.

## PROFESSIONAL DEVELOPMENT

*Note: Students are responsible for obtaining required materials and registering for the national examinations directly with the CFP Board of Standards. If you have questions about the program or would like to register, please call 516-463-7800.*

### FUNDAMENTALS OF FINANCIAL PLANNING

H4131-51	Anne Kehoe	12 sessions	\$595
Tuesday	February 1-May 3	6:30-9:40 p.m.	

*No class February 22, April 19.*

This course introduces students to the fundamental issues of personal financial planning. It is designed to provide students with an understanding of the financial planning process, the economic environment, the time value of money, the legal environment, financial analysis, and ethical and professional considerations in financial planning. The course is intended to be the first of a series of six 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.

### RISK MANAGEMENT AND INSURANCE PLANNING

H4132-51	Jack Chite	12 sessions	\$595
Tuesday	February 1-May 3	6:30-9:40 p.m.	

*No class February 22, April 19.*

This course introduces students to the application of insurance planning and risk management in personal financial planning. It is designed to provide students with 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.

### INCOME TAX PLANNING

H4134-51	John Spinelli	12 sessions	\$595
Tuesday	February 1-May 3	6:30-9:40 p.m.	

*No class February 22, April 19.*

This course introduces students to the application of income tax planning in personal financial planning. Its construct is based on the learning objectives specified by the Certified Financial Planner Board of Standards, Inc., and it is designed to provide students with an understanding of the fundamentals of income taxation, tax computations and concepts, tax planning, and hazards and penalties.

### INVESTMENT PLANNING

H4133-51	Gary Zucker	12 sessions	\$595
Wednesday	February 2-April 27	6:30-9:40 p.m.	

*No class April 20.*

This course introduces students to investment planning in the personal financial planning process. It is designed to provide students with an understanding of the concepts of investment regulation, client assessment, investment theory, environment and financial markets, strategies and tactics, modern portfolio theory and integration.

## PROFESSIONAL DEVELOPMENT

### EMPLOYEE BENEFITS AND RETIREMENT PLANNING

H4135-51	Steve Labiner	12 sessions	\$595
Wednesday	February 2-April 27	6:30-9:40 p.m.	
<i>No class April 20.</i>			

This course introduces students to the application of retirement planning and employee benefits in personal financial planning. Its construct is based on the learning objectives specified by the Certified Financial Planner Board of Standards, Inc., and it is designed to provide students with an understanding of ethical consideration, Social Security and Medicare benefits, retirement plan types, qualified plan characteristics, distributions and distribution options, group insurance benefits, other employee benefits, and analysis of retirement factors.

### ESTATE PLANNING

H4136-51	April Haupt	12 sessions	\$595
Thursday	February 3-April 28	6:30-9:40 p.m.	
<i>No class April 21.</i>			

This course is designed to provide students with an understanding of the fundamentals of estate planning, estate planning considerations and constraints, and the tools and techniques for general estate planning and special estate planning.

---

## BOOKKEEPING CERTIFICATE PROGRAM

---

Bookkeeping is the recording of all financial transactions undertaken by an individual or organization. The organization may be a business, charitable organization or local sports club. Bookkeeping 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. Individuals who borrow or lend money track how much they owe to others or how much is owed from others. The following courses must be completed in order to receive a Bookkeeping Certificate. Courses may also be taken on an individual basis.

### BOOKKEEPING I

H2115-51	Daniel Benjamin	9 sessions	\$499
Monday, Wednesday, Friday	January 31-February 18	10 a.m.-2 p.m.	
H2115-52	Skaistuole Mirinaviciene	6 sessions	\$499
Saturday	February 12-March 26	9:30 a.m.-3:30 p.m.	
<i>No class February 19.</i>			

This course introduces the principles of double-entry bookkeeping. Students learn the basics of preparing financial statements, how to analyze business transactions, working with a general ledger, preparing end-of-period worksheets and financial statements, and adjusting and closing entries.

## PROFESSIONAL DEVELOPMENT

### BOOKKEEPING II

H2116-51	Daniel Benjamin	9 sessions	\$499
Monday, Wednesday, Friday	March 2-March 21	10 a.m.-2 p.m.	
H2116-52	Skaistuole Mirinaviciene	6 sessions	\$499
Saturday	April 2-May 14	9:30 a.m.-3:30 p.m.	

*No class April 23.*

This course continues the student's study of bookkeeping. Emphasis is placed on specialized journals and ledgers. Other topics include 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 I*

### COMPUTERIZED ACCOUNTING USING QUICKBOOKS

H2117-51	Daniel Benjamin	5 sessions	\$449
Monday, Wednesday, Friday	March 23-April 1	10 a.m.-2 p.m.	
H2117-52	Skaistuole Mirinaviciene	4 sessions	\$499
Saturday	May 21-June 18	9:30 a.m.-3:30 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. They also acquire 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 learn how to create and customize QuickBooks reports and export them to Excel.

*\*Course fee is inclusive of QuickBooks software.*

### EXCEL FOR ACCOUNTING

H2118-51	Daniel Benjamin	3 sessions	\$149
Monday, Wednesday, Friday	April 4-8	10 a.m.-2 p.m.	
H2118-52	Skaistuole Mirinaviciene	1 session	\$99
Saturday	June 25	9:30 a.m.-3:30 p.m.	

This course introduces students to the tools used to customize reports in Excel. Topics include absolute vs. relative cell referencing, linking worksheets, database features, financial functions, creating charts, and interfacing reports with QuickBooks.

# PROFESSIONAL DEVELOPMENT

## SMALL BUSINESS MANAGEMENT

### THE FUNDAMENTALS OF SUCCESSFUL NEGOTIATIONS

H1445-51	Gerard McGuirk	1 session	\$49
Wednesday	April 6	6:30-9:30 p.m.	

Empower yourself with negotiation strategies and tactics that work. Develop skills that you can apply immediately, as you avoid common mistakes and stay in control. Topics to be covered include: how and when to make concessions, gaining leverage over your opponent, the power of questions, effective listening, and problem solving.

### MAXIMIZE YOUR PROFITS: ACCOUNTING FOR MANAGERS AND ENTREPRENEURS

H2125-51	Daniel Benjamin	4 sessions	\$159
Monday, Wednesday	May 2-11	7-9 p.m.	

All managers and business leaders need to be knowledgeable in accounting. By gaining an understanding of accounting, you can better plan, direct, control, evaluate, and ultimately modify your operations and processes in order to maximize your profits. This course starts with the “nuts and bolts” of accounting and builds to the understanding of financial analysis and financial statements (balance sheet, income statement and statement of cash flows). Learn to spot problems quickly so that you can correct them quickly. Concepts are reinforced through group exercise and group discussion.

### FUNDAMENTALS OF DATABASE DESIGN FOR BUSINESS

H1040-51	Robert Kohler	4 sessions	\$239
Saturday	January 22-February 5	Noon-3 p.m.	

A solid, working database is essential to the success of any size or type of business. In this course, students will use a jigsaw puzzle to learn about the interrelationships of information. They will also learn the fundamentals of database design; how to migrate data from Microsoft Excel to Microsoft Access; and how to design reports and forms. They will then use these skills to create an actual business database.

*Prerequisite: Basic PC knowledge*

### ADVERTISING, MARKETING AND PUBLIC RELATIONS FOR SMALL BUSINESSES AND NOT-FOR-PROFITS ... LEARN THE BASICS!

H1167-51	Alicia Steger	4 sessions	\$239
Wednesday	March 2-23	6-9 p.m.	

Does your small business or not-for-profit have a limited budget? Learn the basics of developing a simple, effective and economical marketing, branding and advertising campaign suited to your company or organizational needs.

#### Topics include:

- The basics of branding and advertising
- Basic advertising principles
- E-marketing and advertising strategies
- Writing an effective press release

## PROFESSIONAL DEVELOPMENT

- Developing accurate and effective media lists
- Planning and managing your advertising campaign
- Using websites as marketing tools

### MARKETING YOURSELF AND YOUR BUSINESS ONLINE

NEW!

H1174-51	Michael Aharoni	1 session	\$49
Saturday	March 5	10 a.m.-noon	

This workshop teaches the basics of establishing an online presence for yourself (if you are looking for a job) or your business (if you want to gain more customers). You will learn how to properly utilize the power of the Internet to make yourself and/or your business known. Topics include: reasons for establishing an online presence; creating a personal portfolio; creating an online marketing network; social networking sites; blogging; and resume building.

### START YOUR OWN BUSINESS

NEW!

H1160-51	Dan Benjamin	2 sessions	\$99
Tuesday, Thursday	April 12, 14	6:30-9:30 p.m.	

Thinking of starting your own business? Become an educated business owner by investing a few hours in yourself. This course will cover some of the basics of small business ownership. Topics to be covered include: incorporation vs. sole proprietorship, preparing a business plan, record keeping and tax obligations.

---

## NOT-FOR-PROFIT SERIES

---

### EARNED INCOME STRATEGIES: ENTREPRENEURIAL VENTURES IN THE NOT-FOR-PROFIT SECTOR

H1193-51	Paul Arfin, Ken Cerini	6 sessions	\$495
Monday	March 7-April 11	6:30-9:30 p.m.	

In these uncertain economic times, not-for-profit organizations face financial challenges that threaten their very survival. Some not-for-profits, however, are discovering new ways to increase their bottom lines by creating not-for-profit and for-profit entrepreneurial ventures within the current structure of their organizations. This course is designed for not-for-profit leaders, board members, and consultants, as well as individuals with business skills who want to assist not-for-profit organizations in identifying, considering, planning, and implementing income-generating ventures that diversify their funding sources while remaining consistent with their core missions. Students will learn about the legal and tax implications of business ventures, financing options, and how to prepare feasibility studies and business plans. The course includes guest panels composed of not-for-profit leaders who have developed entrepreneurial ventures, plus financial, legal and business experts, and organizational funders and lenders. Students will have the opportunity to develop their own venture ideas and present them to a panel of judges.

## PROFESSIONAL DEVELOPMENT

### NOT-FOR-PROFIT EMPLOYMENT AND VOLUNTEERISM

H1168-51	Paul Arfin	10 sessions	\$299
Wednesday	March 23-June 1	7-9:30 p.m.	

This course is geared toward individuals seeking greater purpose and meaning in their lives through employment or volunteerism in not-for-profit organizations. Participants will define personal mission statements and self-assessments and will learn about the myths and realities of the not-for-profit sector's challenges and opportunities. They will learn how to transfer their private sector employment skill sets into paid and volunteer full-time and part-time management, financial, administrative, technical, and advocacy positions. The course features many guest speakers and visits to not-for-profit organizations.

### GRANTWRITING IN A CHALLENGING ECONOMY

H1030-51	Debbi Honorof, Beth Levinthal	4 sessions	\$149
Wednesday	March 2-23	6:30-8:30 p.m.	

Grants are an important part of any not-for-profit's fund-raising efforts, but in these challenging economic times, foundations and corporations have been forced to reduce the number of projects they fund. Therefore, developing the skills to most effectively present your project is more important than ever. This course covers the basics of grantwriting, including researching grant opportunities, deciding which grant opportunities to pursue, understanding proposal guidelines, writing an effective proposal, following up, measuring outcomes, and reporting. Guest speakers include providers of funds to charitable and not-for-profit organizations, who will share with students how funding decisions are made, especially in today's economy.

## CAREERS AND TRANSITIONS

### WOMEN OVER 50 IN TRANSITION: THE PATH TO CHANGE

H8036-51	Dr. Andrea Gould	1 session	\$99
Saturday	March 5	1:30-4:30 p.m.	

Join other women over the age of 50 for an enlightening workshop that explores the opportunities and challenges of life transitions – empty nest, grandchildren, divorce, remarriage, change in occupational status, death of a loved one, or letting go of a dream. Change forces us to leave our comfort zones as we explore new realities and possibilities, but how we perceive and react to this nuanced and mysterious time determines how we will proceed. In this dynamic, interactive workshop, you will explore your own life transition and develop a plan that enables you to rise to its challenge.

### WOMEN OVER 50: THE TRANSITION CONTINUES

H8037-51	Dr. Andrea Gould	1 session	\$99
Saturday	April 2	1:30-4:30 p.m.	

Women have a way of creating community – a nurturing gift. As we travel down life's path, we look for the wisdom and guidance of understanding peers. This session is designed specifically for those who have participated in any of Andrea Gould's last three "Women Over 50 in Transition" courses, and aims to once again gather together this supportive circle

## PROFESSIONAL DEVELOPMENT

of women who are in career and/or relationship transitions. Join us as we continue our journey toward life re-invention and new horizons.

***About the Instructor:** Dr. Andrea Gould specializes in the psychology of personal change and organizational development. She earned a doctorate in school/community and clinical psychology from Hofstra University and has gained advanced training in organizational and career development coaching over several decades. Her career has included business and educational consulting, private psychological counseling, university teaching, and graduate mentoring.*

Both “Women Over 50” courses are presented in cooperation with The Transition Network-Long Island Chapter ([thetransitionnetwork.org](http://thetransitionnetwork.org)). Members of The Transition Network receive a \$10 discount. Please call **516-463-5014** to register.

### PUBLIC SPEAKING WITH CONFIDENCE!

H1221-51	Lauren Mennella	2 sessions	\$99
Tuesday	March 8, 15	7-9 p.m.	

NEW!

Whether it’s a small meeting or an address before hundreds, most people have experienced the fear of public speaking. Speaking with confidence, conviction, and clarity can make all the difference in your personal and professional life. With some tried, tested and proven-to-be-effective techniques, you can become less self-conscious and learn to enjoy speaking in public. This class covers many aspects of public speaking, including coping with nerves, tips for delivery, organizing content, and adding interest. We will discuss ways to build your self-confidence as well, which in turn will make you a better speaker.

### PREPARING FOR THE JOB INTERVIEW

H1173-51	Lauren Mennella	2 sessions	\$49
Thursday	March 24, 31	7-9 p.m.	

NEW!

You’ve spent hours creating the perfect resume, and you just got a call from a potential employer asking you to come in for an interview. Now what? This single session will give you some tips on how to make the best first impression at an interview. We will discuss nonverbal and interpersonal communication ranging from your appearance to your handshake. We will review key presentation skills that will help you become a better communicator and will leave potential employers with a positive impression!

### FROM STAY-AT-HOME TO BACK-TO-WORK

H1191-51	Francine Fabricant	3 sessions	\$139
Thursday	March 31-April 14	7-9 p.m.	

Do you feel anxious about returning to the workforce? In this course, we take a three-step approach to help you identify your interests and experiences, and learn how to make a successful transition to full- or part-time work. First, explore your interests, talents, and skills to examine what jobs or career fields might be right for you. Utilizing the Myers-Briggs Type Indicator (MBTI) and several other career assessment tools, learn about your personality and work interests. Second, learn how to research those fields, and how to network to learn more about career opportunities. Third, prepare to market your experiences by turning part-time, project-based, and volunteer work into relevant resume content and interview material. **Tuition includes cost of testing.**

## PROFESSIONAL DEVELOPMENT

### CHOOSING A GREAT CAREER!

H1158-51	Francine Fabricant	4 sessions	\$199
Thursday	March 3-24	7-9 p.m.	

NEW!

Are you considering a career change, re-entering the workforce, or expanding your job search to include new fields? In this course, you will gain insight into how your interests and personality type can guide you to the best career choices. You will complete the Strong Interest Inventory and Myers-Briggs Type Indicator (MBTI), and your results will be interpreted in a group setting. Facilitated discussion and activities will help you integrate the results and translate them into real-world decisions and self-marketing. All participants will be required to complete both instruments online at least one week prior to the start of the course. Enrollment is limited, and detailed individual reports are included in the cost of the course. **Tuition includes cost of testing.**

### THROWN FROM THE CORPORATE LADDER

H1159-51	Robert Kohler	1 session	\$49
Saturday	March 12	Noon-3 p.m.	

In this course, both the potential and actual job seeker will become better equipped to handle the changing and difficult road that lies ahead. Topics include: preparing for a job loss; getting ready for the job search; navigating the job search; and returning to work.

## CONSUMER EDUCATION SERIES

### PERSONAL FINANCE IN THE 21ST CENTURY

H2111-51	John Schoenberg	5 sessions	\$199
Wednesday	March 2-30	7-9 p.m.	

This course teaches students about sound money management skills, how to enhance positive financial behaviors and how to develop a basic financial plan. Topics include:

- Developing a financial plan – budgeting, investing, and how to make your money work for you
- Credit cards – good debt vs. bad debt and using credit wisely
- Banking – keeping your money safe and secure
- Insurance – what is necessary to protect you and your assets

### INTRODUCTION TO ALTERNATIVE INVESTMENT STRATEGIES

H2108-51	Mark Tuminello	8 sessions	\$199
Saturday	February 26-April 16	9:30-11:30 a.m.	

NEW!

In this course dedicated to distressed debt analytics, individuals will benefit from exposure to distressed market strategies, including a multi-step approach needed to identify opportunities. Attendees gain access to multiple market disciplines, including analytical and legal insights.

**Want to become proficient at Microsoft Office (Word, Excel, and PowerPoint)? Check out the Microsoft Office courses in the *Information Technology* section of this *Bulletin*.**

## PROFESSIONAL DEVELOPMENT

### GETTING STARTED WITH FACEBOOK

H1304-51	Marshall Honorof	1 session	\$49
Saturday	March 26	1:30-4:30 p.m.	

Social networking using Facebook has become an important part of our culture. If you want to join Facebook but are not sure how to do it, here's your chance. In this hands-on session, you will create your own Facebook page and profile, and learn how to post comments and communicate with other Facebook users. You'll also learn about special functions, inviting people to events, social networking etiquette, Group pages, "Like" pages, and Facebook advertising. You can use Facebook to connect with friends, former classmates, long-lost relatives, media personalities, celebrities, politicians and organizations.

### BUYING AND SELLING ON EBAY

H1301-51	Erik Helgesen	1 session	\$49
Saturday	March 12	1:30-4:30 p.m.	

You can save money and supplement your income by buying and selling on eBay. Turn your unwanted items into hot commodities! In this course, you'll learn how to get started on eBay, purchase items low and sell high, avoid the common mistakes with both buying and selling, build a stellar reputation, and gain a wealth of e-commerce knowledge.

---

## FORENSICS

---

### CSI: CASE STUDIES IN FORENSIC LINGUISTICS

H2002-71	Robert Leonard	1 session	\$149
Saturday	June 11	10 a.m.-5 p.m.	

*Newsday* described Hofstra Professor Rob Leonard as "Henry Higgins meets Sherlock Holmes" because of his work with the profilers of FBI's Behavioral Analysis Unit (BAU) at Quantico. When he's not teaching at Hofstra, he consults and testifies around the country in cases like the Taye Diggs-Idina Menzel arson threat letters, the McGuire "suitcase" murder, the Alvarez spy case and the JonBenet Ramsey murder. In this hands-on, full-day course, Dr. Leonard will train participants using the same techniques he has used with the FBI and other agencies. He will present some of his most interesting, and puzzling, cases for students to try to solve with his help and instruction. Dr. Leonard will show you the investigative "tricks of the trade" that are most successful in solving real-life criminal and civil cases.

*About the instructor:* Robert A. Leonard, Ph.D., is a professor of linguistics, chair of the Department of Comparative Literature and Languages, and director of the Forensic Linguistics Project at Hofstra University, and was a Fulbright Fellow for his Ph.D. research. Admitted as a forensic linguist to the expert panel of the 18B Assigned Counsel Plan of the City of New York, Dr. Leonard's consulting clients have included the FBI, Pennsylvania State Police, NYPD Hate Crimes Task Force, New Jersey Office of the Attorney General, U.S. Attorney's Office, Eastern District of NY, The New Yorker magazine, ABC-TV's investigative unit, and law firms that specialize in both civil and criminal cases.

## PROFESSIONAL DEVELOPMENT

### THE REAL WORLD OF CSI

H2005-71	Lesli Hiller, Esq.	1 session	\$49
Wednesday	May 25	6:30-9:30 p.m.	

NEW!

Solving a crime on television is quick and easy; real-world crime takes more than one hour to solve. In this fascinating course, participants will learn how police piece together evidence and work with prosecutors to solve crimes and make sure the evidence holds up in court. The course is taught by a former Nassau County prosecutor who currently works as an in-house attorney for the Nassau County Police Department.

## BROADCASTING AND SPORTSCASTING

### THE NEW WORLD OF RADIO AND TELEVISION BROADCASTING

H1019-51	Ed Ingles and Staff	8 sessions	\$550
Saturday	January 8-March 12	9 a.m.-noon	

*No class February 19, 26.*

With the introduction of new technologies over the past several years, the television and radio broadcast industry has changed dramatically. This intensive course introduces students to the new world of radio and television broadcasting. Students learn how to assemble an entire newscast, including writing, reporting, interviewing, editing, anchoring, weathercasting, and sportscasting. Students will also learn about talk radio and television interview shows, two of the most popular broadcast formats today. The experience includes performing in front of the camera and behind the microphone, using Hofstra University's state-of-the-art equipment and facilities. The course includes a trip to Nassau Veterans Memorial Coliseum for a private press conference with the New York Islanders' general manager. The course is open to students aged 14 to adult and is taught by seasoned broadcast professionals. Instructors include veteran broadcasters Ed Ingles (WCBS Radio), Ben Mevorach (1010 WINS Radio), Bill Korbel (News 12), Susan Murphy (Hofstra University School of Communication), Mel Granick (Mercy Hospital), and Danielle Campbell (News 12). Each student will leave the course with a DVD demo reel of his/her on-camera work.

### SUMMER SPORTSCASTING INSTITUTE FOR TEENS

H1014-71	Ed Ingles and Staff	5 sessions	\$1,150
Monday-Friday	Dates to be announced	8:30 a.m.-5:30 p.m. (includes lunch)	

*Note: Students must call 516-463-7800 for an application and provide a recommendation letter from a high school guidance counselor, coach or teacher.*

### SUMMER SPORTSCASTING INSTITUTE FOR ADULTS

H1015-71	Ed Ingles and Staff	6 sessions	\$1,250
Monday-Saturday	Dates to be announced	8:30 a.m.-5:30 p.m. (includes lunch)	

Taught by professional sportscasters with decades of experience in New York television and radio broadcasting, these interesting (and fun) institutes teach the fundamentals of sportscasting, including interviewing, writing, announcing, commentary and professional presence. Upon completion, students will receive an honest evaluation of their potential and recommendations for next steps, and will leave with a DVD demo reel of their on-camera work. **See inside front cover for information session dates.**

## >> INFORMATION TECHNOLOGY <<

For more information and advisement on course selection and requirements, please call **Dr. Kenneth Newman** at **516-463-4688** or e-mail **kenneth.newman@hofstra.edu**.

Our information technology program provides stand-alone classes as well as structured certificate programs for your career and creative ambitions. Hofstra University Continuing Education programs offer the most highly regarded business and management technology classes on Long Island.

---

### HEALTH CARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

---

Health care information technology is the intersection of information science, computer science, and health care. Billions of federal dollars are spent on health care IT, while hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in health care information technology!

Hofstra's Health Care Information Technology Certificate Program requires successful completion of four (4) required courses and two (2) electives. Generally, this certificate can be completed in two (2) semesters/eight (8) months.

Courses can also be taken on an individual basis with prior approval from the program director.

#### **Required Courses:**

T2010 Introduction to Health Information Technology (HIT)  
T2020 Security, Privacy, and Regulation Issues in HIT  
T2030 Health Care Data Warehousing and Analytics  
T2040 Health IT Projects: Processes, Controls and Quality

#### **Elective Courses:**

T2050 Introduction to Database Design and SQL Programming  
T2060 Fundamentals of Health Informatics  
T2070 Health Information Technology Architecture  
T2080 Web 2.0 Technologies for Health Information Management

#### **REQUIRED COURSES:**

<b>INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY (HIT)</b>			
T2010-51	Staff	8 sessions	\$725
Monday, Wednesday	January 24-February 16	6:30-9:30 p.m.	

Health information technology is the fastest-growing segment of the health care industry. Recent government initiatives are dedicating billions of dollars to this field for the purpose of 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 impact various stakeholders in the environment — patients,

## PROFESSIONAL DEVELOPMENT

providers (hospitals and doctors), payers (insurance companies and FSA holders) and government (CMS, Medicare, HHS, DOJ, etc.). Topics covered include: provider health systems; payer systems; patient systems; and government policy and oversight.

### SECURITY, PRIVACY, AND REGULATION ISSUES IN HIT

T2020-51	Staff	8 sessions	\$725
Monday, Wednesday	February 28-March 23	6:30-9:30 p.m.	

This course provides an overview of the complex nature of government (both state and federal) regulations impacting health information systems such as HIPAA and SOX, and examines the impact on systems for payers, providers and patients. It also reviews security concerns and the technologies used to ensure data integrity and privacy. By learning how to secure data both from a provider perspective and payer perspective, students will understand the complexity and costs associated with securing the environment and data. Technologies covered include hardware security, encryption, firewalls, secure transmissions, internal controls, data retention and monitoring systems.

### HEALTH CARE DATA WAREHOUSING AND ANALYTICS

T2030-51	Lori Ann Kuchlewski	8 sessions	\$725
Monday, Wednesday	February 7-March 7	6:30-9:30 p.m.	
<i>No class February 21.</i>			

This course examines the importance of data warehousing for both providers and payers. It provides the student with an overview of data warehousing technologies for OLAP and considers the importance of analytics throughout the health care information technology environment. It also examines 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.

### HEALTH IT PROJECTS: PROCESSES, CONTROLS & QUALITY

T2040-51	Michael Smith	8 sessions	\$725
Monday, Wednesday	March 14-April 6	6:30-9:30 p.m.	

This course examines project management for health IT projects, and provides an overview of the processes specific to HIT as they relate to meeting regulatory standards and privacy concerns. It details controls that are put in place for systems and how companies ensure quality of delivery. Topics covered include project management tools, systems analysis, SDLC, quality assurance framework, SOX controls, ITIL framework, COBIT, and HIPAA regulations.

### ELECTIVES (CHOOSE TWO):

#### INTRODUCTION TO DATABASE DESIGN AND SQL PROGRAMMING

T2050-51	Eric Adolph	8 sessions	\$725
Tuesday, Thursday	March 29-April 28	6:30-9:30 p.m.	
<i>No class April 19, 21.</i>			

The efficient management of data requires the use of a relational database management system (RDBMS). Your hands-on introduction to this important business tool covers concepts and components of relational database models; database design and

## PROFESSIONAL DEVELOPMENT

considerations; file system data management; management issues of database design; creating the database structure; distributed database management systems; and practical applications of relational database systems. Structured Query Language (SQL) is the native programming language of all relational database management systems. The course explores Data Definition Language (DDL) for building, modifying and removing database objects such as tables, views and indexes; Data Control Language (DCL) and Data Manipulation Language (DML); querying single/multiple rows and columns; subselects and correlated subselects; inner and outer joins; unions; functions; expressions; and data processing. Students also receive an overview of report processing with SQL.

### FUNDAMENTALS OF HEALTH INFORMATICS

T2060-51	Staff	8 sessions	\$725
Monday, Wednesday	March 28-April 27	6:30-9:30 p.m.	
<i>No class April 18, 20.</i>			

This course is designed to introduce health informatics at a level appropriate for non-IT professionals. It is a practical course that emphasizes how to use computers as a tool for solving 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 health care data; their exchange and analysis; the challenges surrounding clinical data storage and retrieval; medical imaging systems; telemedicine; and the management of health care information.

### HEALTH INFORMATION TECHNOLOGY ARCHITECTURE

T2070-71	Alex Pelaez	8 sessions	\$725
Monday, Wednesday	June 6-29	6:30-9:30 p.m.	

This course focuses on provider systems such as EMR, patient records, imaging and clinical assessments as well as back office applications that handle scheduling, billing, prescription management, claims filing, payer systems, and government systems. It dives more deeply into how patients can communicate with doctors while maintaining compliance with HIPAA regulations, among others. EMR (Web and client server) technologies (including ASP based), EDI technologies and codification standards, clearinghouses, third-party billing, and patient health record systems are covered.

### WEB 2.0 TECHNOLOGIES FOR HEALTH INFORMATION MANAGEMENT

T2080-71	Alex Madama	8 sessions	\$725
Monday, Wednesday	April 25-May 18	6:30-9:30 p.m.	

This course surveys Internet and Web 2.0 technologies that provide a platform for the collection and exchange of health information. The medical blogosphere, medical wikis, YouTube, and the 3-D virtual world community (Second Life) provide active formal and informal channels of communication among health care delivery personnel. In addition, micro blogging, through the use of applications such as Twitter, is examined. This social networking technology has become an important tool for hospitals that require a constant flow of patient feedback on topics that range from quality of service to disease management seminars and health reminders. This course helps personnel who want to become health information management specialists better understand how their organizations can meet the challenges of a growing e-patient population.

## PROJECT MANAGEMENT AND IMPLEMENTATION CERTIFICATE PROGRAM

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

Project Management and Implementation courses may be taken individually or as part of a certificate program that requires the successful completion of three (3) courses.

### Required Courses:

T8010 – Project Management

T8025 – Microsoft Excel and Microsoft Project for Project Managers

T8040 – Capstone Course in Project Management and Implementation

#### PROJECT MANAGEMENT

T8010-51	John Cronin	10 sessions	\$870
Tuesday, Thursday	February 1-March 3	6:30-9:30 p.m.	

If you've recently been promoted to a project/program management position, or you're thinking about seeking such a position, or you simply want to learn how to manage your own workload and time more efficiently, start here! With a curriculum based on the *Project Management Body of Knowledge Guide*, this course covers 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 Excel*

#### MICROSOFT EXCEL AND MICROSOFT PROJECT FOR PROJECT MANAGERS

T8025-51	John Cronin	5 sessions	\$435
Tuesday, Thursday	March 8-22	6:30-9:30 p.m.	

Microsoft Excel can be used to create interactive reporting tools that are invaluable to project managers, their executives and customers. This hands-on course shows you how to apply Excel basics to managing projects. You'll create sample project documents such as project status reports, Gantt charts, and meeting minute templates to reinforce what you learn. And you'll be introduced to (and provided with) templates and other resources to help you drive projects that are on time and under budget. Microsoft Project is one of the most commonly used project management tools for planning moderate-sized projects and multi-project programs. Learn how to create project plan components, as well as how to use this versatile software to monitor progress. While working on class assignments, you'll learn various charting and reporting tools, how to display the critical path, and how to link multiple projects to make a program plan.

## PROFESSIONAL DEVELOPMENT

### CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

T8040-51	John Cronin	8 sessions	\$696
Tuesday, Thursday	March 24-April 26	6:30-9:30 p.m.	
<i>No class April 19, 21.</i>			

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

*Prerequisite: Microsoft Excel and Microsoft Project for Project Managers*

---

### WEB DESIGN AND DEVELOPMENT CERTIFICATE PROGRAM

---

The World Wide Web has proven to be the driving force – both economically and creatively – of the 21st century. Choose from a variety of course options and outcomes, taking courses either separately to develop or refresh your expertise, or in our structured Web Design and Development Certificate Program.

The Web Design and Development Certificate Program requires successful completion of four (4) required courses and three (3) electives.

#### **Required Courses:**

- T4001 – Web Design and Development With HTML
- T4021 – Introduction to JavaScript
- T4041 – Introduction to Dreamweaver CS4
- T4051 – Introduction to Flash CS4

#### **Elective Courses:**

- T4016 – Web Graphics With Adobe Photoshop CS4
- T4046 – Advanced Dreamweaver CS4
- T4056 – Advanced Flash CS4
- T4057 – Introduction to Action Script With Flash CS4
- T4061 – Developing Web Applications With ASP.NET 4.0 and C#.NET 2010
- T4062 – Advanced ASP.NET 4.0

### WEB DESIGN AND DEVELOPMENT WITH HTML

T4001-51	Stephen Sachs	8 sessions	\$696
Monday, Wednesday	January 24-February 16	6:30-9:30 p.m.	

This hands-on course teaches you how to create Web pages using HTML (HyperText Markup Language). HTML basics include creating tags, adding images, creating hypertext links, and basic Web page layout techniques.

*Prerequisite: Basic PC knowledge*

## PROFESSIONAL DEVELOPMENT

### WEB GRAPHICS WITH ADOBE PHOTOSHOP CS4

T4016-51	Staff	8 sessions	\$696
Thursday	March 3-April 28	6:30-9:30 p.m.	

*No class April 21.*

Adobe Photoshop is the primary tool professionals use to create Web graphics. Learn about the unique design, color, format, and image issues involved. Topics include: preparing graphics for the Web, creating buttons and navigation bars, and creating tiling and texture backgrounds to enhance images.

*Prerequisite: Web Design and Development With HTML*

### INTRODUCTION TO JAVASCRIPT

T4021-51	Brian Ferris	8 sessions	\$696
Tuesday, Thursday	March 1-24	6:30-9:30 p.m.	

JavaScript is a platform-independent, event-driven, interpreted programming language that can enhance the interactivity of Web pages. Learn how to control the action of Web browsers, change the look and feel of Web pages dynamically, and write mini-applications that are both fun and useful.

*Prerequisite: Web Design and Development With HTML*

### INTRODUCTION TO DREAMWEAVER CS4

T4041-51	Kathy Mackenzie	8 sessions	\$696
Tuesday	March 1-April 26	6:30-9:30 p.m.	

*No class April 19.*

Dreamweaver is widely used by Web professionals to improve productivity, facilitate HTML editing and develop effective websites. While working on typical projects, you'll develop the important components of a site using this popular software.

*Prerequisite: Web Design and Development With HTML*

### INTRODUCTION TO FLASH CS4

T4051-51	Max Dutton	6 sessions	\$522
Monday, Wednesday	February 28-March 16	6:30-9:30 p.m.	

Flash has become the standard for creating high-impact, vector-based Web graphics and animations. This hands-on workshop introduces you to the Flash authoring environment and teaches you the best techniques for optimizing file size and implementing Flash into Web pages.

*Prerequisite: Web Design and Development With HTML*

### ADVANCED FLASH CS4

T4056-51	Max Dutton	6 sessions	\$522
Monday, Wednesday	March 21-April 6	6:30-9:30 p.m.	

This hands-on course teaches students how to develop an interactive project from the ground up. Specific topics include creating and animating symbols, creating dynamic text fields, and developing interactivity, as well as a brief introduction to ActionScript.

*Prerequisite: Introduction to Flash CS4*

## PROFESSIONAL DEVELOPMENT

### INTRODUCTION TO ACTIONSCRIPT WITH FLASH CS4

T4057-51	Brian Ferris	6 sessions	\$522
Monday, Wednesday	April 25-May 11	6:30-9:30 p.m.	

This course introduces ActionScript 3.0, Adobe Flash's native programming language. Working in Flash CS4, you will learn to employ ActionScript to program and control dynamically generated animations, or to program interactive games and enhance user interactivity. Take advantage of Flash's built-in components, which allow for the seamless integration of video, database solutions, and more.

*Prerequisite: Introduction to Flash CS4*

### DEVELOPING WEB APPLICATIONS WITH ASP.NET 4.0, C# AND VB.NET 2010

T4061-51	Oguz Alpoge	12 sessions	\$1,044
Monday, Wednesday	January 24-March 7	6:30-9:30 p.m.	

*No class February 21.*

This course teaches students the fundamentals of very creative and dynamic data-driven and interactive website design with ASP.NET 4.0, VB.NET and C#. Learning the most current and advanced ASP.NET 4.0 technologies, students will gain a competitive edge in productivity and career advancement. Using hands-on, practical exercises, this course focuses on using the newest Visual Studio 2010 environment and the Microsoft.NET framework. Students use real-world examples and have a chance to discuss the technology and Visual Studio 2010 features. The class uses the latest publications written by authors who are program managers on the Microsoft ASP.NET team. Topics include: MVC 2 (model view controller); jQuery, LINQ, and entity frameworks; Web-based project work (the student will have access to a production Web-hosting provider for publishing designs during class); and innovative code samples (this course will cover hundreds of code samples).

### ADVANCED ASP.NET 4.0

T4062-51	Oguz Alpoge	12 sessions	\$1,044
Monday, Wednesday	March 14-April 27	6:30-9:30 p.m.	

*No class April 18, 20.*

This course teaches students how to design advanced interactive and database-connected Web applications with ASP.NET 4.0 technology. Students also learn about adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom Web controls, input validation and site navigation, ASP.NET management, programming the Web application, customizing and personalizing a Web application, Web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile Web applications, monitoring, deploying, caching applications and serialization. Each student will complete a major website project, which will be hosted by the production data center of a Web hosting provider. The student can keep this project code and utilize it and its components in his/her future designs.

*Prerequisite: Developing Web Applications With ASP.NET 4.0, C# and VB.NET 2010*

## PROFESSIONAL DEVELOPMENT

### SEARCH ENGINE OPTIMIZATION

T4081-51	Stephen Sachs	2 sessions	\$149
Saturday	March 5, 12	10 a.m.-noon	

How do search engines rank websites? In this class, we use organic search engine optimization (SEO) to evaluate the processes and procedures that bring websites to the top. Title and description tags, body content, and keyword relevance are just some of the items to be discussed, as well as measuring how your site is viewed using Google Analytics. If you want to learn what it takes to get ranked at the top, this course is for you.

---

## DATABASE DESIGN AND DEVELOPMENT CERTIFICATE PROGRAM

---

Databases are the foundation of all business activity, so understanding their value and impact is vital. Hofstra offers expert individual classes in all the most popular database software. The Microsoft Database Design Certificate Program requires successful completion of five (5) required courses and one (1) group of two (2) elective courses.

### Required Courses:

T5202 — Introduction to Database Design and SQL Programming

T5311 — Introduction to Microsoft SQL Server

T5321 — Advanced Microsoft SQL Server

T1401 — Introduction to Microsoft Access

T1421 — Advanced Applications of Microsoft Access

### Elective Courses (Group 1):

T3061 — Introduction to Visual Basic.NET

T3081 — Advanced Visual Basic.NET

### Elective Courses (Group 2):

T4061 — Developing Web Applications With ASP.NET 4.0, C# and VB.NET 2010

T4062 — Advanced ASP.NET 4.0

### INTRODUCTION TO DATABASE DESIGN AND SQL PROGRAMMING

T5202-51	Eric Adolph	11 sessions	\$957
Tuesday, Thursday	February 1-March 8	6:30-9:30 p.m.	

The efficient management of data requires the use of a relational database management system (RDBMS). Your hands-on introduction to this important business tool covers concepts and components of relational database models; database design and considerations; file system data management; management issues of database design; creating the database structure; distributed database management systems; and practical applications of relational database systems. Structured Query Language (SQL) is the native programming language of all relational database management systems. The course explores Data Definition Language (DDL) for building, modifying and removing database objects

## PROFESSIONAL DEVELOPMENT

such as tables, views and indexes; Data Control Language (DCL) and Data Manipulation Language (DML); querying single/multiple rows and columns; subselects and correlated subselects; inner and outer joins; unions; functions; expressions; and data processing. Students also receive an overview of report processing with SQL.

*Prerequisite: Basic PC knowledge*

### INTRODUCTION TO BUSINESS INTELLIGENCE AND DATA WAREHOUSING

T5500-51	Lori Ann Kuchlewski	5 sessions	\$580
Saturday	March 5-April 2	9 a.m.-1 p.m.	

The recent U.S. economic crisis and the collapse of several retail businesses highlighted the importance of the consolidation of data to improve the decision-making process. Companies have developed decision support systems to identify opportunities to reduce operating expenses, increase revenue and retain customer loyalty. Course topics include business intelligence, data warehousing principles, and how data warehousing systems are leveraged to help improve business operations (regardless of industry).

### INTRODUCTION TO MICROSOFT SQL SERVER

T5311-51	Tony DeLouise	7 sessions	\$609
Tuesday, Thursday	March 22-April 12	6:30-9:30 p.m.	

Microsoft SQL Server is today's fastest-growing database management system. This introductory course begins with a description of the SQL Server architecture, then goes on to review SQL and discusses the management of files and databases, including determining resource requirements and the planning and implementation of security and database permissions. Other topics include backing up/restoring databases, monitoring and optimizing SQL Server performance, and transferring and migrating data into databases.

*Prerequisite: Introduction to Database Design and SQL Programming*

### ADVANCED MICROSOFT SQL SERVER

T5321-51	Tony DeLouise	5 sessions	\$435
Tuesday, Thursday	April 26-May 10	6:30-9:30 p.m.	

Building on Introduction to Microsoft SQL Server, this course delves into replicating data from one SQL server to another, SQL and Microsoft Transact, SQL advanced topics, data transformation services, using triggers and stored procedures, indexes and the performance monitor.

*Prerequisite: Introduction to Microsoft SQL Server*

### INTRODUCTION TO MICROSOFT ACCESS

T1401-51	Staff	6 sessions	\$522
Monday, Wednesday	March 28-April 13	6:30-9:30 p.m.	

Learn database concepts and their application in the Access environment. Topics include working in the table, form and query formats; searching and sorting records; editing records in table, form and query formats; searching and sorting records; editing records in table and form view; creating queries; using multiple tables; creating and modifying a report or form; and various wizards for automatic preparation of tables and queries.

*Prerequisite: Introduction to Database Design and SQL Programming*

## PROFESSIONAL DEVELOPMENT

### ADVANCED APPLICATIONS OF MICROSOFT ACCESS

T1421-51	Staff	5 sessions	\$435
Monday, Wednesday	April 25-May 9	6:30-9:30 p.m.	

Expanding on Introduction to Microsoft Access, this course continues with creating, running and printing results of queries; sorting data in a query; using comparison operators; joining tables and using computing fields in a query; maintaining a database; designing forms; tables and report generation; creating validation rules; updating tables containing validation rules; and creating and using indices.

*Prerequisite: Introduction to Microsoft Access*

---

## NETWORKS AND SYSTEMS

---

In today's highly connected world, computer networks are becoming increasingly important in business and government. You can enhance your career by becoming a Certified Cisco Network Associate (CCNA). We offer classes to help you pass both Part I and Part II of the CCNA exam.

### INTERCONNECTING CISCO NETWORK DEVICES, PART I

T7097-51	Randy Graves	9 sessions	\$945
Friday	February 18-April 15	6-10 p.m.	

In this course, we review the seven layers of the OSI reference, the encapsulation process, IP Subnetting, TCP/IP, PPP, ISDN, and Frame Relay protocols. Network equipment such as bridges, hubs, switches and routers are studied comprehensively through lectures and hands-on exercises.

*Prerequisite: Basic PC knowledge*

### INTERCONNECTING CISCO NETWORK DEVICES, PART II

T7098-51	Randy Graves	9 sessions	\$945
Friday	April 29-June 24	6-10 p.m.	

Building on skills learned in Interconnecting Cisco Network Devices, Part I, you will learn to manage a small- to medium-sized Enterprise network. Topics include configuring switches, connecting to a WAN, and network security.

*Prerequisite: Interconnecting Cisco Network Devices, Part I*

---

## MICROSOFT OFFICE

---

The following job readiness courses are designed for individuals planning to re-enter the workforce or those interested in building confidence in computer software applications. Participants learn the concepts of word processing and spreadsheets in the context of typical business and home environments.

## PROFESSIONAL DEVELOPMENT

### INTRODUCTION TO MICROSOFT WORD 2007

T1011-51	Michael Torres	4 sessions	\$240
Saturday	January 22-February 12	10 a.m.-1 p.m.	

This course provides hands-on instruction using the basic features of Microsoft Word 2007, one of the most widely installed word processing programs. The instructional format provides participants with working knowledge that can be applied to any word processing program. Students learn to develop memo formats; block, move and copy text while writing a legal brief; use spell-check, thesaurus and grammar check to proofread copy; and other business applications.

*Prerequisite: Basic PC skills*

### INTRODUCTION TO MICROSOFT EXCEL 2007

T1021-51	Jack Quinn	4 sessions	\$240
Saturday	February 26-March 19	10 a.m.-1 p.m.	

This course provides an introduction to Microsoft Excel 2007 in a business context, including creating a worksheet for budgeting, along with other applications. The instructional format provides students with working knowledge that can be applied to any spreadsheet software application.

*Prerequisite: Basic PC skills*

### INTERMEDIATE MICROSOFT EXCEL 2007

T1022-51	Jack Quinn	4 sessions	\$240
Saturday	March 26-April 16	10 a.m.-1 p.m.	

This course focuses on exploring and learning about Excel 2007 capabilities. These capabilities enable students to perform data analysis beyond the basic AUTOSUM functions (e.g., sum, average, count, etc.). Students also learn to present this data with a visual chart (e.g., graph), create compound formulas, check for formula errors, and apply “conditional formatting.” This course helps students become more proficient when analyzing and presenting data.

*Prerequisite: Introduction to Microsoft Excel 2007*

### INTRODUCTION TO MICROSOFT POWERPOINT 2007

T1041-51	Michael Torres	4 sessions	\$240
Saturday	April 30-May 21	10 a.m.-1 p.m.	

This course provides hands-on instruction for the widely used business presentation system Microsoft PowerPoint. Learn important design concepts and how to create professional business and school presentations using text, graphics, video and sound. Part of the Microsoft Office 2007 suite, PowerPoint allows you to design high-quality presentations and handouts with powerful, easy-to-use tools.

*Prerequisite: Basic PC skills*

**If you are in career transition,  
see page 24 for our “Careers and Transitions” courses.**

## OBJECT-ORIENTED PROGRAMMING CERTIFICATE PROGRAM

Do you need to make the transition from procedural to object-oriented programming? This certificate is highly recommended for mainframe and COBOL professionals who are retraining and upgrading their skills or for anyone who wants to learn object-oriented programming.

The Object-Oriented Programming Certificate Program requires successful completion of six (6) required courses.

### Required Courses:

T3161 — Introduction to Java Programming

T3181 — Advanced Java Programming

T3021 — Introduction to C# Programming With Visual Studio 2010

T3041 — Advanced C# Programming

T3061 — Introduction to Visual Basic.NET

T3081 — Advanced Visual Basic.NET

### INTRODUCTION TO C# PROGRAMMING WITH VISUAL STUDIO 2010

T3021-51                      Oguz Alpoge                      6 sessions                      \$1,044

Saturday                      January 22-March 5                      9 a.m.-4 p.m.

*No class February 19.*

A comprehensive introduction to the C# programming language. The C# language derives from C and C++. However, 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.

*Prerequisite: Experience with a programming language*

### ADVANCED C# PROGRAMMING

T3041-51                      Oguz Alpoge                      6 sessions                      \$1,044

Saturday                      March 12-April 16                      9 a.m.-4 p.m.

Expanding on the material presented in Introduction to C# Programming With Visual Studio 2010, topics include structures, data files, data structures and dynamic memory allocation, C# and Windows, delegates and events, and Web programming.

*Prerequisite: Introduction to C# Programming With Visual Studio 2010*

### MICROSOFT SHAREPOINT 2010: DESIGN FOR COLLABORATION

T5550-51                      Staff                      9 sessions                      \$1,044

Sunday                      February 6-April 10                      9 a.m.-1 p.m.

*No class February 20.*

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

## PROFESSIONAL DEVELOPMENT

problems and challenges, students learn how to combine interesting code examples with Microsoft collaboration platform's services. The solutions focus on using Visual Studio 2010 and SharePoint 2010 with built-in Office 2010 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 will 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 collaboration features.

Learn Microsoft SharePoint 2010, the most advanced collaboration and Web content management system, by:

- Practicing with end-to-end walkthroughs in each chapter of practical business challenges
- Seeing code samples, UI design, and platform integration in the context of real-world problems
- Discovering custom code and implementation advice for popular Office and SharePoint features
- Custom Web parts
- Office add-ins
- SharePoint templates
- Workflow
- Business Data Catalog
- Outlook form regions
- Office Open XML file format

### INTRODUCTION TO VISUAL BASIC.NET

T3061-51	Tony DeLouise	8 sessions	\$696
Tuesday, Thursday	February 1-24	6:30-9:30 p.m.	

Visual Basic (VB) is an event-driven, object-oriented programming language that simplifies the creation of Windows applications. In this hands-on course, students create custom applications using the VB environment. Topics include program development, working with forms, using buttons and text boxes, scroll bars, list and combo boxes, menus, dialog boxes, multiple windows, controls, coding, use of the command structure, debugging and dynamic data exchange, and object linking and embedding.

*Prerequisite: Experience with a programming language*

### ADVANCED VISUAL BASIC.NET

T3081-51	Tony DeLouise	6 sessions	\$522
Tuesday, Thursday	March 1-17	6:30-9:30 p.m.	

This continuation course covers aspects of designing and implementing database applications using VB and the Access JET Engine. A "real-world" application is defined and developed, and alternative design implementations are discussed. Topics include data analysis and database design, SQL, user interface design, designing menu and pushbutton interfaces, using VB Data Control, using Basic code in place of Data Control, interfacing with foreign databases (e.g., xBase), and creating database reports.

*Prerequisite: Introduction to Visual Basic.NET*

## PROFESSIONAL DEVELOPMENT

### INTRODUCTION TO JAVA PROGRAMMING

T3161-51	Joyce Milani	8 sessions	\$696
Wednesday	February 2-March 23	6:30-9:30 p.m.	

Java is an object-oriented language that is distributed, portable, architecture neutral, secure, dynamic and robust. It's used to create interactive content on the Web and to write server/client-side programs or applets. After learning how to write Java applets, you'll study a variety of applications, such as adding an applet to an HTML document and extending applets. Other topics include writing/using/managing/extending Java applications and protocol handlers.

*Prerequisite: Experience with a programming language*

### ADVANCED JAVA PROGRAMMING

T3181-51	Joyce Milani	6 sessions	\$522
Wednesday	March 30-May 11	6:30-9:30 p.m.	

*No class April 20.*

This course explores advanced programming techniques with Java. Topics include threading and multithreading applications, client/server network application, object serialization, JDBC (Java Database Connectivity), remote method invocation, and advanced display design using Swing, Java Beans, servlets and distributed computing.

*Prerequisite: Introduction to Java Programming*



Find us on  
**Facebook**

### >> PARALEGAL STUDIES <<

For more information and advisement on course selection and requirements, please call 516-463-7800, e-mail [ce-paralegal@hofstra.edu](mailto:ce-paralegal@hofstra.edu) or visit [ce.hofstra.edu/paralegal](http://ce.hofstra.edu/paralegal).

---

#### PARALEGAL STUDIES CERTIFICATE PROGRAM

---

If you have an interest in the law and have earned a minimum of 60 college credits, the Paralegal Studies Certificate Program can help you enter a rewarding career in a growing profession. An excellent foundation is provided to students interested in employment or advancement in the legal field. Real-world, hands-on experience is gained through a series of 10 required courses. The courses in this noncredit certificate program run consecutively.

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 in law firms, corporations, banks, insurance companies, government agencies and the courts.

The goal of the Hofstra Paralegal Studies Certificate Program is to train highly motivated individuals who meet requisite qualifications to work in the public and private sector legal communities as effective paralegals, while at all times placing emphasis on the ethical mandates of the paralegal profession. It is the intention of the program administrators and faculty to mentor each certificate candidate in accordance with individual needs, goals and aspirations. This mentoring includes assistance and support through voluntary internship opportunities, guidance regarding career and educational prospects, and special instruction in unique and emerging areas of the law. It is the further goal of the program to expose each candidate to specific substantive and procedural aspects of New York law, so as to adequately prepare the successful graduate for service to and advancement of the profession in the metropolitan area.

The Paralegal Studies Certificate Program offers complete career preparation. The 306 hours of classroom instruction are taught by experienced attorneys and sitting judges. Students can also receive hands-on legal experience through our internship program. We offer comprehensive employment assistance, including instruction in resume preparation, individual career counseling, and distribution of graduates' resumes to prospective employers in the legal community.

All prospective students meet with an admission counselor to begin the enrollment process and plan class schedules. **Six-month full-time day or eight-month part-time evening ... the choice is yours!**

Tuition for the program is \$4,950 plus University fees. Student loans are available.

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

### SPRING 2011 OFFERINGS:

#### **Evening Program**

January 18-August 27, 2011  
Tuesday and Thursday, 7-10 p.m., and  
Saturday, 9 a.m.-1 p.m.

#### **Day Program**

January 18-June 23, 2011  
Monday-Thursday, 9 a.m.-1 p.m.

### THE FOLLOWING ARE REQUIRED COURSES:

#### **INTRODUCTION TO LAW**

This course introduces students to the American legal system, law office procedure, legal ethics, the laws of torts and contracts, etc. The course also introduces students to the paralegal field.

#### **LEGAL RESEARCH AND WRITING**

This course explores physical, statutory and case law sources; digests; the key number system; and Shepardizing (enables you to find, read and update case law). Students also learn to prepare legal correspondence.

#### **CIVIL LITIGATION**

A study of procedural rules and process in New York and federal courts, from the client interview through the filing of a complaint, motions, discovery, trial preparation and trial, as well as post-trial activities.

#### **CONTRACTS**

A study of the law and practical considerations in the drafting and interpretation of contracts. The law governing sales is also discussed.

#### **BANKRUPTCY**

A study of 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.

#### **REAL ESTATE**

A study that includes types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens, and landlord/tenant law.

#### **BUSINESS ORGANIZATIONS**

A study that includes sole proprietorships, partnerships and corporations. The application of basic principles of business formation, as well as the tax law impacting business organizations, is explained.

### FAMILY LAW

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, as well as a discussion regarding the law of adoption.

### CRIMINAL LAW

A study that includes 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 pre-trial hearings.

### ESTATES, TRUSTS, AND WILLS

A study that includes 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.

*About the Paralegal Studies Certificate Program Director: The Honorable Edward G. McCabe is a former justice of the New York State Supreme Court, administrative judge of Nassau County and presiding justice to the Appellate Term. Justice McCabe is currently of counsel to the Uniondale-based firm Sahn Ward Coschignano & Baker PLLC.*

## >> DEAF STUDIES/AMERICAN SIGN LANGUAGE <<

For more information, course advisement, or to schedule an assessment with the coordinator, please call **Jennifer Jokinen** at **516-463-5016** or e-mail **Jennifer.Jokinen@hofstra.edu**.

---

### DEAF STUDIES CERTIFICATE PROGRAM

---

Hofstra's 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 six required courses plus an additional 36 classroom hours obtained through a variety of elective courses and workshops. The courses and workshops in this program are continually updated and rotated. Courses may be taken on an individual basis without participating in the certificate program. Affiliated instructors are members of both the hearing and deaf communities. Students with advanced standing may substitute courses taken at other institutions to meet the CE six-course certificate requirement. A minimum of four courses must be taken at Hofstra Continuing Education to earn the certificate.

*Note: Hofstra University Continuing Education reserves the right to reschedule courses and reassign faculty.*

## PROFESSIONAL DEVELOPMENT

### Required Courses:

ASL I & II	ASL V	ASL VII
ASL III & IV	ASL VI	Issues and Trends in Deaf Culture

#### AMERICAN SIGN LANGUAGE I & II

U2111-51	Staff	16 sessions	\$299
Tuesday	January 25-May 24	6:30-8:30 p.m.	
<i>No class February 22, April 19.</i>			

This course provides students with a strong foundation in American Sign Language (ASL). Students study the alphabet and numbers 1-1,000, and learn basic vocabulary as well as fingerspelling, language functions, grammar, basic questions and dialogue practice. Instruction also includes conversational strategies, sentence practice with directional verbs, adverbs, pronouns, numbers, time and calendar-related words. The history of ASL is explored so that students become knowledgeable in the basics of deaf culture.

#### AMERICAN SIGN LANGUAGE III & IV

U2112-51	Staff	16 sessions	\$299
Tuesday	January 25-May 24	6:30-8:30 p.m.	
<i>No class February 22, April 19.</i>			

This course focuses 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, students 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.

*Prerequisite: ASL I & II or equivalent*

#### AMERICAN SIGN LANGUAGE V

U2115-51	Staff	13 sessions	\$250
Tuesday	January 25-May 3	6:30-8:30 p.m.	
<i>No class February 22, April 19.</i>			

Students are instructed in 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.

*Prerequisite: ASL III & IV or equivalent*

## PROFESSIONAL DEVELOPMENT

### AMERICAN SIGN LANGUAGE VI

U2116-51	Staff	13 sessions	\$250
Tuesday	January 25-May 3	6:30-8:30 p.m.	

*No class February 22, April 19.*

This course is concerned with 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 learn 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.

*Prerequisite: ASL V or equivalent*

### AMERICAN SIGN LANGUAGE VII

U2117-51	Staff	13 sessions	\$250
Tuesday	January 25-May 3	6:30-8:30 p.m.	

*No class February 22, April 19.*

Sharing amusing stories is one way for people in the deaf community to connect with each other. This course is designed to provide ASL students with the opportunity to expand the vocabulary needed to discuss various topics and to develop conversational fluency by sharing stories, specifying language function and introducing grammar structures. Students develop the essential skills for telling a story successfully, use role shifting to help enhance the stories, and learn to sequence appropriate classifiers to enable full descriptions.

*Prerequisite: ASL VI or equivalent*

### ISSUES AND TRENDS IN DEAF CULTURE

U2130-51	Staff	11 sessions	\$215
Tuesday	January 25-April 12	8:35-10 p.m.	

*No class February 22.*

All cultural groups, including the deaf community, have their own traditions and history. This course gives students the opportunity to immerse themselves in deaf culture, deaf history and American Sign Language. Through lecture, video, group discussion and guest presenters, students begin to understand the rich cultural identity, norms and values, and rules of behavior that deaf people share.

*Note: Recommended early (preferably before ASL III & IV) in the certificate program.*



Find us on  
**Facebook**

## PROFESSIONAL DEVELOPMENT

### ASL ELECTIVE COURSES AND WORKSHOPS

#### ADVANCED AMERICAN SIGN LANGUAGE I

U2119-51	Staff	13 sessions	\$250
Thursday	January 27-May 5	6:30-8:30 p.m.	
<i>No class February 24, April 21.</i>			

This hands-on course is designed for advanced study in American Sign Language and provides students with the opportunity to further enhance their ASL competency and to expand their use of ASL in a variety of discourse and narrative settings. Skills to be developed include: semantic awareness analysis, in-depth exploration of ASL grammar, complex use of space, ways to make transitions between ideas, use of classifiers within texts, and how to determine the appropriate perspective in specific texts. Students engage in a more intense study of the nonmanual, linguistic features found in ASL as well as more sophisticated communication, narration and conversational strategies. Students are required to engage in ASL or deaf culture events as part of this course.

*Prerequisite: ASL VII, its equivalent, or skill assessment by coordinator*

#### BEGINNING CONVERSATIONAL AMERICAN SIGN LANGUAGE

U2131-51	John Baranello	9 sessions	\$199
Thursday	February 3-April 7	6:30-8:30 p.m.	
<i>No class February 24.</i>			

Through a variety of games, presentations and other activities, this course will afford students an opportunity to immerse themselves in various topic-driven scenarios in order to use their always-developing American Sign Language skills. Although vocabulary and grammar are not explicitly taught, students will be able to share their knowledge of ASL, as well as gain valuable interaction with other ASL users.

#### ASL IDIOMS AND PHRASES WORKSHOP PART I

U2138-51	Steven Pipa	1 session	\$75
Saturday	February 12	9 a.m.-3:30 p.m.	

In this workshop, students learn some of the idioms that validate ASL as a language that is unique and independent of English. Idioms in ASL bond people in the deaf community because they are expressions that only members of the “in-group” can understand. You would not typically learn these ASL idioms from a book or in a classroom situation, but these are signs you definitely need to know!

*Level: Intermediate*

**CHECK CE.HOFSTRA.EDU FREQUENTLY FOR NEW COURSES.**

## PROFESSIONAL DEVELOPMENT

### ADVANCED VOCABULARY IN ASL WORKSHOP

U2354-51	Carolyn Kelly	1 session	\$75
Saturday	March 5	9 a.m.-3:30 p.m.	

Building upon the syntax and structures that students have been exposed to in VISTA Signing Naturally, this workshop gives students the opportunity to expand their vocabulary on a more advanced level by adding to their grammar structures and language functions to achieve fluency in ASL. In this hands-on workshop, students work individually and in small groups, and begin to develop clarity and fluency in their expressive skills.

*Level: Intermediate/Advanced*

### ADVANCED FINGERSPELLING IN ASL WORKSHOP

U2358-51	Steven Pipia	1 session	\$75
Saturday	March 26	9 a.m.-3:30 p.m.	

This workshop offers students the opportunity to become more fluent in their receptive and expressive fingerspelling skills. This workshop provides more advanced ASL students with drills and activities in fingerspelling as it is used within ASL discourse. Students work individually and in small groups to develop clarity, accuracy and fluency in their expressive skills. Workshop topics include lessons on history, use, receptive and expressive pointer, and lexicalized fingerspelling.

*Level: Intermediate/Advanced*

### ASL SEMANTICS WORKSHOP

U2356-51	Staff	1 session	\$75
Saturday	April 2	9 a.m.-3:30 p.m.	

There is more than one correct sign or group of signs that can be used to express the meaning of an English word or words. Students are introduced to multiple meanings and gain practical and experiential (hands-on) understanding by exploring standardized signs. Furthermore, students practice and develop expressive skills with meaning-based words. Students learn to distinguish multiple meanings of words/signs and phrases/sentences; recognize lexical, phrasal, sentential and textual meanings; distinguish nouns and verbs; and create signs/words naturally, accurately and clearly.

*Level: Intermediate*



### >> PERSONAL TRAINER STUDIES<<

---

#### PERSONAL TRAINER CERTIFICATE

---

For more information and course advisement, please call **Jennifer Jokinen** at **516-463-5016** or e-mail **Jennifer.Jokinen@hofstra.edu**.

Since 1996, the Academy of Applied Personal Training Education (AAPTE) has offered its Personal Trainer course and Certified Personal Fitness Trainer-Health Fitness Instructor Exam at Hofstra University Continuing Education. This course is best suited for the individual seeking a career as a certified personal trainer, as well as those seeking knowledge as it relates to exercise, health and fitness.

AAPTE's unique educational experience offers a comprehensive orientation to the science of human performance and resistance training exercise. This curriculum merges theoretical knowledge in a classroom setting with practical hands-on skills training of exercise mechanics and fitness assessment at a state-of-the-art fitness center.

#### **Personal Trainer Course Highlights**

- 50 hours of classroom theory (includes 12 hours of anatomy, meeting the prerequisite for exam eligibility). Note: Those with prior anatomy or a current nationally accredited personal trainer certification are exempt from the prerequisite course.
- 18 hours of hands-on learning (practical skills taught at a state-of-the-art fitness center) that includes pre-exercise screening, fitness assessments and resistance training exercise biomechanics.
- Lectures presented by subject matter experts.
- Hofstra University Continuing Education/AAPTE certificate of course completion.
- All course materials included.
- Includes a one-time, optional AAPTE CPFT-HFI Certification Exam\* fee.
- Approved for veterans benefits.
- Interest-free tuition payment plan available.

Upon completion of the course and meeting the attendance requirements (participants may miss only two lecture modules and one lab module), participants receive a certificate of completion of course work from Hofstra University Continuing Education and the Academy of Applied Personal Training Education.



#### **NCCA ACCREDITED CERTIFICATION EXAM**

**Those seeking nationally accredited certification as a certified personal fitness trainer-health fitness instructor must sit for and pass the AAPTE CPFT-HFI Exam.**

Attendance at this course is not an eligibility requirement to sit for the AAPTE CPFT-HFI Exam, nor does it guarantee the candidate's success in passing the AAPTE CPFT-HFI Exam.

## PROFESSIONAL DEVELOPMENT

### **AAPTE maintains professional affiliation with the following organizations:**

- Institute for Credentialing Excellence (ICE)
- International Dance and Exercise Association (IDEA)
- Eastern Suffolk BOCES Educational Support Services
- Affiliate Member of the National Board of Fitness Examiners
- Continuing Education Specialist for the American Council on Exercise (ACE)
- New York State American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD)

**For more information, visit [www.aapte.org](http://www.aapte.org).**

### **WANT TO LEARN MORE ABOUT HEALTH AND FITNESS OR HOW TO BECOME A PERSONAL TRAINER?**

**Attend a FREE Information Session!**

**Sunday, January 23, 2011, 10:30 a.m.-Noon**

**To reserve your place, call 516-463-7600 or visit [ce.hofstra.edu](http://ce.hofstra.edu) and click on  
“Special Events.” Reservations are required.**

#### **HUMAN ANATOMY**

U1881-51	Sharon Borzone	3 sessions	\$240
Monday, Wednesday, Saturday	February 28, March 2 March 5	6:30-9:30 p.m. 9:30 a.m.-4:45 p.m.	

This course provides students with a basic overview of the skeletal, nervous and muscular systems. We explore aspects of the skeletal and muscular systems using a functional and biomechanical approach to help students relate theoretical principles to anatomy and exercise.

#### **PERSONAL FITNESS TRAINER/HEALTH FITNESS INSTRUCTOR COURSE**

U1971-51	Vincent Carvelli	9 sessions	\$750
Monday, Wednesday, Friday	March 7-30	7-10 p.m.	

**Course Review:** Friday, April 1, 7-10 p.m.

**Hands-On Practical Skills Training Labs:** March 12, 13, and 20, 2:30-8:30 p.m.

**\*AAPTE CPFT-HFI EXAM DATE: SUNDAY, APRIL 3, AT 10:30 A.M. AT  
HOFSTRA UNIVERSITY**

#### **FOUNDATIONS OF NUTRITION**

U1700-51	Teri Mosey	5 sessions	\$350
Monday, Wednesday	April 27-May 11	6-10 p.m.	

This course offers an overview of nutrition and the rapidly changing information from the world of nutrition science, while providing practical, consumer-oriented knowledge. Common myths and misconceptions are discussed, allowing students to build a strong foundation concerning appropriate nutrition choices.

### >> POST-BACCALAUREATE TEST PREPARATION <<

For more information and course advisement, please call **Jennifer Jokinen** at **516-463-5016** or e-mail **Jennifer.Jokinen@hofstra.edu**.

Planning for the next phase of your post-baccalaureate education or career includes important tests. Hofstra Test Preparation, in partnership with America's top campus-based test prep provider, Cambridge Educational Services, is proud to offer customized, comprehensive courses for adults with busy schedules. Participants take official "retired" tests and receive additional practice tests, strategies and content review. Certified instructors target instruction to individual as well as common group weaknesses. In addition to instruction, private tutoring is available. Our customized, comprehensive courses are designed to help students improve test scores on the GRE, GMAT, LSAT, and LAST Teacher's Exam.

#### GRE AT HOFSTRA

X3113-51	Betty Rugg	6 sessions	\$540
Tuesday, Thursday	January 20-February 8	6-10 p.m.	
X3113-52	Betty Rugg	6 sessions	\$540
Monday, Wednesday	March 7-23	6-10 p.m.	
X3113-71	Betty Rugg	6 sessions	\$540
Tuesday, Thursday	May 10-26	6-10 p.m.	

The Computer Adaptive GRE is administered during the first 18 days of every month except Sunday. Call **800-967-1100** for information on how to schedule an exam.

#### GMAT AT HOFSTRA

X3114-51	Peter Blanc	8 sessions	\$560
Tuesday, Thursday	January 11-February 3	6:30-9:30 p.m.	
X3114-52	Peter Blanc	8 sessions	\$560
Tuesday, Thursday	March 22-April 14	6:30-9:30 p.m.	

The Computer Adaptive GMAT is administered Monday through Saturday during the last three full weeks of every month. To learn more about the GMAT, call **800-462-8669**.

#### MATH REVIEW FOR GMAT/GRE

X3118-51	Peter Blanc	7 sessions	\$350
Sunday	March 6-April 17	10 a.m.-1 p.m.	

**NEW!**

If you are planning to take the GMAT or GRE, but may have forgotten much of the math you learned over the years, this is the course for you. We will review arithmetic, algebra, and geometry, as well as the formats specific to each test — data sufficiency on the GMAT, and quantitative comparisons and data interpretation on the GRE. Test-taking strategies will also be reviewed.

## PROFESSIONAL DEVELOPMENT

### LSAT AT HOFSTRA

X3115-51	Betty Rugg	6 sessions	\$560
Monday, Wednesday	January 19-February 7	6-10 p.m.	
X3115-71	Betty Rugg	6 sessions	\$560
Monday, Wednesday	May 9-May 25	6-10 p.m.	

Textbook and CD-ROM included. For test registration, dates and other information, call **215-968-1001** or visit [www.lsac.org](http://www.lsac.org).

### LAST TEACHER'S EXAM

X3116-51	Peter Blanc	8 sessions	\$540
Tuesday, Thursday	February 15-March 10	6:30-9:30 p.m.	

Textbook included. For test registration and other information, call **413-256-2882** or visit [www.nystce.nesinc.com](http://www.nystce.nesinc.com).

### ONE-DAY SPEED READING COURSE

X3220-71	Richard Feldman	1 session	\$150
Saturday	June 11	10 a.m.-3 p.m.	

Success today depends upon being able to absorb information quickly, whether you are college-bound, already in college, or in the business and professional world. Learn a revolutionary system that allows you to cut your reading and study time dramatically. Sharpen your concentration so that you can recall anything you read in greater detail than ever before. Read textbooks and technical materials faster, and remember the details. Improve your performance on standardized tests. You are likely to double your reading speed. The course fee includes a speed reading manual and an MP3 download.

*Note: Participants should bring their own lunch.*

**About the Instructor:** Dr. Richard Feldman is president of Learning Techniques<sup>®</sup>. He holds a Ph.D. in educational psychology from Columbia University and is the author of *Speed Reading*. He has taught speed reading at major universities and corporations for the past 25 years.

**Also Offered: THE PRINCETON REVIEW** offers thorough and effective test preparation courses. Its intensive courses provide full-length practice tests with comprehensive computer analysis of performance; personalized attention in small classes (8 to 15 students) grouped by shared strengths and weaknesses; free extra help; and unmatched, verified score improvements with guaranteed results. For a complete schedule or to register for courses, contact The Princeton Review directly at **800-2REVIEW (273-8439)** or visit [princetonreview.com](http://princetonreview.com). Princeton Review courses are held on the campus of Hofstra University.

**KAPLAN TEST PREP AND ADMISSIONS**, a division of Kaplan, Inc., is the premier provider of educational and career services for individuals, schools and businesses. For more than 70 years, Kaplan has helped students score higher on standardized tests, apply for and gain acceptance to top graduate programs, and successfully launch their professional careers. Kaplan's comprehensive preparation courses include the most realistic practice, exclusive Smart Reports technology, high-quality study materials, and high-scoring teachers. All Kaplan courses are backed by an exclusive Higher Score Guarantee (for details, visit [kaptest.com/hsg](http://kaptest.com/hsg)). Kaplan offers classes for GRE, GMAT, LSAT, MCAT, DAT, OAT, NCLEX, PCAT, and PSAT on the Hofstra University campus. For complete schedules, visit [kaptest.com](http://kaptest.com) or call **800-KAP-TEST**.

### >> CERTIFICATE AND LICENSING PROGRAMS <<

For more information and advisement on course selection and requirements, please call **June Mullan** at **516-463-5014** or e-mail **[june.mullan@hofstra.edu](mailto:june.mullan@hofstra.edu)**.

Are you looking to stay current with developments in your field, begin a new career, or improve your skills and knowledge? Our certificate and licensing programs offer a practical, structured course of study with flexible, conveniently scheduled classes designed for busy adults. Students who satisfy the program requirements receive a certificate of completion.

#### **CREDIT CERTIFICATE PROGRAMS**

- Accounting
- International Business
- Information Technology
- Labor Studies
- Finance
- Marketing Management
- General Management
- Post-Baccalaureate Premedical (Natural Sciences)
- Human Resources Management

#### **NONCREDIT CERTIFICATE PROGRAMS**

- Health Care Information Technology
- Bookkeeping
- Project Management and Implementation
- Deaf Studies/American Sign Language
- Database Design and Development
- Object-Oriented Programming
- Paralegal Studies
- Web Design and Development
- Personal Trainer

#### **LICENSING PROGRAMS**

- Insurance Agents and Brokers
- Life Accident and Health Insurance
- Real Estate Salesperson License
- Real Estate Appraisal
- Notary Public

## PERSONAL ENRICHMENT

For more information and advisement on course selection and requirements, please call **Jennifer Jokinen** at 516-463-5016 or e-mail [Jennifer.Jokinen@hofstra.edu](mailto:Jennifer.Jokinen@hofstra.edu).

Hofstra University Continuing Education offers noncredit courses that will intrigue, inform, challenge and inspire you. Our courses provide general knowledge and allow for the development of intellectual and artistic abilities while you explore your passions and interests. The personal enrichment courses listed below are sure to pique your interest, challenge your intellect, and help you discover your hidden talents.

### ART

#### INTRODUCTION TO OIL PAINTING

U3108-51	Michelle Carollo	8 sessions	\$215
Tuesday	February 1-March 29	6:30-8:30 p.m.	

*No class February 22.*

This course introduces traditional and nontraditional oil painting techniques and the types of materials and basic color theory principles, and explores spatial and compositional relationships. Students are encouraged to use their natural abilities and intuitive processes while developing an understanding of aesthetics and technical proficiency. This course is perfect for a true beginner with little or no experience or those who want to develop their technique further.

*Materials Fee: Approximately \$100*

#### INTRODUCTION TO DRAWING

U3110-51	Michelle Carollo	8 sessions	\$215
Wednesday	February 2-March 30	6:30-8:30 p.m.	

*No class February 23.*

This class focuses on basic drawing skills and techniques. Students gain a working knowledge of line, shape, perspective, proportion, value and composition. The course covers everything from quick gesture drawings to concentrated still-life studies. A variety of materials are introduced; no drawing experience is necessary.

*Materials Fee: Approximately \$50*

#### SUITCASE PAINTING

U3116 -51	Michelle Carollo	8 sessions	\$215
Tuesday	April 5-May 31	6:30-8:30 p.m.	

*No class April 19.*

**NEW!**

This class focuses on making small-scale works *en plein air*. *En plein air* is a French expression that means “in open air.” It is a term used to describe the act of painting outdoors. During each session, the class will meet at a different location on campus with the goal of completing a finished work in the open. Prior painting experience is required.

*Materials Fee: Approximately \$25*

## PERSONAL ENRICHMENT

NEW!

### INTRODUCTION TO PRINTMAKING

U3117-51	Michelle Carollo	8 sessions	\$215
Monday	April 4-May 23	6:30-8:30 p.m.	

*No class April 18.*

This class introduces various printmaking techniques that can be performed at home without using a traditional printmaking press. The course touches on all the basics – everything from how to mix printing ink to choosing the correct paper. A variety of techniques are covered, including water-based monotypes, linocuts, block printing and Plexiglas etching. No experience is necessary.

*Materials Fee: Approximately \$75*

### CREATING FINE ART WITH COLORED PENCILS

U3109-51	Arlene Steinberg	6 sessions	\$199
Monday	March 7-April 11	6:30-9 p.m.	

Discover how to create brilliant fine art paintings with colored pencils! Learn how to utilize the time-tested techniques of the masters, such as chiaroscuro and underpainting, to create impressive works of art. The class explores color theory, values, and composition, with attention to how to convey mood and personal style. Working through a series of exercises, you'll end the course by creating a finished piece of fine art that, when shown, will be sure to invoke the response: "I can't believe that's colored pencil!"

*Materials Fee: Approximately \$50*

### WATERCOLOR

U3111-51	Alice Melzer	8 sessions	\$199
Thursday	March 3-April 28	7-9 p.m.	

*No class April 21.*

Explore your creative urges through the medium of watercolor. In this studio workshop, we approach the art of watercolor painting by mastering several simple techniques. First, we investigate the unique properties of watercolor as well as those of various papers and brushes. Next, we explore the basics of all painting – color, composition, shape, texture and value. Finally, clear and straightforward demonstrations enable even the beginner to master this subtle but complex medium. Note: Some classes may be held outdoors, weather permitting.

*Materials Fee: Approximately \$50*

## PERSONAL ENRICHMENT

### HAND PAINTING ON SILK: WORKSHOP DEMONSTRATION

U3113-51	Bettina Marks	1 session	\$79
Saturday	March 26	2-5:30 p.m.	
U3113-52	Bettina Marks	1 session	\$79
Saturday	May 7	2-5:30 p.m.	

This afternoon workshop is an intensive demonstration of the various techniques involved with making one-of-a-kind, hand-painted scarves, garments, fabrics and paintings. It covers the materials needed, where to purchase these items, and the initial applications of working with the dyes and resist methods to create the designs of your choice. Create faux marbling with luminous dyes and Chinese brushes using the gutta resist method of silk painting. Using these brilliant colored dyes, combined with fabric paints and inks, crayons and markers, anyone can create exciting and unusual works of art.

*Note: This is a demonstration of technique.*

### INTRODUCTION TO 2-D DESIGN FOR DIGITAL TECHNOLOGIES

U3115 -51	Bettina Marks	8 sessions	\$215
Wednesday	March 2-April 27	6:30-8:30 p.m.	

*No class April 20.*

This course introduces beginning art and design students to the basic elements of design in two dimensions. Composition, form, proportion, pattern and organization, and the principles of color theory are used to solve visual problems by manipulating these elements for specific objectives. These skills are easily applied to the challenges of designing with digital technologies.

### AT THE POTTER'S WHEEL: A POTTERY WORKSHOP

U5301-51	Eric Kubinyak	10 sessions	\$420
Thursday	February 3-April 14	7-10 p.m.	

*No class February 24.*

More than other artists, 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 can choose to apply your creative flair to a tremendous array of objects, some practical, others decorative. Each project is designed to accommodate both the beginner and advanced student, with everyone working at a comfortable pace. (Glazing material and kiln firings included; clay is extra.)

*Limited enrollment.*

## PERSONAL ENRICHMENT

### 2-D COLLAGE ART

U3114 -51	Bettina Marks	6 sessions	\$199
Thursday	March 10-April 14	6-8:30 p.m.	

This course, designed for anyone who wants to tap into his or her creativity, is not limited to those with artistic talent. Collage can help free the imagination by opening the creative mind to spontaneity and “accident.” It moves beyond the preconceived. Images are created to evoke a feeling or convey a story, theme or thought using a variety of papers, photographic images and found objects. Projects encourage students to develop their own personal style.

### ARMCHAIR ART HISTORY

U3107-51	Alice Melzer	3 sessions	\$65
Tuesday	March 29-April 12	6:30-8 p.m.	

NEW!

No time to catch a show at the MOMA or the Met? Join us for a presentation on three fabulous time periods in art history – *Pre-Raphaelites in Love*, *Stained Glass Italian Style*, and *In Her Time*, *Georgia O’Keefe*. After the presentations and lectures, there will be group discussion on the lectures and/or other art-related topics, led by art educator Alice Melzer.

## PHOTOGRAPHY

### PHOTO MANIPULATIONS WITH PHOTOSHOP

U5422-51	Alice Melzer	6 sessions	\$135
Saturday	February 5-March 19	10-11:30 a.m.	
<i>No class February 26.</i>			

Whether you have film or digital photos, now you have the opportunity to alter these images in a variety of wonderful ways. Each session provides training in how to use Photoshop and its tools to enhance your images. In the first session, you will be provided with images. Thereafter, you will experiment using your own images saved to your own thumb or jump drives. Open to beginner or intermediate-level computer users.

### PHOTO MANIPULATIONS WITH PHOTOSHOP, PART II

U5422-51	Alice Melzer	6 sessions	\$135
Saturday	March 26-May 7	10-11:30 a.m.	
<i>No class April 23.</i>			

Each session provides training in how to use Photoshop and its more advanced tools to enhance your images. In this class you will learn photo restoration techniques, how to add words to an image, and more. Students will have time to work on individual projects with guidance from the instructor.

## PERSONAL ENRICHMENT

### INTRODUCTION TO DIGITAL PHOTOGRAPHY

U5421-51	Harry Nicolades	6 sessions	\$199
Wednesday	March 3-April 7	7-9 p.m.	

This course introduces students to the art of photography, including subject matter, composition and lighting; how to use a digital camera, including camera functions, controls, storage and metering; and post-production, including storage, printing, editing, and presentation.

*Note: Students must bring a digital camera to each class.*

### ADVANCED DIGITAL PHOTOGRAPHY

U5423-51	Andrew Hollander	6 sessions	\$235
Wednesday	March 2-April 6	6:30-9 p.m.	

This course uses critiques of student work to teach concepts such as composition, lighting, location, preparation, and shooting portraits. Students will keep journals, learn to critique the work of others and, ultimately, be able to critique their own images. Basics of aperture control, speed control and ISO, including the interrelationship of these three settings, will also be discussed, as well as the use of histograms, the concept of “out of the camera” (no intervention from image manipulation programs), and shooting raw vs. JPG.

*Prerequisite: Students must bring a digital camera to each class, know how to operate it, and understand the basic concepts of photography.*

## WRITING

### INTRODUCTION TO CHILDREN'S BOOKS

U6113-0151	Gina Shaw	8 sessions	\$224
Tuesday	March 1-April 26	7-9 p.m.	

*No class April 19.*

Have you ever wanted to write a children's book? Do you know the difference between a picture book, a leveled reader, an early chapter book, and a middle-grade chapter book? Do you want to know what publishers are looking for? This course provides an overview of the different types of children's books on the market today. We also discuss how to write and submit a children's book manuscript for publication.

### WRITERS GROUP: WRITING A CHILDREN'S BOOK

U6101-51	Gina Shaw	8 sessions	\$224
Saturday	March 5-April 30	9-11 a.m.	

*No class April 23.*

What helps an author the most with a manuscript? Sharing it with others and getting feedback, of course! Please bring in your children's book manuscripts — picture books, easy readers, or middle-grade novels — to share with your peers, and let's help each other by offering constructive criticism. Throughout the course, you will discover what works in today's children's book marketplace.

## PERSONAL ENRICHMENT

### PROOFREADING/COPYEDITING

U6116-51	Gina Shaw	8 sessions	\$224
Thursday	March 3-April 28	7-9 p.m.	
<i>No class April 21.</i>			

Are you a careful reader? Do you find errors in books, newspapers, or magazines as you're reading? Do you like the way words look when they're set in type? Do you consider yourself a wordsmith, a lover of the nuances of language? If so, then you may have the potential to become a proofreader and/or copyeditor. The course focuses on the language and symbols used by proofreaders and copyeditors and gives you hands-on experience working with different types of texts.

**About the Instructor:** *Gina Shaw has been an editor of children's books for the past 36 years. She has edited novelty books, picture books, easy readers, early chapter books, and middle-grade chapter books. She recently retired from a position as editorial director for original publishing for all the Scholastic Book Clubs. For the past eight years, she and her staff created more than 150 books a year for children 3-12 years old. Ms. Shaw is now freelance writing, editing, speaking, and teaching, and is the author of several books for young children.*

### POETRY

U6100-51	Susie Garber	6 sessions	\$150
Wednesday	March 2-April 6	6:30-8 p.m.	

Come enjoy the beauty of poetry. We'll explore different types of poetry and how to use the tools of poetry. We will study mentor poets such as Emily Dickinson, Langston Hughes, and William Wordsworth. The goal is to complete one or more polished poems for submission.

### EVERYONE HAS A STORY TO TELL

U6111-51	Susie Garber	6 sessions	\$150
Wednesday	March 2-April 6	8-9:30 p.m.	

As we focus on crafting a personal narrative or memoir, we explore the author's use of sensory detail and vivid verbs, as well as how to evoke feelings, portray setting, and write with voice. We then move through the stages of the writing process of rehearsal, drafting, revising, editing and publishing. At the end of the course, you will have a story or memoir ready for submission.

**About the Instructor:** *Susie Garber is the author of Denver Dreams: A Novel (Jerusalem Publications, 2008), Memorable Characters ... Magnificent Stories (Scholastic, 2002); articles in Language Arts Journal and The Reading Teacher Journal; fiction, memoir, and poetry in Horizons, The Jewish Family Journal; and "Take Note": A Memoir (Targum, 2009). She co-directs a summer literacy conference for Yeshiva and day school teachers, and she is a writing consultant at various private schools.*

## PERSONAL ENRICHMENT

### FINDING STORIES

U6102 -51	Sandra Mardenfeld	6 sessions	\$150
Sunday	March 6-April 10	Noon-2 p.m.	

This class will help students find and explore stories that are important to them. Through in-class and take-home exercises, students will explore characters, develop story structures, and learn how to use their experiences to produce articles, short stories and personal essays. We will discuss writing techniques such as fiction narration, description, and dialogue to create works that are personal and compelling. Writers will also be advised on markets for their works and the proper method of submitting proposals to agents and publishers.

### WRITING MAGAZINE ARTICLES

U6108-51	Sandra Mardenfeld	6 sessions	\$150
Sunday	March 6-April 10	2-4 p.m.	

This class teaches students basic techniques freelancers use to sell articles to magazines. The course will take the neophyte and enable him or her to actively pursue magazine work in a professional and savvy manner. Midway through the course, students will begin sending proposals to magazines, and by the final class students should have three to five query letters for submission.

***About the Instructor:** Sandra Mardenfeld is a freelance writer, editor and teacher. She is currently pursuing a Ph.D. in communications, information and library sciences, and media studies at Rutgers University. She earned a bachelor's degree in journalism at SUNY Buffalo and a master's degree in magazine journalism at New York University. She has worked as the managing editor for Fashion Almanac magazine and as the Broadway editor of Playbill. Ms. Mardenfeld has written for more than 50 newspapers, magazines and websites.*

### THE STRUCTURE OF ENGLISH: PRACTICAL GRAMMAR

U6416-51	Silvia Montemurro	10 sessions	\$320
Thursday	March 3-May 12	6-8 p.m.	
<i>No class April 21.</i>			

This course gives you a comprehensive and logically organized approach to grammar and syntax. It will help you become a better speller, expand your vocabulary, understand the many roles that words can play, and write clear sentences for a powerful effect. Through well-designed in-class exercises and regular practice, you will see significant growth in just 10 weeks.

### WRITING SKILLS FOR THE BUSINESS WORLD

U6415-51	Silvia Montemurro	10 sessions	\$224
Thursday	March 3-May 12	8-9:30 p.m.	
<i>No class April 21.</i>			

Do you find it difficult to express yourself in letters, e-mail and memos? Do you avoid writing or suffer from anxiety when someone requests something in writing? If so, join us to discover how you can overcome stress-inducing writing problems. Using formats typical of the business world, the instructor works with each student to address individual concerns. Quickly, you will discover that you can be a compelling communicator via your ability to achieve clarity and precision with the written word.

## PERSONAL ENRICHMENT

### GET THAT NOVEL STARTED: STRATEGIES FOR WRITING FICTION THAT SELLS

U6112-51	Saralee Rosenberg	8 sessions	\$224
Tuesday	January 25-March 29	7-9 p.m.	

*No class February 22.*

Have you dreamt of penning a novel, but are daunted by the task? Every writer begins the same way – full of ideas and equally full of doubt. Novelist Saralee Rosenberg has published eight fiction and nonfiction books and understands that the hardest part is getting started. In this intensive, eight-week workshop, she gives writers the support and knowledge they need to complete a manuscript. The program offers traditional techniques as well as Ms. Rosenberg’s own “novel” approach to developing compelling stories with memorable characters. Topics include coming up with big ideas, plot and character development, narrative no-no’s, good dialogue, and writing cliffhanger endings. Participants have the opportunity to share their work and have it critiqued.

### KEEP THAT NOVEL GOING: STRATEGIES FOR COMPLETING YOUR DEBUT MANUSCRIPT

U6125-51	Saralee Rosenberg	8 sessions	\$224
Wednesday	January 19-March 16	7-9 p.m.	

*No class February 23.*

In this intensive, write-as-you learn workshop, new novelists who are motivated to complete a first draft of a manuscript in eight weeks will be taught the proven strategies to achieve this goal. The keys to success are making a commitment to write every day, sharing the work-in-progress in class, and being open to feedback. Each two-hour class offers solid instruction, in-class writing exercises and “workshopping” (reading aloud) sample pages. Topics include creating the hook; developing themes; building memorable characters; understanding pacing, point-of-view and dialogue; and revealing plot points. In addition, the instructor will develop a first draft of a novel so that everyone is “on the same page.”

### WRITERS BOOK CAMP

U6127-51	Saralee Rosenberg	4 sessions	\$135
Wednesday	March 23-April 13	7-9 p.m.	

**NEW!**

This intensive 4-week course focuses on understanding today’s competitive publishing environment and offers hands-on tips for getting an agent, understanding self-publishing and electronic publishing, negotiating a book contract, and learning about film and TV adaptations. It also covers techniques for staying focused on a writing project, including when and where to write, staying disciplined, and overcoming setbacks. This course is for anyone who hopes to have a book published, whether it is fiction or nonfiction.

**About the Instructor:** *Nationally acclaimed author and lecturer Saralee Rosenberg is the author of four novels from Avon/HarperCollins, including A Little Help From Above (2002), Claire Voyant (2004), Fate and Mrs. Fortune (2006) and Dear Neighbor, Drop Dead (2008). She recently completed her first novel for children, Hannah Had This Feeling. Prior to writing fiction, Ms. Rosenberg co-authored several nonfiction books, including the bestselling guide 50 Fabulous Places to Raise a Family. She has appeared on hundreds of radio and TV programs to promote her books, including Oprah and CBS This Morning. For the past 20 years, she has been a frequent instructor discussing writing techniques and the writer’s life. She is a graduate of Indiana University and currently teaches at Hofstra University and Media Bistro in New York.*

## PERSONAL ENRICHMENT

### SCREENWRITING AND FILM STUDIES

#### BEGINNING SCREENWRITING

U6114-51	Robert Martorana	8 sessions	\$199
Saturday	March 5-April 30	9-10:30 a.m.	
<i>No class April 23.</i>			

The film industry has a constant craving for fresh, new ideas; indeed, there has never been a better time for the aspiring screenwriter. In this intensive course, designed to teach screenwriting skills to the beginner and develop the skills of more advanced writers, a professional screenwriter guides students in developing a feature-length screenplay – from idea to outline to script. The focus is on structure, character development, format and narrative techniques that meet industry standards. Films, both commercially and critically successful, are analyzed to help students sharpen their dramatic writing skills and film fluency. In addition, the instructor discusses approaches to beginning a career as a professional screenwriter.

#### INTERMEDIATE SCREENWRITING

U6115-51	Robert Martorana	8 sessions	\$199
Saturday	March 5-April 30	11 a.m.-12:30 p.m.	

This course is designed for students who have completed Beginning Screenwriting or the equivalent, as well as for writers who have mastered screenwriting basics and have an idea or full treatment (outline) for a feature film script. Classes are designed to identify weaknesses in concept, story structure, character development, plot and setting, and develop solutions that result in a revised draft suitable for professional submission. Script and story outline analyses, conducted by the instructor and class members, are an integral part of each class meeting. Participants are encouraged to bring an outline (treatment) of their story to the first class.

#### HOLLYWOOD FILM SCHOOL: A CRASH COURSE FOR INDEPENDENT FILMMAKERS, PRODUCERS, DIRECTORS AND WRITERS

U6500-51	Staff	2 sessions	\$410
Saturday, Sunday	May 14,15	9 a.m.-6 p.m.	

This acclaimed course helped launch the careers of Quentin Tarantino, Robert Rodriguez, Guy Ritchie, and 20 Sundance entrants who directed, marketed or produced films such as *In the Company of Men* and *The Blair Witch Project*. In just one weekend, you'll learn how to produce, direct, shoot, finance, distribute, and sell a movie. You'll also understand how to create a feature film with budgets ranging from \$5,000 to \$5 million. Topics include producing, writing, talent, guilds and unions, financing, deal making, directing, cameras, shooting, editing, marketing, festivals, distributing and negotiating, as well as digital filmmaking and Web distribution. At the end of the course, you'll receive a producer's diploma, graduation certificate and filmmakers workbook.

*Note: Class is held in Manhattan. Minimum age is 18.*

## PERSONAL ENRICHMENT

### WINETASTING

#### AROUND THE WORLD OF WHITE WINES

U3502-51	Robert Windorf	1 session	\$99
Saturday	March 26	2-4 p.m.	

Bring your passport and join us to taste an international selection of white wines. As you sample delicious wines, along with some appetizers, you will learn how to match these wines perfectly with some of your favorite foods, and discover some of the best and most surprising values in today's wine market. We look forward to welcoming you and your friends for a fun and delightful afternoon!

*Note: Participants must provide proof that they are 21 years of age or older.*

#### THE WORLD OF CHAMPAGNE AND SPARKLING WINES

U3503-51	Robert Windorf	1 session	\$99
Saturday	April 9	2-4 p.m.	

Please join us for an introduction to the world of champagne and sparkling wines. As you sample delicious sparkling wines and champagnes, along with some appetizers, you will learn their history, how they are made, and how to match them perfectly with some of your favorite food dishes. We look forward to welcoming you and your friends for an exciting and delightful afternoon!

*Note: Participants must provide proof that they are 21 years of age or older.*

**About the Instructor:** Robert Windorf received formal training in professional wine studies, culinary arts, and culinary journalism at the Culinary Institute of America at Greystone (Napa Valley, California), The French Culinary Institute (New York), The Institute of Culinary Education (New York), The Bordeaux Wine School, New York University, and Windows on the World Wine School.

### FOREIGN LANGUAGES

#### ITALIAN FOR BEGINNERS

U6637-51	Glenn Jones	10 sessions	\$224
Thursday	March 3-May 12	7:40-9:40 p.m.	

*No class April 21.*

In this course, correct pronunciation, with a solid grounding in basic grammar, is of foremost importance, leading to structured and guided conversation for those who want to learn Italian for travel, pleasure or business. Students should purchase *Italian the Easy Way*, Third Edition, by Marcel Danesi; Barron's Publisher, ISBN 10:0-7641-3413-2 or ISBN 13:978-0-7641-3413-5.

## PERSONAL ENRICHMENT

### ITALIAN, PART II

U6638-51	Glenn Jones	10 sessions	\$224
Wednesday	March 2-May 11	7:30-9:30 p.m.	
<i>No class April 20.</i>			

This course is a continuation for students who have taken Italian for Beginners, or who have a basic understanding of the language. This course will focus on additional conversational skills and grammar. Students should purchase *Italian the Easy Way*, Third Edition, by Marcel Danesi; Barron's Publisher, ISBN 10:0-7641-413-2 or ISBN 13:978-0-7641-3413-5.

### ITALIAN REFRESHER COURSE

U6641-51	Glenn Jones	10 sessions	\$224
Thursday	March 3-May 12	5:50-7:20 p.m.	
<i>No class April 21.</i>			

This course is designed for students of all levels who want to keep up their knowledge of the Italian language. Instruction will be driven by topics and questions chosen by students. The textbook offers minimum grammar and maximum vocabulary. Students can purchase *Learn Italian the Fast and Fun Way*, Second Edition, by Marcel Danesi; Barron's Publisher, ISBN 0-7641-0210-9 (approx. \$16.95, book only) or ISBN 0-7641-7526-2 (\$49.95, book with four CDs).

### SPANISH I

U6612-51	Glenn Jones	10 sessions	\$224
Monday	March 7-May 16	7:30-9:30 p.m.	
<i>No class April 18.</i>			

This class is designed for adults who have little or no knowledge of Spanish, or who took a course in Spanish years ago and need to refresh their skills in the language. Learn the Spanish you need to improve workplace communication or to travel. The goal of this course is to teach basic grammar to enable you to speak in simple sentences. Students should purchase *Spanish Now*, Seventh Edition, by Silverstein, Wald and Pomerantz; Barron's Publisher; ISBN-10: 0-7641-7774-5 or ISBN-13: 978-0-7641-7774-3.

### CONVERSATIONAL SPANISH FOR BEGINNERS

U6613-51	Jen Coniglio	10 sessions	\$155
Wednesday	February 9-April 27	5:30-7:30 p.m.	
<i>No class February 23, April 20.</i>			

This course is designed to help students develop listening, speaking, reading, and writing skills in Spanish. Some topics include: greetings, descriptions, expressing likes and dislikes, ordering at a restaurant, and asking for directions.

## PERSONAL ENRICHMENT

### MEDICAL SPANISH

U6636-51	Carol Barnett	5 sessions	\$135
Monday	March 7-April 4	6:30-8 p.m.	

Throughout this course, students have the opportunity to listen and respond to Spanish-speaking patients and learn about cross-cultural aspects of this diverse population. Using an integrated skills approach, students learn to greet patients, take vital signs, find out chief complaints, review medical histories, describe physical exams, recommend follow-up care instructions, and discuss prescriptions. Each week students learn essential vocabulary and basic grammar topics, and receive practice exercises and carry on dialogues. No previous knowledge of Spanish is necessary.

*Note: Textbook required for additional fee.*

## ACTING

### BASICS OF ACTING: TAKING IT BEAT BY BEAT

U7327-51	Vanessa DeSantis	4 sessions	\$99
Saturday	March 5-26	11:30 a.m.-12:45 p.m.	

NEW!

Whether you imagine yourself acting on the stage or intend to apply acting skills to your professional life, becoming a better communicator, this course will teach you the basic skills in a friendly, judgment-free environment. Learn techniques to employ your physicality and voice effectively. Learn what it means to “score” a role and how actors use “beat” within a script. Explore the techniques that will help you sound natural, and really make the lines your own, as opposed to simply reading them. Acting is an empowering and inspiring craft that draws from countless other practices, such as meditation, story-telling, musicality and movement. Once you learn the tricks of the trade, it will open up a whole new world of understanding. You’ll see what makes the great ones great, as well as how to critically assess what you see, hear and experience when you attend a Broadway play.

## SELF-IMPROVEMENT

### GENEALOGY WORKSHOP: HOW TO RESEARCH AND DOCUMENT YOUR FAMILY HISTORY

U5400-51	Nolan Altman	1 session	\$55
Monday	March 7	7-9 p.m.	

Think you might be related to royalty? Or, what if Jesse James was really Great-Great-Uncle Jesse? Using historical documents and photos from the family history of the instructor as a guide, this course provides participants with basic information needed to start researching their own family trees. Topics covered include vital records, federal and state census reports, passenger manifest records, Holocaust references, and using the Internet to assist in your genealogical searches.

## PERSONAL ENRICHMENT

### STRESS REDUCTION FOR BUSY PEOPLE

U7324-51	Eileen Lichtenstein	1 session	\$35
Tuesday	March 3-24	6:30-8:30 p.m.	
<i>No class March 17.</i>			

This class will teach you to experience positive change when coping with personal stress triggers. Students will learn strategies and techniques that can be used in everyday life to combat stress. Topics discussed include prioritizing, time management, setting goals, positive visualization, and using language and affirmations to reduce stress and take action in all realms of life. Eileen Lichtenstein is a Peak Performance Success Coach who can help you and the people in your family or organization deal effectively with stressful situations. *Materials Fee: SOAR! with Resilience™; \$15 payable to instructor.*

### CREATING YOUR MARKETABLE IMAGE

U7319-51	Bettina Marks	6 sessions	\$215
Tuesday	March 8-April 12	6:30-8:30 p.m.	

Project the best professional image and develop confidence by understanding how the choices you make help or hurt your image. Being flexible and maintaining a marketable image gives you an edge in the ever-changing marketplace. This class is designed for the individual who is returning to the workforce or those who would like help re-inventing or polishing both their “look” and their interviewing and presentation skills. Basic elements of design are applied to YOU. Style and design choices drawn from those in the fashion, entertainment, and political worlds are discussed and used as examples. Movement exercises and techniques used by actors, dancers, and public speakers are employed to help you enhance your physical presence and understand and interpret body language.

### THE POSITIVE PARENT

U6121-51	Diane Lang	1 session	\$35
Wednesday	January 26	6:30-8:30 p.m.	

Are you a positive role model? Using positive psychology as a foundation, we can raise our children to be happier and more optimistic. Topics to be discussed include: what you should be teaching your child; which environments are more nurturing for children; how you can instill a positive outlook in your child; and benefits of a positive childhood.

### HAPPINESS: LIVING AN OPTIMISTIC LIFESTYLE

U6122-51	Diane Lang	1 session	\$35
Monday	January 31	6:30-8:30 p.m.	

We all want to be happy, but truthfully, what makes us happy? What are the myths about happiness? Can we work on being happy? What can we change about our lives to become happier? What personality traits can be learned? Learn new ways of thinking and behaving that will make you happier, such as expressing gratitude and setting life goals. Positivism is contagious; learn tips and techniques to make your life a more positive, happy journey.

## PERSONAL ENRICHMENT

### LETTING GO OF ANGER

U6123-51	Diane Lang	1 session	\$35
Wednesday	February 16	6:30-8:30 p.m.	

In this workshop you will learn to recognize your anger, the different sources of anger and types of anger triggers. The instructor will help you understand your anger and the consequences of anger, both physically and emotionally, and will provide tips on how to let go of unresolved anger, including relaxation techniques.

### NEW BEGINNING: A CLASS FOR NEW MOMS

U7328-51	Diane Lang	1 session	\$35
Monday	May 2	6:30-8:30 p.m.	

NEW!

Being a new mom can be exciting – and overwhelming. This workshop provides a place for participants to talk about changes in their lives and perceptions. Discussion includes the necessity of self-care, changing identity, differences between baby blues and postpartum depression, and the ups and downs that are a normal part of new mothering, while gaining support from other moms.

### WHAT KIND OF SMART ARE YOU?

U7329-51	Diane Lang	1 session	\$35
Monday	March 21	6:30-8:30 p.m.	

NEW!

This workshop introduces participants to the theory of multiple intelligence created by Howard Gardner. Learn the eight different types of intelligence and how using this theory can help you problem solve, learn and communicate better. Information learned will enhance relationships between parent/child, teacher/student, employer/employee, and spouses or partners. Using multiple levels of intelligence, we can determine our child's strengths, how each child is unique, and how we can encourage him or her to learn.

***About the Instructor:** Therapist, educator and life coach Diane Lang has dedicated her career to helping people turn their lives around and is now on a mission to help them develop a sustainable positive attitude. A therapist and educator of positive psychology, Diane Lang holds an M.A. in counseling and a B.A. in liberal arts from the New York Institute of Technology. For more information, please visit her website at [www.dlcounseling.com](http://www.dlcounseling.com).*

### FENCING

U7315 -51	Enid Friedman	10 sessions	\$300
Tuesday	February 15-May 3	6:20-7:50 p.m.	

*No class February 22, April 19.*

Experience the beauty and skill of fencing – a wonderful form of conditioning and exercise. Open to both beginner and intermediate students, this course introduces participants to fencing in a safe, controlled atmosphere. You'll learn how to advance, retreat, lunge, attack and parry as you improve your stamina, reaction time, speed, accuracy and coordination. *Equipment included. Limited enrollment.*

## PERSONAL ENRICHMENT

### LITERATURE

#### LILY AND CARRIE: CHARACTER STUDIES AT THE START OF THE CENTURY

U6120-51	Vanessa DeSantis	3 sessions	\$65
Wednesday	March 16-30	6-7:30 p.m.	

In this course we will journey to America at the beginning of the 20th century by reading two landmark novels, Edith Wharton's *The House of Mirth* and Theodore Dreiser's *Sister Carrie*. We will examine how these works explore issues of female identity and independence. We will discuss how Dreiser uses the industrial landscape of Chicago to explore the social locations of his characters, often with psychologically revealing results. Similarly we will probe issues of society and self in *The House of Mirth*, where strict traditions collide with the new, unfettered attitudes of a growing industrial class. Ultimately, our focus will be on the characters of Lily Bart and Carrie Meeber, respectively, considering the themes of women and controversy, isolation and the modern city, and what it means to be "in" or "out" of society.

*Required: The novels The House of Mirth and Sister Carrie. Students must read the novel The House of Mirth before the first class. The instructor will be happy to recommend editions.*

#### JANE AUSTEN AND CHARLOTTE BRONTE: LIVES IN LITERATURE

U7330-51	Vanessa DeSantis	4 sessions	\$65
Thursday	March 9-30	6-7:30 p.m.	

NEW!

This course combines biographical study with literary analysis. It is recommended only for students with experience thinking critically about literature. It will proceed in four parts. First we will outline the course objectives. The second session will discuss Regency-era authoress Jane Austen and her novel *Pride and Prejudice*. The third and fourth sessions will focus on the Victorian age's Charlotte Brontë, while discussing her lesser-known masterpiece *Villette*. The course requires that students do the reading before each session, and it is recommended that students read both novels before the course begins.

*Required: Jane Austen's Pride and Prejudice and Charlotte Brontë's Villette. The instructor will be happy to recommend editions.*

### >> PEIR (PERSONAL ENRICHMENT IN RETIREMENT) <<

**What is the PEIR Program?** Simply put, PEIR provides opportunities for intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals, age 55+. Bring your curiosity, your opinions, your expertise, your passions — and share them with other 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, art and architecture, economics, finance or technology.

**Who attends PEIR meetings and events?** You'll find a diverse mix of vibrant, intelligent professionals. 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.
- 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 right here at home.

#### **Who should enroll in PEIR?**

Enthusiastic retirees 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 Bradley Kaye at 516-463-7200.**

### >> SATURDAY CLASSES FOR YOUNG PEOPLE <<

Saturday Classes for Young People offers more than 60 courses in academics, arts and athletics for students aged 3-18, so there is something for everyone. Utilizing the rich resources of Hofstra University, including the technologically advanced C.V. Starr Hall, the Spiegel Theater, and an Olympic-sized swimming pool, these offerings help young people explore their intellectual and creative interests. Exciting courses include video game design, CSI: Forensic Science, aquatics, theater workshops, and language arts. Also included in the Saturday youth program is the Hofstra Gifted Academy and Hofstra REACH program, a program designed to benefit children with autism.

**For a complete Saturday Classes for Young People course listing, visit [ce.hofstra.edu/youth](http://ce.hofstra.edu/youth) or call 516-463-7400 to request a brochure.**

## LIFELONG LEARNING

### >> HOFSTRA SUMMER CAMPS <<

The largest university-based camp on the East Coast and accredited by the American Camp Association, Hofstra Summer Camps offers young people the opportunity to experience athletics, academics and the arts on Hofstra's beautiful 240-acre campus.

Hofstra Specialty Camps offers a broad spectrum of coed specialty camps – with the flexibility to register for two, four, six or seven weeks – for children entering kindergarten through ninth grade.

There are more than 20 specialty areas to choose from, including theater, arts, dance, cheerleading, Ga-ga dodgeball, fashion design, reading/writing, video game development, tennis, soccer and robotics. Campers spend one-half of each day participating in their area of specialization and the other half in planned recreational activities, which includes a period of instructional swim in Hofstra's indoor, heated, Olympic-sized pool. Additionally, a special end-of-the-season, one-week program (Session 4) is offered for children who wish to engage in a full-day camp program.

Hofstra Sports Academy Camps are for campers whose interests are strictly athletic. For campers entering second through 12th grades, we offer Sports Academy Camps in coed baseball, girls basketball, boys basketball, boys lacrosse, coed soccer, softball, band, coed dance and cheerleading, all supervised by Hofstra's well-known NCAA coaching staff.

#### BACK BY POPULAR DEMAND: OVERNIGHT CAMP

##### NEW FOR 2011:

Health and Wellness, Ga-ga Dodgeball, Environmental Education, Marine Biology, Wrestling, Girls Lacrosse

These are summer alternatives that will identify your child's special talents, capture their imaginations, and help them realize their dreams and goals. It's an experience they'll never forget!

**For more information, call 516-463-CAMP or visit [hofstra.edu/camp](http://hofstra.edu/camp).**

### >> PRE-COLLEGIATE TEST PREPARATION <<

Hofstra University offers preparation courses for the SAT, Catholic High School Entrance Exam, and NYS Regents Exams. Classes are offered throughout the year.

**For more information, call 516-463-7400.**

# REGISTRATION AND GENERAL INFORMATION

## CALENDARS

### CONTINUING EDUCATION GENERAL CALENDAR

Monday, January 3	Classes begin
Monday, January 17	Holiday – University closed; no classes
Monday, February 21	Holiday – University closed; no classes
Tuesday, April 19	Holiday – No evening classes
Friday-Sunday, April 22-24	Holiday – University closed; no classes

### CONTINUING EDUCATION PARALEGAL STUDIES CERTIFICATE PROGRAM CALENDAR

Tuesday, January 18	Classes begin
---------------------	---------------

## REGISTRATION OPTIONS

You may register online; via telephone, fax or mail; or in person. To register by fax or mail, you may use the registration form included in this publication or download the registration form from our website at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms).

<b>ONLINE</b>	Register online at <a href="http://ce.hofstra.edu">ce.hofstra.edu</a> . Payment must be made by major credit card (MasterCard, Visa or American Express).
<b>BY FAX</b>	The registration form can be faxed to <b>516-463-4836</b> anytime. Payment must be made by major credit card (MasterCard, Visa or American Express).
<b>BY PHONE</b>	Telephone calls are accepted at <b>516-463-7200</b> , Monday-Friday, 8 a.m. to 8 p.m.; Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa or American Express).
<b>BY MAIL</b>	Mail a completed registration form at least one week before the first day of classes to: <b>Hofstra University Continuing Education Registration Office 250 Hofstra University Hempstead, NY 11549-2500</b> Payment must accompany registration form and can be made by personal check, money order, bank check and major credit card (MasterCard, Visa or American Express).
<b>IN PERSON</b>	Visit our offices, located in University College Hall on the North Campus of Hofstra University. Offices are open Monday-Friday, 8 a.m. to 8 p.m., and Saturday, 8 a.m. to 2 p.m. Payment may be made by personal check, money order, bank check or major credit card (MasterCard, Visa or American Express).

## REGISTRATION AND GENERAL INFORMATION

### TUITION AND FEES

- Tuition as listed with each course description.
- Materials fees, etc., as listed with course description.
- Application fee (certificate students only): \$35
- Application fee (Hofstra Gifted Academy): \$35

#### **Other Fees and Charges**

- Continuing Education Library: \$25
- Certificate Reprint: \$15
- Returned Check: \$35
- Transcript: \$5

**Payment Methods.** Tuition and fees are to be paid in full at the time of registration. Acceptable forms of payment are personal check, money order, bank check and major credit card (MasterCard, Visa or American Express). Second- or third-party checks are not accepted. Checks must be made payable to Hofstra University. For online registration, only credit card payments are accepted.

**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) or visit [www.gibill.va.gov/education](http://www.gibill.va.gov/education). Hofstra University does not guarantee reimbursements and urges you to check course approvals.

**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 adviser or accountant.

### DISCOUNT

**Corporate/Educational Services Discount.** Organizations such as corporations, school districts, etc., enrolling three or more students in a single semester are eligible for a 10 percent discount on tuition.

- All requests for discounts must be made at the time of registration using the Corporate/Educational Services Discount registration form (available online at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms)).
- Discounts cannot be requested retroactively.
- Discounts cannot be utilized for any course(s) under the Occupational Safety & Health Administration (OSHA) Training program.
- Discounts are applied to tuition only and do not apply to fees, including course materials, books, etc.
- If the total corporate registration decreases to below three students in the same class, the refunded amount will be less the 10 percent discount.

*\*If a course is cancelled, students will be offered the opportunity to register for a different class.*

Forms are available at the Continuing Education offices in University College Hall or online at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms).

## REGISTRATION PROCEDURES

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

**Add/Drop.** Students registered for Continuing Education courses may request to add one course and drop another, by sending an Add/Drop/Withdrawal request in writing to the Continuing Education Registrar's Office via fax, postal mail or in person. Certificate students must obtain their adviser's approval prior to making schedule changes.

**Withdrawing From a Course for a Refund.** You may drop a Continuing Education course by completing and sending the Add/Drop/Withdrawal form to the Continuing Education Registrar's Office via fax, postal mail or in person. Certificate students must obtain their adviser's approval regarding dropping a course and alternative program planning.

- The amount of your refund will be prorated based on the date the Add/Drop/Withdrawal request is received by the Continuing Education office; see the refund schedules on page 75 for details.
- Add/Drop/Withdrawal requests must be made in writing.
- Tuition is refunded in the form in which it was paid and will only be issued in the original form of payment.
- Fees are nonrefundable. Materials fees are refundable only if the student drops the course prior to the first class and has not received the materials.
- All refund requests must be made in writing using the Add/Drop/Withdrawal form.
- Refund processing takes approximately four (4) weeks.
- Failure to attend class or notification to the instructor does not constitute official withdrawal.

**Refunds for Cancelled Courses.** Hofstra University Continuing Education reserves the right to cancel courses or to adjust curriculum. Typical reasons for course cancellation include insufficient enrollment, the withdrawal of the instructor, or inability to schedule appropriate instructional space. If you are registered in a course that is cancelled, Continuing Education will notify you by telephone or mail. 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 for Summer Camps.** Call 516-463-CAMP for details.

**Add/Drop/Withdrawal and Refund Schedules.** To receive a refund, students must complete the Add/Drop/Withdrawal form and forward it to the Continuing Education Registrar's Office. Refunds, if applicable, are allocated according to the Refund Schedule on page 75. Refunds will only be issued in the original form of payment. Refunds are not granted to students receiving incomplete and/or failing grades in a specific course.

## REGISTRATION AND GENERAL INFORMATION

### ADD/DROP AND REFUND SCHEDULE: INDIVIDUAL COURSES, WORKSHOPS AND CONFERENCES

SCHEDULE	TWO (2) BUSINESS DAYS PRIOR TO FIRST MEETING	PRIOR TO SECOND MEETING
11 or more meetings/days	100% Tuition	80% Tuition Refund
6 to 10 meetings/days	100% Tuition	80% Tuition Refund
3 to 5 meetings/days	100% Tuition	80% Tuition Refund
1 to 2 meetings/days	100% Tuition	N/A

### ADD/DROP AND REFUND SCHEDULE: PARALEGAL STUDIES CERTIFICATE PROGRAM

#### PARALEGAL TUITION REFUND POLICY:

Students who withdraw from the program are entitled to tuition refunds in accordance with the schedule below. Please note that the \$35 application fee, \$80 materials fee and University fees are NOT refundable.

Refunds are calculated on the basis of the full tuition due the University. If you have paid in full, determine your refund by multiplying the full tuition by the correct percentage listed below.

If you have not paid in full, you may or may not be entitled to a refund. Multiply the full tuition by the correct percentage listed below, and then compare the amount to what you actually paid. To receive a refund, you must have made payment in excess of the amount you calculated. If the total of your partial payments does not exceed the figure calculated, then you are liable to pay the University the difference. You will be billed for this amount.

Upon receipt of the withdrawal application prior to the end of the first week of classes, the University will refund all tuition. (**Application fee, materials fee and University fees are nonrefundable.**)

Prior to the end of week two classes:	75%
Prior to the end of week three classes:	50%
Prior to the end of week four classes:	25%
Thereafter:	No refunds given

The number of classes attended or not attended has no bearing on the amount of the refund given. The date the withdrawal application is received by the program office determines the amount of the refund remitted in accordance with the above tuition refund schedule. **Students who wish to withdraw from the program must submit written notice to that effect.**

We reserve the right to terminate the enrollment of a student who fails to meet established academic or disciplinary requirements, comply with established rules and regulations, or meet financial obligations. The above refund policy applies in such cases.

## REGISTRATION AND GENERAL INFORMATION

**Leave of Absence:** If a student wishes to take a leave of absence, the student must provide a request for the leave in writing stating the extenuating circumstances that necessitate the leave. These circumstances may include illness, illness of a family member, death in the family, or work obligations.

- If tuition or other charges are owed at the time of a student's leave, the student remains obligated to continue payment according to the student's original note.
- The student must return within twelve (12) months from the date the leave is taken. If the student does not return to complete the program within the time agreed to by the student, the student is considered withdrawn as of that date and must reapply to the program.

*We would be pleased to meet with any student contemplating a leave of absence or withdrawal to explore the options available to the student.*

## ADMINISTRATIVE POLICIES

**Transcripts.** Noncredit students may request a transcript through the Continuing Education Registrar's Office. Credit students must request a transcript from the Hofstra University Office of Academic Records Office; its transcript request form can be obtained at [hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/](http://hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/). Continuing Education official transcripts will be mailed to the student's home address or a third party. Unofficial transcripts may be picked up in person. 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](http://ce.hofstra.edu/forms) and must be submitted with payment. Processing of requests takes approximately two business days.

**Changing Your Name or Contact Information.** If your name, address, phone number, or e-mail 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](http://ce.hofstra.edu/forms). Some change of information requests requires verification. Please be prepared to provide a valid government-issued photo identification card or legal documentation.

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.

**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.

**Schedule Confirmation.** A Schedule Confirmation will be sent to the e-mail address and mailing address on record. Please retain the Schedule Confirmation for your records.

## REGISTRATION AND GENERAL INFORMATION

### GENERAL INFORMATION

**Hofstra University Bookstore:** Located in the Mack Student Center, North Campus, the Bookstore stocks all required course materials as well as Hofstra apparel, gifts, sundries, office supplies, magazines, candy/snacks and greeting cards. Textbooks can be ordered online at [hofstra.bncollege.com](http://hofstra.bncollege.com). The Post Office, located outside the Bookstore on the lower level, sells stamps, issues money orders and offers typical mail-related services. Hours for the Bookstore and Post Office vary. Please check our website at [hofstra.bncollege.com](http://hofstra.bncollege.com) or call us at **516-463-6654**.

**Classroom Locations.** The location of your classroom will be listed on the schedule and e-mail confirmations sent prior to the start of classes. Classroom locations for Continuing Education classes can also be viewed at [ce.hofstra.edu/classrooms](http://ce.hofstra.edu/classrooms). Classroom locations are subject to change; please refer to this website for the most up-to-date classroom assignments.

### 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, at 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, gender, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship 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. This relationship gives rise to certain privileges, such as access to facilities and assistance from faculty members and staff, and imposes certain responsibilities, including complying 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 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

## REGISTRATION AND GENERAL INFORMATION

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, and conduct deemed by Hofstra not to comply with the expectations described in this policy or interfering with the learning experience, safety, or well-being of any person in the Hofstra community, wherever any such behavior occurs. Examples of conduct that are 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 members 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 School or University facilities, property, or equipment; and the inappropriate use of University electronic services (e.g., running a business, spamming, and any other form of electronic/e-mail harassment).

### **Disciplinary Sanctions**

Students engaging in violations of this policy may be directed by Hofstra faculty or staff members 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.

**Forms.** Forms mentioned in this publication are available on the Continuing Education website at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms).

**Library Privileges.** As a Continuing Education student, you will enjoy special semester-long privileges at Hofstra's Axinn Library. You can use library materials in the library (without taking them out) for free. You can also borrow books for a \$25 per semester fee, which entitles you to many of the same library privileges as Hofstra's credit students, except inter-library loan and CD-ROM usage. (Of course, if you have overdue books, library privileges are revoked until the books are returned and the fines are paid.) Call **516-463-5952** for more information.

**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/StudentAffairs/PublicSafety/pubsaf\\_parking.html](http://hofstra.edu/StudentAffairs/PublicSafety/pubsaf_parking.html).

## REGISTRATION AND GENERAL INFORMATION

**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 e-mail us at **ce@hofstra.edu** or call us at **516-463-7200**.

**Disclaimer.** The information contained within this publication, including schedules, faculty 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 contained in this publication.

## ADMINISTRATION AND STAFF

### HOFSTRA UNIVERSITY CONTINUING EDUCATION

250 Hofstra University • Hempstead, NY 11549-2500

Phone: **516-463-7200** • Fax: **516-463-4833**

E-mail: [ce@hofstra.edu](mailto:ce@hofstra.edu) • Website: [ce.hofstra.edu](http://ce.hofstra.edu)

Hofstra Summer Camps Phone: **516-463-CAMP** • Hofstra Summer Camps Fax: **516-463-6114**

Hofstra Summer Camps E-mail: [ce-camps@hofstra.edu](mailto:ce-camps@hofstra.edu)

**Stuart Rabinowitz, J.D.**  
*President, Hofstra University*

**Herman A. Berliner, Ph.D.**  
*Provost and Senior Vice President  
for Academic Affairs  
Hofstra University*

**Richard V. Guardino, Jr., J.D.**  
*Vice President for Business  
Development  
Executive Dean, Wilbur F. Breslin  
Center for Real Estate Studies  
Hofstra University*

---

#### HOFSTRA UNIVERSITY CONTINUING EDUCATION ADMINISTRATION AND STAFF

**Colleen Slattery, M.S.**  
*Senior Associate Dean, Continuing  
Education*

**Kenneth Newman, D.M.D.**  
*Associate Dean, Continuing  
Education*

**Maryanne Langro, M.B.A.**  
*Director, Finance and  
Administration*

**Debbi Honorof, M.A.**  
*Director, Marketing and  
Communications*

**Eric Adolph, M.B.A.**  
*Director, Technical Support*

**Rosanne Martinez, A.S.**  
*Personnel Coordinator*

**Sabrina Francois**  
*Special Projects Coordinator*

**Christina DeRespino**  
*Receptionist*

**Alicia Worrell**  
*Receptionist*

**STUDENT SERVICES**  
**Michael Chisena, M.A.**  
*Registrar*

**Stacey Kerins**  
*Student Accounts Coordinator*

**PROFESSIONAL  
DEVELOPMENT PROGRAMS**  
**Departmental e-mail:**  
[ce@hofstra.edu](mailto:ce@hofstra.edu)

**June Mullan, B.B.A.**  
*Associate Director, Professional  
Development*

**Jennifer Jokinen, B.S.; CPFT/HFI**  
*Assistant Director,  
University College*

**Kathleen Montalbano**  
*Senior Assistant*

**Cathy Valarezo**  
*Senior Assistant*

**LIFELONG LEARNING AND  
COMMUNITY PROGRAMS**  
**Departmental e-mail:**  
[ce-lifelong@hofstra.edu](mailto:ce-lifelong@hofstra.edu)  
[ce-camps@hofstra.edu](mailto:ce-camps@hofstra.edu)

**Terence G. Ryan, M.S.**  
*Senior Program Director*

**Frances Bruscano**  
*Associate Director,  
Hofstra Summer Camps*

**Jessica Hansen, M.S.**  
*Assistant Director,  
Youth and Pre-Collegiate Programs*

**Bradley Kaye, B.A.**  
*Assistant Director, Lifelong  
Learning and Community Programs*

**Karen C. Kemp**  
*Senior Support Specialist*

**Patty Brick**  
*Senior Assistant,  
Hofstra Summer Camps*

Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status 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 adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Equal Opportunity Statement should be directed to Jennifer Mone, the Equal Rights and Opportunity Officer, at (516) 463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. For more information on general student matters (not work-related), you may contact the Dean of Students or Services for Students with Disabilities Offices, as appropriate.





HOFSTRA UNIVERSITY®

CONTINUING EDUCATION

250 Hofstra University  
Hempstead, NY 11549-2500

Non-Profit Org.  
U.S. Postage  
PAID  
Hofstra University

Spring classes begin soon.  
Register now!

ce.hofstra.edu • 516-463-7200