

learn.

grow.

change.

**Center for Continuing Education and
Professional Advancement (CCEPA)**



HOFSTRA
UNIVERSITY.

fall 2007 viewbook

Center for Continuing Education and Professional Advancement (CCEPA)

Hofstra University's Center for Continuing Education and Professional Advancement (CCEPA) makes available to the Long Island and surrounding communities a broad range of workshops, seminars, conferences, lectures, events, and courses in business, technology, adult education, and community learning. Programs are oriented to diverse audiences: adult and youth, professional and novice, and, indeed, all those who are interested in learning more about their world, their society, and themselves.

The Fall 2007 Viewbook provides highlights of just some of the exciting and life-changing classes in each section. Many more courses and learning experiences are available and can be viewed by visiting **ccepta.hofstra.edu** or calling **(516) 463-7200**.

learn. grow. change.

"Hofstra's University Center for Continuing Education and Professional Advancement stands out among other similar programs because every Hofstra course has quality instructors who come to their classrooms equipped with real-life experience – and as a result, are able to help students change their lives, their careers, and their futures."

– Colleen Slattery, Deputy Executive Director of Continuing Education,
Managing Director of Hofstra Solutions

VISIT: ccepta.hofstra.edu

CALL: (516) 463-7200

WRITE: Complete the enclosed information request card to receive a detailed brochure!

from the executive director

Welcome to a new chapter in the history of continuing education at Hofstra University! This fall, Hofstra unveils its new Center for Continuing Education and Professional Advancement (CCEPA) and you are holding in your hands the first CCEPA Viewbook. You'll see that we've organized ourselves into four divisions: Hofstra Solutions, offering corporate training and continuing education for professionals (and our first online program: the Certificate in Legal Nurse Consulting); Interactive Technologies & Applications, including a host of new programs in Internet and time-based applications; University College, with liberal arts and personal enrichment programming – including our newest venture, the ELITE Certificate for Professional Fitness Trainers – and Lifelong Learning and Community Programs, operating, among others, a newly configured program of Saturday Classes for Young People.



Stephen J. Anspacher
Associate Provost
Executive Director of
Continuing Education

As you flip through this Viewbook, you'll see many exciting new course options! While in the past we mailed out full course books, detailing every available class, we have now begun to offer this Viewbook, which highlights new offerings for the fall semester – and gives you the option to fill out the enclosed request card or visit us online to see a complete list and descriptions of all our courses.

We're celebrating our new name and organization with a series of public programs centered around the theme of renewal and focusing on interactive technologies, the arts, the economic and political impacts of the life sciences, social anthropology and ethnobotany in tropical rainforests. You can read more about all these events on pages 6 and 7 of this Viewbook. CCEPA events usually include a reception so that you'll get a chance to meet the speakers and other members of the audience to expand your learning opportunities.

As you look through the pages of this first CCEPA Viewbook, I know that you'll find something that will inform, intrigue or enrich you – so join us and thousands of other students at CCEPA this fall!



Stephen J. Anspacher

2 Hofstra Solutions

4 Information Technologies
and Applications

6 Fall 2007 Special
Events and Seminars

8 University College

10 Lifelong Learning & Community

12 Fall 2007 Courses

13 Registration Information

CCEPA Administrators

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Colleen A. Slattery, Deputy Executive Director of Continuing Education
and Managing Director, Hofstra Solutions

Terence G. Ryan, Managing Director, Lifelong Learning and Community Programs

Maryanne Langro, Director of Finance and Administration

Grab Opportunities.



NEW!

What You Need to Know Before Buying a Successful Franchise

Thinking about owning your own business? This one-day seminar is designed to provide the prospective buyer with a look at the nuts and bolts of franchise ownership, including how to properly evaluate franchise and dealership offerings, negotiate agreements, finance the initial purchase, select a location and recognize the typical pitfalls.

The course begins with an introduction to the franchise concept and relevant terminology. The franchise is distinguished from dealerships, distributorships and other business opportunity ventures. Terms such as “license,” “recurring royalty,” “operating system” and “exclusive territory” are explored.

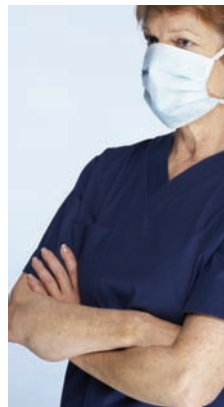
The seminar continues with a comprehensive discussion regarding Federal Trade Commission and New York state requirements as they relate to the franchisor’s mandatory disclosure of information, including the all-important “Uniform Franchise Offering Circular” (UFOC).

Visit cpepa.hofstra.edu/solutions for more information!

NEW!

Online Training Program Available for Fall 2007! Legal Nurse Consultant Certificate Program

If you have a current license as an RN, NP or PA and at least three years of clinical experience, this exciting and unique online program gives you the specialized training necessary to collaborate successfully with attorneys and others involved in medical-legal matters. Legal nurse consultants are responsible for reviewing malpractice claims, analyzing the legal impact of medical decisions, conducting criminal and forensic investigations, aiding attorneys at depositions, and much more.



Visit cpepa.hofstra.edu/solutions for more information!

Center for Executive Leadership and Corporate Training

Hofstra University’s College for Continuing Education is the largest provider of continuing education courses on Long Island with more than 20,000 participants and 1,500 course offerings. The Center for Executive Leadership and Corporate Training was organized to customize professional development programs for corporations, small businesses, and nonprofit and governmental agencies.

The Center for Executive Leadership and Corporate Training provides our clients with business solutions that integrate management and technology in the context of their environment while maintaining excellence, quality, and respect for each other and our clients.

For more information please contact Colleen Slattery at 516-463-5998 or visit our website at cpepa.hofstra.edu/solutions

“[My] course greatly helped me with the recent change in my career. The material was current and insightful. Thank you!”

- Barbara Pillis, former Hofstra Solutions student

Hofstra Solutions provides customized corporate training for small- and medium-sized for-profit and non-profit businesses as well as professional development and qualification programs. This fall Hofstra Solutions is pleased to offer courses in:

- ▶ **Athletics in Education**
- ▶ **Career Development**
- ▶ **Corporate Training**
- ▶ **Financial Planning**
- ▶ **Grantwriting**
- ▶ **Insurance**
- ▶ **Legal Nurse Consultant**
- ▶ **Paralegal Studies**
- ▶ **Small Business Management**

Register today at ccepa.hofstra.edu

See page 12 for a list of Hofstra Solutions fall 2007 courses or request the CCEPA Fall 2007 Course Guide by completing the enclosed reply card.

NEW!

Real Estate Certificate Program



Have a passion for sales? Always thought you could rule the competitive world of real estate? This program is required by the Department of State as a prerequisite for the mandatory real estate salesperson exam. Once you complete this program and pass the exam, you are qualified to work under the sponsorship of a licensed broker in New York state and on your way to the top!

Visit ccepa.hofstra.edu/solutions for more information!

Paralegal Studies Certificate Program

If you have an interest in law and have a minimum of 60 college credits – or at least two years of relevant work experience – consider becoming a paralegal! Since Hofstra’s Paralegal Studies Certificate Program is a recognized leader in this field, employers contact us daily to request résumés of our graduates. Attorneys who teach in the program maintain active practices outside the classroom. In addition, our students can benefit from hands-on, real-world legal experience through our internship program.

Four-month day classes or nine-month evening classes: choose the schedule that works best for you!

Certified Financial Planner (CFP)

Hofstra University, in association with Certified Financial Planner Board of Standards, offers an intensive program in financial services. 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 Taxation, 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.

If you have questions about the program or would like to register please call Colleen Slattery at (516) 463-5998.

For more information about Hofstra Solutions visit us online at ccepa.hofstra.edu/solutions



The Latest Technology at Your Fingertips

Register today at ccepa.hofstra.edu

See page 12 for a list of Interactive Technologies and Applications fall 2007 courses or request the CCEPA Fall 2007 Course Guide by completing the enclosed reply card

NEW!

Introduction to Virtual Reality and Second Life

Break out of the 2-D world and join the almost six million people who have entered the 3-D virtual world of Second Life! Learn the basics of living in such a new, exciting place. Interact with others, both socially and financially. Discover why companies like IBM, Reuters and Toyota are so involved in this new virtual world.

Ready to take it to the next level? Shed the store-bought basic look and create your own customized avatar. Learn the fundamentals of creating three-dimensional models, art, and worlds. Train on the most popular software (Bryce, Poser, and Daz Studio) for use in animations, game development and graphic design.

For more information visit
ccepa.hofstra.edu/technologies.

Oracle 10g DBA Certified Associate/Oracle 10g DBA Certified Professional

Advance your career in database administration. Gain hands-on experience with the leading corporate database system and earn the industry-coveted certification that is becoming a prerequisite for employment as a database administrator. Each course is a preparation for a specific Oracle-administered certification exam – complete the first course and exam to receive Oracle Certified Associate (OCA) status; the second to receive Oracle Certified Professional (OCP) status. The program provides Oracle-certified books and materials.

Advanced Flash CS3 with ActionScript

This advanced Flash course will introduce ActionScript 3.0, Adobe Flash's native programming language. Working in Flash CS3, learn to employ ActionScript 3.0 to program and control dynamically generated animations, or to program interactive games and enhance user interactivity. Take advantage of Flash's built-in components allowing for the seamless integration of video, database solutions, and more. Prerequisites: Introduction to Flash, Introduction to JavaScript.

On-site training is also available for your company!



“As I was looking to change careers, I pursued and was awarded the Computer Science Certificate and the Database Design Certificate, which led to my new career in IT. My experience was terrific and the knowledge I gained helped me achieve my goals.”

**Michael Devlin, Information Systems Coordinator
Hofstra University**

Interactive Technologies & Applications (ITA) provides stand-alone classes and tightly structured certificates for your career and creative ambitions. ITA's are the finest business and management technology classes on Long Island. This fall Interactive Applications and Technologies is pleased to offer courses in:

- ▶ **Database Design & Development**
- ▶ **Digital Media**
- ▶ **Project Management**
- ▶ **Programming**
- ▶ **Web Design & Development**

With new Digital Media offerings in Virtual Reality and Second Life, Video Game Design and Development, Introduction to Geographic Information Systems (GIS), and Digital MovieMaking, ITA also offers opportunities for creativity to match your imagination. However you choose to pursue your technology education, ITA's expert faculty and exceptional facilities will ensure your brightest career and creative future.

Video Game Development

Have you ever wondered what goes into making a hit video game or asked how someone becomes a successful game producer? This course will demonstrate what skills are critical to developing top-flight games, including game concept development, managing proposal writing, “pitch” meetings and documentation, and understanding the components necessary for successful game design. Taught by working professionals with extensive industry experience, this course will take students through all the elements that go into successful game development—story and character development, game play, prototyping, interface design, and content development. Students will be exposed to all aspects of the New York game industry—from large, graphic-intensive console development to web and cell phone-based game play.

Digital Moviemaking with Adobe Premiere CS3

Learn how to use Adobe's professional non-linear video editing application, Adobe Premiere CS3. Familiarize yourself with traditional basic and advanced editing techniques and move quickly to add sound and apply high quality effects and color correction to your video edit. Use Premiere CS3 to create video content compatible with various media including TV, film, the Web and mobile devices. Take advantage of Premiere CS3's seamless integration with other Adobe professional applications, including Photoshop, After Effects and Flash.

Motion Graphics with Adobe After Effects CS3

This professional level After Effects course will introduce you to the powerful features and techniques of this versatile compositing and animation application. Incorporate movies, sound files, graphics and text to create powerful animations for TV, movies and web distribution. Take advantage of After Effects advanced masking techniques and 3D compositing capabilities. Learn about After Effects CS3's seamless integration with Adobe's professional imaging and design applications including Adobe Premiere, Adobe Photoshop, Adobe Illustrator and Adobe Flash. Prerequisites: Adobe Photoshop.

For more information about Interactive Technologies & Applications visit us online at ccepa.hofstra.edu/interactive

Special Events and Seminars at the Center for Continuing Education and Professional Advancement

CCEPA, Adobe + Apple present: "Back to School" at Hofstra Monday, September 10, 6 to 8 p.m.

Apple and Adobe are two of the world's most dynamic technology companies. Apple has transformed personal computing, first with the enormously successful iMac and iBook product line — stylish and powerful hardware solutions — and then with the iPod, arguably the most successful consumer electronic device in recent memory. Adobe, after merging with their longtime rival Macromedia, is now the dominant manufacturer for creativity software, with a list of market-leading products that includes Photoshop, Premiere, After Effects, Dreamweaver, Flash, and Cold Fusion. Representatives from both companies will be on hand to discuss their products and demonstrate the award-winning and innovative products used by many of the country's cutting-edge design firms. Hofstra's Interactive Technologies and Applications staff will also be on hand to discuss the fall 2007 curriculum that will enable students to find their ideal education and career options. Festivities will include raffles for an Apple iPod as well as Adobe's Creative Suite 3, which includes Dreamweaver/Flash/Fireworks CS3.

Conservation Symposium Saturday, September 29, 8 a.m. to noon

Conservators are highly skilled arts professionals who work to prevent and remediate damage to works of art and collectibles such as paintings, works on paper, textiles, silver and metals. Join us for this stimulating and informative symposium as we explore three aspects of the world of conservation. Each of our three panelists will give an introduction to the practice of conservation in their particular area, and discuss the differences between restoration and conservation. You will learn about the history of painting materials and ways of maintaining a painting's integrity; information will be conveyed about determining the treatment needs for textiles, and ways of employing non-invasive techniques to stabilize fine silks or embroidery; participants will learn "things to consider" when evaluating the conservation needs of metals, silver, arms and armor, with particular attention given to crucible Damascus steel objects.



Oracle/MySQL: Which Database Is Best For You? Thursday, October 11, 7 to 9 p.m.

Oracle is the dominant database for all industries - large and small - especially when it comes to financial services. By providing exceptional software with great support, unparalleled security, and excellent training curriculum, Oracle has cemented their product's identity as the world's most popular database. MySQL is an upstart, open source solution that is the backbone of many of the largest and most popular Web databases. As an open source product, MySQL is free, with a large network of consultants and a knowledge base of expertise that makes it the ideal solution for Web developers large and small. So, which solution is best for you or your company? Come and hear representatives from Oracle, MySQL and Hofstra's Interactive Technologies and Applications department discuss the variety of software and education options for you, your industry, and your future.



Juan Enriquez: Impact of Genomics on Business and Society **Wednesday, October 17, 7 to 9 p.m.**

Juan Enriquez is the world's preeminent authority on the economic and political impacts of the life sciences. Juan is also an expert on the dynamics of the knowledge economy and other social and political forces that are driving change in America and the world today. He is the author of the global bestseller *As the Future Catches You* — an analysis of the impact of genomics on business and society; and *The United States of America*, which explores why, as technology advances, some countries are successful while others disappear. Energetic and articulate, Juan provides invaluable insight into which advances in the life sciences will matter to your firm and industry — and why — and how to turn the life science revolution to your advantage.

Psyop: Persuade, Change, Influence **Thursday, November 1, 7 to 9 p.m.**

Hofstra University's Center for Continuing Education and Professional Advancement presents a conversation with creative directors from Psyop, a NYC-based, design-led production company creating cutting edge graphic/animated motion projects. Discussion will focus on Psyop's philosophy, history, creative ideas, and development structure as well as the tools and techniques that have made Psyop the design firm of choice with Coca-Cola, Nike, Miller, GMC, Fanta, and others. The Psyop creative team will be joined by Hofstra faculty. They will examine Psyop's creative process, which begins with still imagery generated from a team of designers, is composed from drawn illustrations and photographs, and is then built from dozen of layers of color, texture, and imagery into a moving sequence. It is this fusion of drawing, collage, and animation with computer-generated techniques that makes Psyop a leader in the cutthroat world that is the New York advertising industry.



Teake Zuidema: Twinsburg - A Reflection of America **Wednesday, November 14, 7 to 9 p.m.**

Teake Zuidema studied social anthropology and ethnocinematography at the Free University of Amsterdam and the University of Leiden, The Netherlands. He now works as a photographer/journalist in Pittsburgh. In 2006, he went to the Twinsburg Twins days, a festival for twins in Ohio, to take pictures of identical twins that could illustrate an article he was writing about genetic research. The subject matter of these pictures is very intriguing for every observer: two identical people who are dressed the same and yet have (maybe) very different personalities and lives. While taking the pictures the photographer discovered an angle that interested him even more — the way the twins pose, dress and present themselves and their relationship is very American. His collection of twins-portraits is also a double-portrait of American society.



Wade Davis: Extinction or Survival: The Global Biodiversity Crisis **Wednesday, December 12, 7 to 9 p.m.**

The 20th century will be remembered for the massive destruction of biological and cultural diversity on the planet. Nowhere is the current crisis more intense and the outcome more significant than in the tropical rainforests, home to the greatest concentration of biological wealth on the earth. Focusing on the Amazon, but referring to northern Borneo and other regions of the paleotropics, this lecture introduces the extraordinary diversity of the tropical rainforests, describes their current status and discusses the implications of development schemes. An anthropologist and ethnobotanist, Wade Davis has traveled and lived among the people of traditional cultures in many countries including East Africa, New Guinea and Tibet. He is also the author of then books, and is the recipient of numerous awards. His film include *Light at the Edge of the World* which will air internationally on the National Geographic Channel in the spring of 2007, and a 3-D IMAX film, *Water Planet: A Grand Canyon Adventure*, which will appear in the spring of 2008.

**For more information on registration
and fees, please visit us online at
ccepa.hofstra.edu**



**Change Your Outlook...
Change Your Life.**

NEW!

The ELITE Certificate for Professional Fitness Trainers

The ELITE Certificate for Professional Fitness Trainers reflects Hofstra University's commitment to establishing the most meaningful academic program and credential available for professional fitness trainers today.



This 300-hour course of instruction features both practical hands-on training and theoretical educational modules that far exceed industry standards. The ELITE program is designed for students committed to academic excellence and determined to embark on a successful career as an Elite-level fitness trainer.

Course highlights:

- ▶ 300 Hours in Advanced Fitness Methodologies (three months full-time or six months part-time)
- ▶ Curriculum includes units on anatomy, physiology, critical thinking and data analysis
- ▶ Hands-on training in state-of-the-art gym facility
- ▶ Job Placement Assistance
- ▶ Upon completion of the certificate course, students will be immediately eligible to sit for the National Boards (administered by the National Board of Fitness Examiners)

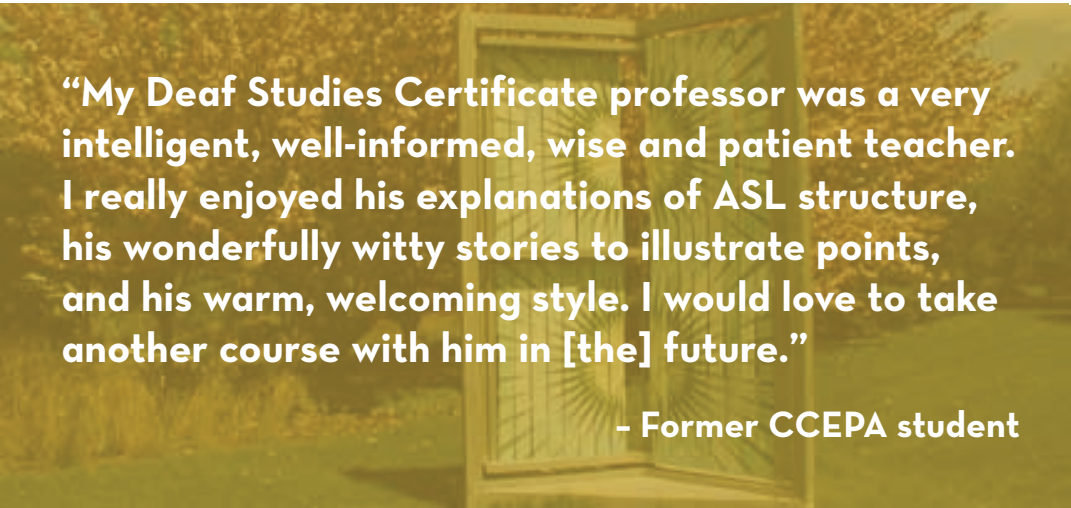
Liberal Arts Studies

Always dreamed of learning to fence or trying your hand at the potter's wheel? Have a passion for philosophy or anthropology? Discover the personal enrichment courses at Hofstra University Center for Continuing Education and Personal Advancement. Exciting courses include a lecture series on ancient culture and history, a two-day film-making workshop, a hands-on black and white photography class, and a semester-long English course.



For a list of available courses, visit ccepa.hofstra.edu/univcollege

Creative Writing Courses Available in 2007.



“My Deaf Studies Certificate professor was a very intelligent, well-informed, wise and patient teacher. I really enjoyed his explanations of ASL structure, his wonderfully witty stories to illustrate points, and his warm, welcoming style. I would love to take another course with him in [the] future.”

- Former CCEPA student

University College offers a wide variety of traditional liberal arts courses to enrich your personal life, enhance your current career, begin a new career, or prepare yourself for college or graduate school. This fall University College is pleased to offer courses in:

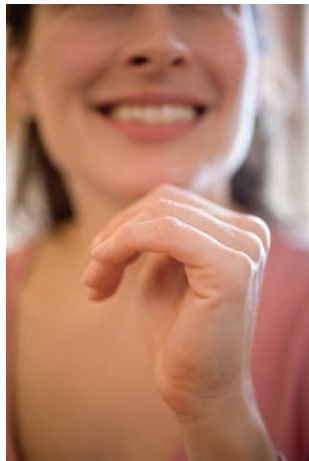
- ▶ **Arts, Culture and Leisure**
- ▶ **Writing and Communication**
- ▶ **Deaf Studies**
- ▶ **Health & Fitness Careers**
- ▶ **Test Preparation**

Register today at ccepa.hofstra.edu

See page 12 for a list of University College fall 2007 courses or request the CCEPA Fall 2007 Course guide by completing the enclosed reply card

The Deaf Studies Certificate

The only non-credit certificate in Deaf Studies available on Long Island is awarded to students who successfully complete eight required courses plus an additional 36 classroom hours of elective courses and workshops. Classes may also be taken on an individual basis without working toward the Certificate. Leading to a clear level of competence in American Sign Language – and taught by both hearing and Deaf instructors – the non-credit courses and workshops in this program are continuously updated and rotated. Students who complete this program enjoy flexing their linguistic and cultural muscles, have new experiences in the Deaf community, make new friends and have access to employment opportunities in the field.



Test Preparation

In partnership with America’s top campus based test prep provider, Cambridge Educational Services, Hofstra University offers customized, comprehensive courses for people with busy schedules. Certified instructors target instruction on individual and common group weaknesses to help you significantly improve your scores. Participants take official “retired” tests and receive additional practice tests, strategies and content review. Courses include:

- ▶ **Catholic High School Entrance Exam**
- ▶ **PSAT**
- ▶ **SAT**
- ▶ **LSAT**
- ▶ **LAST (New York State Teacher’s Test)**
- ▶ **GRE**
- ▶ **GMAT**
- ▶ **Regents Test Prep**

Also offered are Speed Reading and A+ Study System – two courses designed for your success, whether for school, work, career or professional advancement.

**For more information about University College
visit us online at
ccepa.hofstra.edu/univcollege**



You're Always the Right Age to Learn

Saturday Classes for Young People

While children are experiencing the New York state curriculum in their elementary through high school classes, the mission of the Hofstra program is to enhance those experiences and use the rich resources of the University – such as the technologically advanced C.V. Starr Hall, the Spiegel Theater, or the Olympic-sized pool in the Physical Fitness Center to further their chances of getting “hooked on learning.” Exciting courses include computer animation, CSI: Forensic Science, advanced chess, aquatics, lifeguarding, performing arts, fencing, language arts, and mathematics.



For more information on these and other courses, please visit ccepa.hofstra.edu/lifelong



Courses offered in:

- ▶ **Academics**
- ▶ **Arts**
- ▶ **Athletics**
- ▶ **Regents Preparation**
- ▶ **Gifted Academy**
- ▶ **Aquatics**

Pre-Collegiate Program

Nervous and anxious about starting college? Designed specifically for high school students, Hofstra University's Pre-Collegiate Institute will provide you with early insight into college life along with professional opportunities. Each year the Pre-Collegiate Institute introduces new and innovative ways for high school students to learn at a college level. Teaming up with business professionals in the New York area, Hofstra University's Pre-Collegiate Institute has become a great platform for high school students to learn about not only college life, but also the real world.

To learn more, visit ccepa.hofstra.edu/lifelong

“I was tired of doing the same things I'd done before ... PEIR gave me a way to become “unretired” and maintain my childhood curiosity about anything and everything.

I could not imagine my life without the ongoing stimulation this program offers. There is such a wonderful sense of community as we share our ‘third’ age.”

- PEIR participant

Lifelong Learning & Community Programs provides every citizen with various routes to learning opportunities that often cross traditional academic boundaries. The program encompasses learning throughout the human life cycle – from birth to senior. This fall Hofstra solutions is pleased to offer courses in:

- ▶ **Hofstra Summer Camps**
- ▶ **Personal Enrichment in Retirement (PEIR)**
- ▶ **Pre-Collegiate Institute**
- ▶ **Saturday Classes for Young People**

Register today at ccepa.hofstra.edu

See page 12 for a list of Lifelong Learning & Community Program fall 2007 offerings or request the CCEPA Fall 2007 Course Guide by completing the enclosed reply card.

Personal Enrichment In Retirement (PEIR)

Baby boomers, take note. More and more attention is being given to the intellectual, social and cultural interests of those who may have retired their current careers – but not their minds. Recognizing this trend and its impact on this specific population, Hofstra University launched a program for Personal Enrichment in Retirement (PEIR) in 1977 to meet the needs of lifelong learners. PEIR is based on cooperative member involvement, and PEIR members design, develop and present their own curricula to one another. More than 90 interdisciplinary courses representing more than 600 presentations are created by PEIR members, who then serve as course leaders and presenters. Among the many diverse disciplines explored by PEIR members are literature, politics, public opinion, economics, philosophy, geography, fine arts, music, computers, travel, foreign policy, medicine and law. Members become part of the Hofstra University academic and social community, and may attend many Hofstra University concerts, exhibits and lectures (some involve a modest fee), utilize recreational facilities, and enjoy library privileges.



Summer Camp

Hofstra University Summer Camp offers young people the opportunity to experience athletics, academics and the arts on Hofstra’s beautiful 240-acre campus. Offering both the Specialty Camps and the Sports Academy, campers are developed academically, athletically, artistically and socially. Experience the difference in Summer 2008 at Hofstra Summer Camps.

To learn more, visit
ccepa.hofstra.edu/lifelong

For more information about Lifelong Learning & Community Programs visit us online at
ccepa.hofstra.edu/lifelong
and hofstra.edu/camp

Hofstra Solutions

Athletics in Education

Philosophy, Principles and Organization of Athletics in Education
Theory and Techniques

Career Development

Finding Your Career Path
Writing Skills for the Business World

Financial Planning

Employee Benefits and Retirement Planning
Estate Planning
Fundamentals of Financial Planning
Income Tax Planning
Introduction to Racehorse Ownership for the Small Investor
Investment Planning
Risk and Insurance Planning

Grantwriting

Developing a Fundraising Plan: Strategies for Success (GW-4)
Finding Funding on the Web: Hands-On Workshop (GW-5)
Foundations and Corporate Giving: Fundraising Basics (GW-2)
Grant and Proposal Preparation Basics (GW-1)
Grant Bootcamp for Educators (GB-10)
Grant Bootcamp for Faith- and Community-Based Organizations (GB-3)
Grant Bootcamp for Non-Profits (GB-2)
Grant Bootcamp for Public Officials and Agencies (GB-4)
Grant Bootcamp: Doing Business with Government Agencies and Not-for-Profit Organizations (GB-5)
Grant Bootcamp: Preparing Funding Proposals for Individuals and Organizations (GB-1)
Grant Writers Workshop: Budgeting Basics (GW-3)

Insurance

AIC 34: Workers Compensation and Managing Bodily Injury Claims
AU 66: Commercial Underwriting: Liability and Advanced Techniques
ARM 54: Essentials of Risk Management
CPCU 520: Insurance Operations and Regulation
CPCU 551: Commercial Property Risk Management and Insurance
CPCU 557: Survey of Commercial Risk Management and Insurance
Fraud Awareness for the Insurance Professional (NYCR-212707)
INS 22: Personal Insurance
Insurance Accounting for the Non-Accountant (NYCR-204303)

Insurance Brokers and Agents Qualifying Course
Investing Consulting Fundamentals (NYCL-208991)
Long Term Care (NYCL-202899)
Principles of Workman's Compensation (NYCR-210040)
Risk Management Basics (NYCR-208263)
Risk Management Concepts (NYCR-208269)
Life/Accident and Health Insurance Agents Training Course

Legal Nurse Consultant

Civil Litigation
Introduction to Legal Nurse Consulting
Medical Malpractice & Risk Management
Obstetrical & Neonatal Injuries
Organizing a Legal Nurse Consultant Practice
Research & Writing: Legal and Medical Resources

Paralegal Studies

Bankruptcy
Business Organizations
Civil Litigation
Contracts
Criminal Litigation
Estates, Trusts & Wills
Family Litigation
Introduction to Law
Legal Research and Writing
Real Estate

Real Estate

Columbia Society: Introduction to Real Estate Appraisal (Residential R-1)
Columbia Society: Valuation Principles and Procedures (Residential R-2)
How to Become a Real Estate Title Closer
Introduction to Income Property Appraisal (G-1)
Notary Public Test Review
Real Estate Broker's Qualifying Course
Real Estate Salesperson's Qualifying Course (Approval Number S/B S-117)
Title Closing for Beginners

CCEPA Policies: Fall 2007

FALL 2007 CCEPA CALENDAR

August 3	Financial Aid Deadline (Paralegal Studies Certificate Program Only)
September 3	Labor Day Holiday – No Classes
September 4	CCEPA “Early” Fall 2007 Semester Begins
September 13 & 14	Classes not in session
September 17	CCEPA Fall 2007 Semester Begins
September 21	No evening classes (after 4:30 p.m.)
September 22	Classes not in session
November 21-23	Thanksgiving Holiday – No Classes
December 19	CCEPA Fall 2007 Semester Ends

REGISTRATION OPTIONS

Non-Credit. All CCEPA courses can be taken on a non-credit basis, including those that carry credit points. There is no formal admission procedure, and registration online or by telephone, fax, or mail is simple.

Certificate Programs. If you are interested in obtaining a certificate from CCEPA, please visit our Web site at ccepa.hofstra.edu for complete information and application materials. Once you are enrolled in a CCEPA Certificate program, your adviser will provide you with registration information. Please call CCEPA Student Services at (516) 463-7200 for more information.

Registration Procedures. You may register by Internet, telephone, fax, 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 Web site at ccepa.hofstra.edu/forms. Tuition and fees are payable in full at the time of registration. Students are not considered officially registered until payment has been made in full.

REGISTRATION DEADLINES

Fall 2007 registration begins June 25. Registration deadlines adhere to the following schedule:

	Registration Ends	Late Registration* (Add/Drop) Begins	Late Registration (Add/Drop) Ends
Courses, Workshops & Conferences	Close of business, five (5) business days before first day of class	Close of business, five (5) business days before first day of class	Close of business, one (1) business day before the second class
Special Events	3 p.m. the day of the event	At the door after 5:30 p.m. on the day of the event	Not Applicable

*To avoid a late registration fee, registration requests must be received by CCEPA Student Services prior to the end of the registration period for that class.

TUITION & FEES

Payment Methods. Tuition and fees are payable in full at the time of registration. Students are not considered officially registered until payment has been made in full. Acceptable forms of payment are bank debit card (for in-person registration only), your own personal check, MasterCard, Visa, American Express, money order, and bank check. Second- or third-party checks are not accepted by CCEPA. Checks must be made payable to Hofstra University. For online registration, only credit card payments are accepted.

Tuition and Fees: Non-Credit

- ▶ Tuition: Listed with each course in the Fall 2007 Course Schedule
- ▶ Materials, Fees, etc... as listed in each course description.
- ▶ Services Fee (certificate students only): \$50
- ▶ Application Fee (certificate students only): \$35
- ▶ Application Fee (Saturday Classes for Young People): \$35
- ▶ Registration Fee: \$10

Other Fees and Charges

- ▶ Late Registration Fee: \$15
- ▶ Third-Party Billing Fee: \$25
- ▶ Employer Tuition Reimbursement Processing Fee: \$25
- ▶ Late Payment Fee (per week or fraction thereof): \$50
- ▶ Deferred Payment Fee: \$75
- ▶ Library Fee: \$25
- ▶ Returned Check Fee: \$25
- ▶ Transcript or Non-credit Attendance Record Fee: \$5

Discounts

- ▶ **Online Registration.** The \$10 registration fee will be waived for students registering online.
- ▶ **Corporate/Institutional Discounts.** Organizations, such as corporations, school districts, etc., enrolling three (3) or more students in the same class are eligible for a 10% discount on tuition. Contact CCEPA Student Services at (516) 463-7200 for more information.
- ▶ **Sibling Discount for Youth Programs.** Families registering at least two (2) siblings in four (4) or more Saturday Classes for Young People will receive a 10% discount. Contact CCEPA Student Services at (516) 463-7200 for more information.

Add/Drop/Withdrawal & Refund Schedule

Schedule	Prior to 1st class	Prior to 2nd class	Prior to 3rd class	Prior to 4th class
11 or more meetings/days	100% Tuition Refund or Credit*	80% Tuition Refund or 85% Tuition Credit*	60% Tuition Refund or 65% Tuition Credit*	40% Tuition Refund or 45% Tuition Credit*
6 to 10 meetings/days	100% Tuition Refund or Credit*	80% Tuition Refund or 85% Tuition Credit*	60% Tuition Refund or 65% Tuition Credit*	
3 to 5 meetings/days	100% Tuition Refund or Credit*	80% Tuition Refund or 85% Tuition Credit*		
1 to 2 meetings/days	100% Tuition Refund or Credit*			

How To Register

Online	Register online at ccepa.hofstra.edu . Payment must be made by credit card.
By Fax	Fax the registration form to (516) 463-4833 (24 hours a day). Faxes should be sent at least one week before the first day of classes. Payment must be made by credit card.
By Mail	Mail a completed registration form at least one week before the first day of classes: CCEPA Registration, 250 Hofstra University, Hempstead, NY 11549-2500. Payment may be made by check, money order or credit card.
By Phone	Call us at (516) 463-7200, Monday-Friday from 8 a.m. to 8 p.m.; Saturday, 8 a.m. to 2 p.m. (EST). Payment must be made by credit card.
In-person	Visit us at CCEPA, located in University College Hall on Hofstra's North Campus. Monday-Friday from 8 a.m. to 8 p.m.; Saturday, 8 a.m. to 2 p.m. Payment may be made by check, money order or credit card.

GENERAL INFORMATION

Admission to Class. All persons wishing to attend any course or event offered by CCEPA must be properly registered. Come prepared to show a current-term Schedule Confirmation to the instructor for admission to any class. If you do not have your Schedule Confirmation, you may be admitted to class only if your name appears on the course roster.

Registration Confirmation. A Schedule Confirmation is issued by CCEPA Student Services upon completion of in-person registration. If you register by phone, fax or online, your Schedule Confirmation will be mailed to you. Please retain the Schedule Confirmation for your records. Your original Schedule Confirmation is required for admission to class or schedule changes or refunds.

Weather Emergency. CCEPA may cancel courses due to a weather emergency, even when Hofstra University remains open. Call the CCEPA 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 CCEPA@hofstra.edu or call us at (516) 463-7200.

Disclaimer. The information contained within this viewbook, including schedules, tuition and fees, is subject to change without notice at the sole discretion of CCEPA. For the most up-to-date information, please visit the CCEPA Web site at ccepa.hofstra.edu. Hofstra University is not responsible for errors or omissions contained in this viewbook.

Please visit ccepa.hofstra.edu for complete information about CCEPA policies and procedures.

Add/Drop/Withdrawal & Refund Schedule: Online Classes**

Schedule	Prior to end of week 1 (orientation)	Prior to end of week 2	Prior to end of week 3	Prior to end of week 4
Online	100% Tuition Refund or Credit*	80% Tuition Refund or 85% Tuition Credit*	60% Tuition Refund or 65% Tuition Credit*	40% Tuition Refund or 45% Tuition Credit*

*Tuition Credit is applicable to same course only in semester immediately following; non-transferable to another student.

** For online class refunds, the “end of week” is 5 p.m. (EST) Friday. The majority of online courses run on a 5-week timetable; for those that run on a different timetable, adjustments to this schedule will be made according to the proportional amount of time that the student has spent in the course. For online courses that last one week or less, no refunds or exchange requests will be accepted more than 48 hours before the start of the course or program.



HOFSTRA UNIVERSITY.

**CENTER FOR CONTINUING EDUCATION
AND PROFESSIONAL ADVANCEMENT**

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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 the conduct and operation of its educational programs and activities, including admission and employment. This statement of nondiscrimination is in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other federal, state and local laws. The Americans with Disabilities Act compliance officer in the Plant Department (516) 463-6641 is designated by the University to coordinate its efforts to comply with Section 504. The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Title IX and other equal opportunity regulations and laws. Questions or concerns regarding Title IX or other aspects of this policy (other than Section 504) should be directed to the Equal Rights and Opportunity Officer at (516) 463-6775, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549.

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