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Hofstra University
Continuing Education Bulletin.
Published 6 times a year (once in April
and November; and twice in August and
December) by Hofstra University,
Hempstead, New York 11549.
Periodicals postage paid in Hempstead,
New York.
USPS 010888
POSTMASTER:
Send address changes to:
University College for Continuing
Education
250 Hofstra University
Hempstead, New York 11549-2500

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HIGHLIGHTS FOR SPRING 2004...

Hofstra University's Continuing Education program makes available to the Long Island and surrounding communities a broad range of workshops, seminars, conferences, lectures, events, and courses in the arts, business, technology, humanities, sciences, legal studies, test review, sports and recreation. Programs are oriented to diverse audiences: adult and youth, professional and novices, indeed all those interested in learning more about their world, their society, and themselves.

Below is a guide to some of the new and exciting spring programs detailed throughout this Bulletin. For more information or to register, call (516) 463-5993 or visit our Web site at www.hofstra.edu/ucce.

CYCLES: ART EXHIBIT OF ARTS, CULTURE AND LEISURE-AFFILIATED INSTRUCTORS

see page 9.

SIKH MYSTICISM: A GURMAT SUMMER CAMP

see page 11.

ANNUAL CHILDREN'S LITERATURE CONFERENCE

see page 13.

CHOCOLATE FOR CONNOISSEURS

see page 19.

SPIRIT OF THE HEART GROUP READING: JOSEPHINE G., PSYCHIC MEDIUM

see page 23.

HEROES AND MONSTERS: DRAWING COMIC BOOK STRIP CHARACTERS.

see page 38.

...A CHOICE THAT CAN CHANGE YOUR LIFE!

PRINTMAKING DISCOVERY

see page 38.

SEMINARS FOR LEGAL PROFESSIONALS

see page 46.

CERTIFIED SENIOR ADVISOR (CSA)

see page 59.

THE CAREER SUCCESS SERIES

see page 66.

HOT TECHNOLOGY SKILLS - BECOME AN ORACLE CERTIFIED PROFESSIONAL.

see page 86.

LOOKING AHEAD ...

SUMMER WRITERS CONFERENCE • JULY 2004

LIGHT AND COLOR— A SPECIAL ENRICHMENT CLASS FOR 2ND AND 3RD GRADERS WHO LOVE HANDS-ON ACTIVITIES RELATED TO SCIENCE. • SUMMER 2004.

INTRODUCTION TO RACEHORSE OWNERSHIP FOR THE SMALL INVESTOR • JANUARY 2004.

GET THE MOST OUT OF YOUR TECHNOLOGY WITH OUR CORPORATE LEARNING SOLUTIONS AND UPCOMING BUSINESS PRODUCTIVITY SEMINARS. • SPRING 2004.

University College Passport

AN OPPORTUNITY TO DESIGN YOUR OWN CURRICULUM AND SAVE MONEY!

Having trouble deciding on a course? Take advantage of the University College Passport that enables you to register for four specially designated Passport courses for a discounted tuition of \$99! As a University College Passport holder, you can transfer into designated Passport courses without penalty and enjoy free Hofstra University Library privileges for the duration of one semester. Each Passport course is designated by a symbol above the course description. The course description lists the Passport value; some courses count as more than one Passport. Register for four Passport courses to receive the maximum cost savings. These interesting courses may change your life.

It is easy to register. Simply complete the registration form, enter US-94001 for the course code and \$99 for the tuition, and list the four Passport courses of your choice. A confirmation will be sent by mail.

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Can we help? Call (516) 463-5993.

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PROFESSIONALS AND EXECUTIVES IN RETIREMENT (PEIR)

RS-94111. SINGLE MEMBERSHIP

\$400 annual fee

RS-94121. HUSBAND/WIFE MEMBERSHIP

\$730 annual fee

Oct-May / Mon, Tue, Thu, Fri /
 10 a.m.-2 p.m.; Jun-Aug / Tue, Thu /
 10 a.m.-2 p.m.

Professionals and Executives in Retirement (PEIR) offers an exciting educational experience for retired persons. An increasing amount of attention is being given to the intellectual, social and cultural interests of retirees. Recognizing this trend and its impact on this specific population, Hofstra University launched a program for **PROFESSIONALS AND EXECUTIVES IN RETIREMENT (PEIR)** in 1977 to meet the needs of lifelong learners. PEIR is based on cooperative

member involvement. Members assume responsibility for sharing their knowledge and experience with others. The primary goal of this program is to continue to learn. PEIR members design, develop and present their own curricula to one another. More than 90 interdisciplinary courses representing more than 600 presentations are developed 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.

In addition, Hofstra University faculty members frequently offer their unique perspectives as participants or guest speakers.

Members may attend many Hofstra University concerts, exhibits and lectures; utilize recreational facilities; and enjoy library privileges. In addition, each PEIR member may elect to register for a University College for Continuing Education course each semester (subject to approval of the PEIR Director) and receive a \$50 credit toward the course tuition (except trip courses). PEIR members do not pay a course registration fee. There is an additional charge for the pool.

For further information about the PEIR program, please contact Janice Sawyer at (516) 463-7400.

Arts, Culture and Leisure

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LEARN AND EXPLORE

For more information about any of the courses on pages 7-36 and 42-43, call Marion Flomenhaft, Director, or Judith Reed, Associate Director, at (516) 463-7600 or e-mail ucce@hofstra.edu.

Can we help?

Please contact:
 Marion Flomenhaft, M.S.
 Director of Arts, Culture
 and Leisure
 Telephone: (516) 463-7600
 E-mail: ucce@hofstra.edu



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Register Today! Call (516) 463-5993.

THE ARTS

FINE ARTS

NEW HORIZONS MUSIC PROGRAM

LS-58011 Franklin Verbsky, music director and conductor
Thu 7:30-10 p.m.
12 sessions Feb 26-May 13 \$195

New Horizons Music Program is a nationally known program for adults (ages 40 and over) who, regardless of ability, want to experience the joy of playing an instrument. Some children who take music lessons become discouraged at some point and quit. The New Horizons Music Program offers the opportunity to once again experience the joy of making music with others of similar ability and interest. Our program's emphasis is on classical music for stringed instruments, primarily violin, viola, bass and cello. If you played an instrument years ago, you will be amazed at how much you remember and how quickly you can play again. Even if you have never played a musical instrument or think you have no musical ability or talent, we will prove that you can learn.

Hofstra's University College for Continuing Education is very pleased to bring this wonderful program to Long Island. The program offers participants the opportunity for group lessons and ensemble playing in the same evening. You can use your own instrument or rent one.



HOFSTRA'S SHAKESPEARE FESTIVAL: A MIDSUMMER NIGHT'S DREAM

LS-51001 Maureen Connolly, faculty, English and Drama departments, Hofstra University
Sun Pre-performance class, Noon-1:30 p.m.; Matinee performance begins at 2 p.m. (Bring a brown-bag lunch; coffee is provided.)
1 session Mar 14 \$52

A Midsummer Night's Dream, one of Shakespeare's most popular plays, treats us to a romp in the magical woods outside Athens. Fairies quarrel, lovers are confused, craftsmen who have never been to the theater rehearse a play, and the Fairy Queen makes love to a donkey. Join us at noon as we discuss Shakespeare's script and view clips of film productions. Investigate why critic R.A. Foakes claims that "*A Midsummer Night's Dream* is to the comedies as *Hamlet* is to the tragedies." Then enjoy the Hofstra Shakespeare Festival's production in special priority seating.

LEARNING TO LOOK: PARIS AND NEW YORK 1900-1950

LS-52251 Franklin Perrell, curator, Nassau County Museum of Art
Mon 7-9 p.m.
6 sessions Mar 15-Apr 26 \$165
(No class Apr 5)

Explore the links between the art scenes of Paris and New York in the early 20th century. We contrast the Beaux Arts era, when American architects and painters studied abroad to bring back sophisticated academic teachings, with the 20th century beginnings of art in America. The connections between the cities first appeared in New York with the Cubist vanguard around the Armory show of 1913, with Gertrude Stein and Alfred Stieglitz. The 1920s constituted a pull-back into isolationism, that ended in the 1930s with the arrival of the exiles fleeing Hitler's Europe to New York. These artists included Chagall, Max Ernst, Dali, Hans Hoffman, Mondrian, Beckmann, Masson, and Leger among others. Peggy Guggenheim opened her Art of

THE ALICE SAWYER LECTURE ON CONTEMPORARY ART

LS-92211
Thu 7-9 p.m.
1 session Feb 12 Free

The Alice Sawyer Lecture Series was established in 2002 to support the study of contemporary art in a variety of forms, including fine art, film, video, performance and computer-generated art. The award is generously supported by Michael Sawyer, in honor of his late wife, whose lifelong interest in contemporary art, especially conceptual art, inspired their love of this art form.

The winner of the second annual award will be announced in December 2003 and posted on the University College for Continuing Education Web site at www.hofstra.edu/ucce. The lecture is scheduled for the evening of Thursday, February 12, 2004. For further information, contact (516) 463-7600 or ucce.libarts@hofstra.edu.

ARTS, CULTURE AND LEISURE

this Century Gallery which introduced the artists of Europe to those of New York (Pollock, Motherwell, De Kooning and others.) The drastic result was that the art capitol of the world changed from Paris to New York during this period. This situation has remained unchallenged to this day.

ART MARATHON: THE MAJOR ARTISTS

LS-52241 Franklin Perrell, curator,
Nassau County Museum
of Art
Sat 10 a.m.-4 p.m.
1 session Mar 6 \$115

This day is dedicated to providing you with knowledgeable appreciation of the major masters in art. Those selected are widely regarded as among the most essential. We shall begin with Picasso and Matisse, then move back in time to the Impressionist era. Here we focus on Van Gogh and Gauguin, then Renoir, Monet and Degas. Along the way, we discuss how Impressionism differs from Post-Impressionism; and review Cezanne and Toulouse-Lautrec as well. Differences between paintings, drawings, and various kinds of prints and posters are discussed when relevant. The later artists we look at are de Chirico, Magritte and Dali. Among American artists that we review are Georgia O'Keeffe, Edward Hopper, Andrew Wyeth and Norman Rockwell. The idea is to provide enough familiarity with styles and major works so that you will have no trouble differentiating their works in the museums; and a sense of their artistic identities for purposes of conversation. No doubt as you expand your own interests, to understand the unfamiliar, you further appreciate what you already know.

STUDIO ARTS

JAPANESE BRUSH PAINTING

LS-53141 Janice Loecher
Sat 10 a.m.-Noon
6 sessions Jan 31-Mar 13 \$95
(No class Feb 14)

The delicate style of Japanese brush (Sumie) painting evokes a sense of harmony, meditation and simplicity. The technique is spontaneous, noncontrived and, equally important, quick and easy. After the instructor demonstrates the basic hand positions and brush strokes, students create simple, beautiful designs, blending colors with just one stroke of the Japanese brush to achieve the many shadings and nuances so characteristic of nature. In addition to creating wonderful paintings, this amazing art form may be used to make personalized gifts, illustrate the written word and add a special touch to fabrics, pottery, wall designs and woodcarvings.

INTERMEDIATE JAPANESE BRUSH PAINTING

LS-53241 Janice Loecher
Sat 10 a.m.-Noon
6 sessions Mar 20-May 1 \$95
(No class Apr 10)

In this course, students add to their knowledge of basic Japanese brush strokes. A review is presented of strokes previously studied by painting flowers and insects. The technique of painting gift items is demonstrated, and then students create a gift of their own. *Prerequisite: LS-53141 Japanese Brush Painting or equivalent.*

DRAWING FUNDAMENTALS

LS-53201 Judy Cooperman, M.F.A.
Sat 1-3 p.m.
8 sessions Feb 7-Apr 3 \$229
(No class Feb 14)

Drawing is a skill that anyone can master, and provides the foundation necessary to work in any medium, such as painting, sculpture, photography and

computer graphics. Learning to see is the key, and this skill is developed through drawing exercises. The basic fundamentals of drawing, such as line, form, proportion, light, shadow and composition, are also explored by working each week with different still life and drawing projects.

Note: Class is run as an open studio; therefore the beginner as well as intermediate can be accommodated.

BEGINNING LIFE DRAWING

LS-53231 Judy Cooperman, M.F.A.
Wed 7:30-9:15 p.m.
9 sessions Feb 4-Apr 7 \$234
(No class Feb 18)

Working from a live model, this class covers the fundamentals of drawing as they apply to the figure. Learning to really "see" is the key to drawing, and applies here as well. The basics of drawing, such as form, proportion, light, shadow and composition, as well as foreshortening, mass and movement is explored by working each week with a model in a variety of poses that include quick gesture studies, as well as longer poses.

WATERCOLOR REVERIE

LS-53221 Alice Melzer
Sun 10-Noon
8 sessions Feb 29-Apr 25 \$229
(No class Apr 11)

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. Lastly, to-the-point demonstrations enable even the beginner to master this subtle but complex medium.

Note: Some classes may be held outdoors, weather permitting.

Can we help? Call (516) 463-5993.

AT THE POTTER'S WHEEL: A POTTERY WORKSHOP

LS-53011 Eric Kubinyak
Thu 7-10 p.m.
10 sessions Feb 5-Apr 8 \$375

Potters, more than other artists, feel their material respond to the touch as they squeeze, pound and mold form out of what was once 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 all participants working at a comfortable pace.

Limited enrollment.

REDWARE POTTERY

LS-53021 Eric Kubinyak
Tue 7-10 p.m.
6 sessions Mar 23-May 4 \$255

(No class Apr 6)

The most "American" of all ceramic ware is redware pottery made from the red clay earth abundant in this country. At its best, redware is the equal in form and decoration to the finest sculpture, furniture, painting and metalwork. Hand-built as well as wheel-thrown, redware pottery is the basis of the familiar jugs, bowls and plates found in any potter's studio, as well as everything from bird feeders to umbrella stands. Using redware techniques, even the novice potter can create distinctive mantel decorations, doorstops, basins, vases, lamps, roof tiles, penny banks, musical instruments, toys and other delightful all-American artifacts.

CYCLES

ART EXHIBIT OF ARTS, CULTURE AND LEISURE-AFFILIATED INSTRUCTORS

LS-53251 Alice Melzer and Steve Gravano, curators
Opening reception, Sun, Mar 7, 1-4 p.m.;
Exhibit runs through Mar 20.

Please join us at the art exhibit of Hofstra's University College for Continuing Education-affiliated instructors. Over the years, our studio arts and photography teachers have lent their vision and expertise to you, our continuing education students. This is your opportunity to see the work of your favorite instructors and help us celebrate their artistic relationship with Hofstra. See for yourself that those who can do, also teach!

For complete information contact (516) 463-7600 or uccelibarts@hofstra.edu.

INTRODUCTION TO COMPUTERS FOR VISUAL ARTISTS

LS-54221 Stevenson Estime, M.F.A.
Thu 7:30-9:30 p.m.
8 sessions Feb 5-Mar 25 \$260

This course provides an introduction to the tools, terms and techniques of visual computing for artists. Students learn basic computer skills to operate and maintain a computer and creative techniques used to produce digital and layered images, as well as the tools required to display their work on the World Wide Web. The impact of technology on the visual arts is examined and discussed from contemporary and historical perspectives.

Note: Class is taught in a hands-on computer lab.



PHOTOGRAPHY

PHOTOGRAPHY STUDIO: BLACK AND WHITE FOR BEGINNER TO INTERMEDIATE

LS-54101 Steve Gravano
Fri 6:45-9:45 p.m.
11 sessions Jan 23-Apr 2 \$406

LS-54102 Steve Gravano
Sun 10 a.m.-1 p.m.
11 sessions Jan 25-Apr 18 \$406

(No classes Feb 15 and Apr 11)

Since photography is a great deal more than snapping a picture, serious photographers work hard to develop their skills. We have developed this workshop (adapted to meet each individual student's needs and abilities) for the motivated beginner as well as the talented veteran. The class is flexible in nature and depends largely on student participation. The four basic areas of study are camera familiarization (35mm, SLR cameras only); lenses and film, shutter speed, depth of field, selective focusing, panning and framing; film processing: loading and developing film, chemical treatments; printing: enlarging, printing, presenting photographs, burning, dodging, cropping and mounting; and critique: evaluation and discussion of finished work.

Limited enrollment.

ARTS, CULTURE AND LEISURE

TWO-DIMENSIONAL IMAGES IN DIGITAL PHOTOGRAPHY

LS-54211 Stevenson Estime, M.F.A.
Tue 7-10 p.m.
8 sessions Feb 3-Mar 23 \$260

In this course students bring two-dimensional images together to form creative collages. Participants study the history of collage and learn through hands-on projects how to create thematic and digital collages, self-portraits, greeting cards and images. To capture images, students explore the use of digital cameras, flatbed and film scanners. Students learn how to use vector and page-layout programs to enhance and manipulate original images for a variety of collage and print options. Basic visual computing skills, including layers, file-naming, print and image resolution, and color management are covered. The effect of technology on the visual arts is examined and discussed from contemporary and historical perspectives.

Note: This is a hands-on class taught in a computer lab.

LITERATURE

MUSIC HATH CHARMS

LS-55221 Pearl Steinberg, storyteller
Fri 10 a.m.-Noon
10 sessions Mar 19-Jun 11 \$209
(No classes Apr 9,23 and May 28)

Music is entwined in our lives in ways we rarely notice. It enhances the action and emotions in motion pictures by subtle and sometimes blatant means. Certain songs are connected with various stages of our lives, such as when a familiar melody is heard, it evokes a flood of memories. Many authors have incorporated music in their storytelling, adding another dimension to the work. This semester we read books in which music plays a vital role, some titles covered are *Bel Canto*, *The Piano Shop on the Left Bank* and *Grace Notes*.

THE SENSE OF NONSENSE: CARROLL, LEAR AND OTHER MASTERS OF FANTASY

LS-55461 Robert Keane, Ph.D.
Sun 1:30-3:30 p.m.
1 session Mar 7 \$35

(Counts as one passport)

This lecture focus on two great fantasizers, Edward Lear and Lewis Carroll, and the books they wrote to delight young and old.

For full course description, see page 29.

OLIVER TWIST, THE CHARITY CHILD: TRAPPED IN A LIFE OF CRIME

LS-55481 Robert Keane, Ph.D.
Sun 1:30-3:30 p.m.
1 session Mar 14 \$35

(Counts as one passport)

This Victorian morality play in prose displays Dickens' sense of London and its underworld, gained in his early career as a journalist. With some film excerpts, this course follows Oliver's path from vice to virtue.

For full course description, see page 30.

THE BROWNING'S: LOVE, POETRY AND ITALY

LS-55471 Robert Keane, Ph.D.
Sun 1:30-3:30 p.m.
1 session Feb 29 \$35

(Counts as one passport)

The Brownings' clandestine courtship under the forbidding eye of her father is almost legend, celebrated in poetry, letters, film, and drama, *The Barretts of Wimpole Street*. By examining the writings of the pair, we will better understand this intellectual yet passionate love affair.

For full course description, see page 27.

THE LOST YEARS OF KEROUAC IN QUEENS AND LONG ISLAND

LS-59401 Patrick Fenton
Sun 2:30-3:30 p.m.
1 session Mar 14 \$35

(Counts as one passport)

During his 12 years in Queens, Jack Kerouac, with a notebook in his back pocket, roamed the streets from Sutphin to Cross Bay Boulevards and also to the ocean at Rockaway. It was in Ozone Park that the writer planned his famous *On the Road* journey.

For full course description, see page 30.

SOCIETY AND CIVILIZATION

A TERRIBLE SWIFT SWORD: THE AMERICAN CIVIL WAR

LS-56251 E.A.(Bud) Livingston
Mon 6:45-8:30 p.m.
4 sessions Mar 15-Apr 5 \$78

The bloodiest war in American history pitted brother against brother from Vermont to New Mexico. More than three million Americans fought in the Civil War, and more than 600,000 died. After so many lives and fortunes were lost, what did the war accomplish? Was it fought to end slavery or to save the Union? Who were the generals that led the fighting – Robert E. Lee and Ulysses S. Grant, Jeb Stuart and William T. Sherman? Why are its battles – Antietam, Gettysburg, and Forts Henry and Donelson – still studied by historians and military strategists? Discover the answer to these and other questions about the players, battles and unimaginable horrors of the war that forever changed America.

HAVE A SUGGESTION FOR A NEW COURSE?

Call us at (516) 463-5993 or e-mail us at ucce@hofstra.edu

Can we help? Call (516) 463-5993.

BROOKLYN AND THE CIVIL WAR

PASSPORT

LS-56201 E.A.(Bud) Livingston
Sun 1-3 p.m.
1 session Feb 29 \$35

(Counts as one passport)

Come and explore the fascinating world of Civil War Brooklyn, which was America's third largest city during the 1860s.

For full course description, see page 27.

NEW YORK CITY AND THE CIVIL WAR

PASSPORT

LS-56211 E.A.(Bud) Livingston
Sun 1-3 p.m.
1 session Mar 7 \$35

(Counts as one passport)

Learn why America's largest city did not want the war; about the Draft Riots of 1863, and about the Confederate "terrorists" that tried to burn the city down in 1864.

For full course description, see page 29.

HISTORY BUFFS!

Take advantage of our Civil War package. Take all three Civil War courses (LS-56201, LS-56211 and LS-56251) for the special price of just \$99.

EARLY AVIATION HISTORY

PASSPORT

LS-56101 Robert Schmidt, aviation historian; member Long Island Early Fliers Club
Sun 1:30-3:30 p.m.
1 session Mar 7 \$35

(Counts as one passport)

Before the Wright Brothers first successful powered flight in 1903, Europeans had been flying for 120 years. Hot air balloons were the devices helping humans invade the air.

For full course description, see page 29.

WORLD WAR II AVIATION ON LONG ISLAND

PASSPORT

LS-56121 Carol Froehlig, pilot and aviation historian
Sun 1:30-3:30 p.m.
1 session Mar 21 \$35

(Counts as one passport)

Travel back to wartime Long Island and experience the explosive development of both the community and the aviation industry. It was at this time that Long Island became a significant center of military aircraft production.

For full course description, see page 31.

JET AGE OF AVIATION ON LONG ISLAND

PASSPORT

LS-56141 Carol Froehlig, pilot and aviation historian
Sun 1:30-3:30 p.m.
1 session Mar 28 \$35

(Counts as one passport)

Learn how the Jet Age revitalized Long Island with new technology after the end of World War II. These powerful new aircraft, many of which still fly today, were produced in record numbers for combat in three wars.

For full course description, see page 32.

SIKH MYSTICISM: A GURMAT SUMMER CAMP

LS-92301 Arvind Mandair, Ph.D., director and guest lecturers
Sat-Fri TBA
7 sessions May 22-28

Explore the nature of Sikh religious philosophy this summer. Noncredit and credit options, as well as residential facilities are available. For complete information contact Hofstra's University College for Continuing Education at (516) 463-7600 or uccelibarts@hofstra.edu.

NEW YORK AND HOW IT GOT THAT WAY

PASSPORT

LS-59201 Shirley Romaine
Sun 1:30-3:30 p.m.
1 session Feb 29 \$35

(Counts as one passport)

Between the turn of the 20th century and the first World War, the city was a magnet for creative, ambitious, radical and visionary people. Among them were Emma Goldman, Isadora Duncan, Jacob Riis, George M. Cohan, Lillian Russell and Edith Wharton.

For full course description, see page 27.

CRIME DID NOT PAY: THE WILD TRIAL OF LUCKY LUCIANO

PASSPORT

LS-59221 Ellen Poulsen, author; *Don't Call Us Molls: Women of the John Dillinger Gang*
Sun 1:30-3:30 pm
1 session Apr 4 \$35

(Counts as one passport)

Shady ladies, Broadway bad boys, and racketeers color this historical look at New York noir.

For full course description, see page 33.

GREEK DRAMA

Dimitra Richardson, Ph.D.

Explore how the Greeks, who invented drama 2,500 years ago, attempted to solve the most terrifying dilemmas of human existence. This semester we examine three plays in four classes that can provide clues to the solution of our contemporary dilemmas: *Oedipus the King*, *Antigone* and *Electra* all by Sophocles.

For full description, see page 31.

ARTS, CULTURE AND LEISURE

ARTS, CULTURE AND LEISURE

KHEZR: THE "GREEN MAN" OF ISLAM

PASSPORT

LS-57091 Laurence Galian, author,
*The Sun at Midnight: The
Revealed Mysteries of
the Ahlul Bayt Sufis*
Sun 1-3 p.m.
1 session Mar 7 \$35

(Counts as one passport)

The Green Man of Islam is a mysterious figure that pervades Middle and Near Eastern mythology.

For full course description, see page 29.

SUFISM 101

PASSPORT

LS-57191 Laurence Galian
Sun 1-4 p.m.
1 session Mar 14 \$35

(Counts as one passport)

Sufism, the mystical branch of Islam, is popularly associated with the hypnotic dance of the Whirling Dervishes, the poetry of Rumi, and a rich musical heritage.

For full course description, see page 31.

WRITING AND COMMUNICATION

WRITING

WRITING THE NOVEL

LS-61121 Barbara Rogan
Wed 8:15-10 p.m.
7 sessions Mar 3-Apr 21 \$224

(No class Apr 7)

It is said that everyone has a novel inside them; the difficulty lies in getting it out. For anyone who's ever struggled to write the perfect sentence, the prospect of writing hundreds of pages can seem daunting. This workshop focuses on the practicalities of the craft. A series of exercises targets specific elements of fiction, including plot formation, characterization, point of view, description, and dialogue. By

constructively critiquing each other's work, students learn to apply that essential skill to their own work as well. The business of getting published—query letter, agent-hunting, submitting one's work—is covered, but the emphasis is on acquiring the skills necessary to write long fiction.

Barbara Rogan has been featured by Book of the Month Club and translated into eight languages.

THE ART AND CRAFT OF WRITING BOOKS FOR CHILDREN

LS-61131 Robyn Supraner
Sat 10 a.m.-Noon
6 sessions Apr 24-Jun 5 \$220
(No class May 29)

Learn the tools necessary for writing a good children's book. In a supportive and trusting atmosphere, participants feel free to share their work and critique the work of others so that they may learn to be their own best editor. Explore the elements of effective fiction, nonfiction and poetry through written assignments, reading and discussion. Each student completes a manuscript; more advanced students prepare a manuscript for publication.

WRITING REVIEWS: BOOKS, FILM, FOOD AND MUSIC

LS-61201 Sandra Mardenfeld,
freelance writer and
editor
Sat 10 a.m.-Noon
6 sessions Feb 28-Apr 3 \$185

In today's world of information saturation, we need experts to lead us to the best in music, books and film. Here you learn the different components of the review format, how to deal with press agents, how to make editorial contacts and how to sell your work. Students practice writing reviews on a weekly basis and are exposed to published review writers as we discuss what good review writing is, as well as the ethical issues that surround the genre.

THE SECOND DRAFT

LS-61251 Sandra Mardenfeld,
freelance writer and
editor
Sat 1-3 p.m.
6 sessions Feb 28-Apr 3 \$185

Do you have a piece of unfinished writing sitting in a drawer? This is an advanced writing class for writers of short stories, poems, short nonfiction pieces or personal essays. The goal is to take an unfinished piece or a first draft and polish it to second draft stage. Students are encouraged to finish and submit one piece of their choice for evaluation. Lectures on story structure, the mechanics of writing and idea development are also offered. Short in-class exercises are assigned to jump-start the writing process.

THE ART OF POETRY

LS-61261 Aaron Shapiro
Sat 1-2:30 p.m.
4 sessions Feb 28-Mar 20 \$90

In this course, we explore the remarkably diverse art of poetry. Anyone who would like to improve their appreciation and understanding of poetry, write more regularly and participate in a relaxed discussion is invited to attend. Whether or not you have any previous experience with poetry, this course provides you with new perspectives on this ancient and often misunderstood art. We read from a wide selection of authors and find poems that are: love letters, protests, diaries, myths, prayers and dreams. From the cryptic to the scandalous, we form our own discussion of the remarkable possibilities of a poem.

THE ANNUAL CHILDREN'S LITERATURE CONFERENCE: MARKING THE 20TH ANNIVERSARY

Co-sponsored by the Society of Children's Book Writers and Illustrators

LS-91301 Adrienne Betz and Connie Epstein, coordinators

Sat 9:30 a.m.-4 p.m.

1 session Apr 17

\$80 for nonmembers; \$75 for SCWBI members (Morning coffee and luncheon included.)

An opportunity for both published and aspiring writers and illustrators to gather with librarians, educators, editors, book-sellers and all others who wish to create or share good children's books. The program features two general session speakers, six special interest groups (from which registrants may choose two) and a panel of two children's book editors critiquing a half dozen or so randomly selected first manuscript pages submitted by registrants.

PARTICIPANTS INCLUDE:

Keynote:

Jane Yolen, author of over 250 books in every genre except hard science. Among her titles are the 1988 Caldecott winner *Owl Moon*, the Jewish Book Award winner *The Devil's Arithmetic*, the popular *How Do Dinosaurs Say Goodnight*, and her recent book on writing *Take Joy*.

Concluding Speaker:

Leonard S. Marcus, children's book author, historian, and critic. His more than 10 books include *Margaret Wise Brown: Awakened by the Moon*, *Dear Genius: The Letters of Ursula Nordstrom*, and most recently *Storied City: A Children's Book Walking-Tour Guide to New York City*. Visit him on the Web at www.leonardmarcus.com.

Writing Picture Books (A):

Kate McMullan, author of 50 titles including picture books such as *I Stink!* about a garbage truck and *I'm Mighty!* about a tugboat, both illustrated by her husband Jim McMullan as well as easy-to-read books and middle-grade novels.

Illustrating Picture Books (B):

R. Gregory Christie, illustrator of more than eight picture books including *Only Passing Through*, *The Story of Sojourner Truth* by Anne Rockwell and *The Palm of My Heart*, *Poetry by African-American Children*, both named Coretta Scott King Honor Books.

Writing Fiction (C):

Gordon Korman, author of 50 books for middle-grade and young-adult readers, primarily in the genres of humor and adventure. Titles include *Jake*, *Reinvented* for young adults and *Max Comedy: The Funniest Kid in America* for middle-graders.

Writing Nonfiction (D):

Barbara Seuling, author of over 50 titles ranging from picture books to middle-grade. Her recent nonfiction books include *From Head to Toe* and *Flick a Switch, How Electricity Comes to Your House*.

Writing for a Series (E):

Bonnie Bader, editorial director of Grosset & Dunlap and Price Stern Sloan, the mass-market imprint of the Penguin Young Readers Group. Series published include *Hank Zipzer* and *Katie Kazoo*.

Submission Procedures (F):

Andrea Cascardi, independent agent affiliated with the Transatlantic Literary Agency, the largest agency representing authors and illustrators in Canada. A former children's book editor/publisher, Cascardi has been working as an agent for almost three years.

Panel:

Does It Make Me Want to Read More? Panelists are Stephen Fraser, executive editor with HarperCollins Children's Books, and Jennifer Wingertzahn, editor with Clarion Books. Moderator is Connie C. Epstein, New York contributing editor of the SCWBI Bulletin and author of *The Art of Writing for Children, Skills and Techniques of the Craft*.

Note: Writers wishing to submit a first manuscript page for possible critique during the panel should bring a **nonreturnable copy** to the conference. Note the readership age in the upper right-hand corner, but do not include the author's name. Submission does not guarantee your work will be read or critiqued.

For further information, call (516) 463-7600 or e-mail ucelibarts@hofstra.edu.

ARTS, CULTURE AND LEISURE

THE ART OF PRESS RELEASE WRITING

LS-64111 Rossana Weitekamp
Sun 1-4 p.m.
1 session Mar 28 \$46

Whether you own your own business, are a consultant, organize volunteer activities or are thinking about a public relations career, knowing how to write an effective press release is a valuable skill. This workshop provides all the journalism basics on how to write an attention-grabbing press release. Students learn how to identify, position and communicate news, how to write news announcements, how to construct company boilerplates, the importance of contact information and more. Students are introduced to concepts using *The Associated Press Stylebook*.

WRITING THE PERSONAL ESSAY

PASSPORT

LS-61181 Sandra Mardenfeld,
freelance writer and
editor
Sun 1:30-3:30 p.m.
2 sessions Feb 29-Mar 7 \$70

(Counts as two passports)

Writing about yourself is the easiest yet most difficult form of writing. This class allows you to take those important life-changing events and turn them into effective personal essays. Through in-class exercises on brainstorming, free-writing and outside assignments, each student has the opportunity to finish and polish a personal essay.

SAVE THE DATE!

31st Summer Writer's
Conference
July 12-23, 2004
Marion Flomenhaft
and Ron Janssen, directors
Call (516) 463-7600

PUBLISHING

GETTING PUBLISHED: THE TIME HAS COME

LS-62151 Leonard S. Bernstein,
author, *Getting Published*
Tue 7-9 p.m.
6 sessions Feb 24-Mar 30 \$220

This course is designed for writers who want to cross the bridge from casual, once-in-a-while writing, to a serious attempt at getting published. It deals aggressively with a frustrating, intimidating marketplace, and how to confront it. If you have decided that you want to make a commitment, want to complete articles and stories and submit them to publications and to deal with rejection, then this course might be for you. The writer's marketplace is competitive, but the consolation is getting published – a lovely idea, and not impossible.

SPEECH AND COMMUNICATION

PUBLIC SPEAKING FOR PROFESSIONALS

LS-64181 Noelle Spitaliere,
Step-Up Consulting
and Training
Sat Noon-5 p.m.
1 session Mar 20 \$90

Learn to successfully connect with others by mastering the public speaking techniques of discovery, design and delivery. Through discovery you develop a clear and concise central idea, break it down and support it with research. Design is the organization of ideas into cogent and effective patterns so that you can deliver speeches with vitality and enthusiasm. Learn to overcome your fear of public speaking through control, confidence, concentration and conviction. Clear thinking and authentic expression are the heart of direct oral communication.

Note: This course is for native speakers of English.

BUSINESS ETIQUETTE

PASSPORT

LS-64191 Linda Stone
Sun 10 a.m.-4 p.m.
1 session Mar 21 \$75

(Counts as two passports)

Making good impressions at work is much more than knowing which fork to use at lunch. From the moment you walk into your building, your actions say who you are and who you want to become. Business and social etiquette go hand-in-hand. This one-day workshop reaffirms what you already know you are doing right, and provides guidance in other areas that might need some work. Topics covered are cultural diversity, telephone etiquette (land lines and cell phones), e-mail do's and don'ts, car culture (who drives?, who pays?), making proper introductions and business meals (table manners and food for thought).

THE STRUCTURE OF ENGLISH: PRACTICAL GRAMMAR

LS-64161 Silvia Montemurro
Thu 6:20-8:10 p.m.
10 sessions Feb 5-Apr 8 \$260

This course offers a comprehensive and logically organized approach to grammar and syntax, from basic to complex. The course also helps you become a better speller, expand your vocabulary, understand the many roles words can play, and write clear sentences for powerful effect.

For full course description, see page 36.



Can we help? Call (516) 463-5993.

ENGLISH AS A SECOND LANGUAGE (ESL)

INDIVIDUAL TUTORING IN ESL

One-to-one tutoring is available on a variety of levels and topics in English as a Second Language. Tutoring assistance in aspects of writing and reading English is \$85 per hour. Assistance for clear and accurate speaking is \$100.

For more information call (516) 463-7600.

AMERICAN ENGLISH SKILLS IMPROVEMENT

LS-63101 Gregory Kershner, M.I.A., Ph.D.
Thu 6-8 p.m.
10 sessions Feb 26-Apr 29 \$250

This course provides reading, writing and oral communication skills for those who have been speaking and working in an English-speaking environment, but want to improve their ability to communicate. Classes balance reading, writing and public speaking activities. Topics for writing and discussion are taken from academic and journalistic writing, as well as from various types of professional discourse, including resumes, technical writing and letters/correspondence. Role-playing activities give students practical experience using English in a variety of contexts.

MODERN LANGUAGES

SURVIVAL SPANISH

LS-66201 Staff
Thu 7-8:30 p.m.
8 sessions Mar 4-Apr 22 \$144

This course is designed for those who need to know Spanish for their careers, travel or personal growth. Taught in a style that is fun and by using participatory techniques, students learn the basics of conversation, including emergency phraseology. Through the use of immersion methods, participants learn to write, read and speak Spanish. Olé!

MEDICAL SPANISH

LS-66211 Carol Barnett
Wed 6:20-7:40 p.m.
10 sessions Feb 4-Apr 7 \$175

Learn medical Spanish in an integrated skills approach. Throughout this course, you have the opportunity to hear, comprehend, speak and respond to Spanish-speaking patients in their own language. You learn to greet patients, take vital signs, interview patients, find out chief complaints, review medical histories, describe physical exams, recommend follow-up care instructions and discuss prescriptions. Each week you learn essential vocabulary, basic grammar topics and receive practice exercises and dialogs, in addition to learning about cross-cultural aspects of this diverse population. No previous knowledge of Spanish is necessary.

Note: Textbook required.

FILM, TELEVISION AND ACTING

BASIC SCREENWRITING

LS-61141 Robert Martorana, screenwriter
Sat 10 a.m.-Noon
8 sessions Feb 28-Apr 24 \$224
(No class Apr 10)

In this intensive lecture and workshop designed to teach screenwriting skills to the beginner and develop those of more advanced writers, a professional screenwriter guides the student 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 procedures for establishing a career as a professional screenwriter.

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

LS-65001 Dov Simens
Sat, Sun 9 a.m.-6 p.m.
2 sessions Feb 14-15 \$389

LS-65002 Dov Simens
Sat, Sun 9 a.m.-6 p.m.
2 sessions Apr 10-11 \$389

This acclaimed course helped launch the careers of Quentin Tarantino, Robert Rodriguez, Guy Ritchie and 20 Sundance entrants, including *In the Company of Men* and *The Blair Witch Project*. In just one weekend, you learn how to produce, direct, shoot, finance, distribute and sell a movie. At the end of the course you will know how to make any feature film with budgets ranging from \$5,000 to \$500,000.

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. Participants (high school and older) receive a producer's diploma, graduation certificate and filmmakers' workbook.

Note: Class is held in Manhattan.



ARTS, CULTURE AND LEISURE

HOW TO BREAK INTO RADIO AND TELEVISION COMMERCIAL VOICE-OVERS

LS-65511 Ron Millkie, acting coach;
co-author, *You Don't
Have to Be Beautiful to
Be a Model*
Sat,Sun Noon-6 p.m.
2 sessions May 8-9 \$219

There is an explosive growth in demand and salaries for voice-over actors. This workshop is designed for men, women and children (ages 12 and older) who have distinctive voices (not necessarily pretty ones) and can project humor, character and attitude. Students focus on diction, voice placement, microphone technique and vocal style to prepare for the worlds of animated film, radio and television commercials. You don't have to be a professional singer, actor or model, just a disciplined talker who can make copy "sing." Students work on their own audition tape and receive tips on how to get their first job.

MAKING IT IN SOAP OPERAS, TELEVISION COMMERCIALS AND FILM

LS-65601 Ron Millkie, acting coach;
co-author, *You Don't
Have to Be Beautiful to
Be a Model*
Sat,Sun Noon-6 p.m.
2 sessions Mar 13-14 \$219

Beginners (ages 12 and older) learn to break into the glamorous world of soap operas and television commercials. This class features acting for "soaps" as well as the most pertinent information on blocking, scene interpretation, character analysis and how to get into relevant unions. Participants are videotaped in a mock screen test patterned on an actual network soap opera, and finished tapes are viewed and critiqued by the co-author of *How You Can Appear in TV Commercials*. Participants receive recommended listings of agents and casting directors and have an opportunity to meet with agents when the class is over.

SO YOU THINK YOU'RE FUNNY?

LS-65521 Elliot Tiber **PASSPORT**
Sun 10 a.m.-Noon
1 session Mar 21 \$35

(Counts as one passport)

This is an exploratory workshop for those who are repeatedly told they are funny and should get into comedy. A survey of comedy styles and discipline methods to guide the aspiring humorist is explored. Participants' personal styles, subject material, and goals are discussed. Specific methods on how to organize and focus a wide range of comedic aspirations are assigned. Topics include theater, film, television, literature, improv, stand-up, business and entertainment.

COMEDY WORKSHOP

LS-65531 Elliot Tiber **PASSPORT**
Sun 1-4 p.m.
1 session Mar 21 \$35

(Counts as one passport)

For aspiring or working humorists, stand-up comedians, improv comics and others, here is an opportunity to present your material for feedback and critique. In this class you receive specific suggestions regarding your style, content and personal delivery. This course is suitable for those with experience or absolute beginners.

Note: Bring a two page sample of your material.

CINEMATIC INTERPRETATIONS OF

CLASSIC RUSSIAN NOVELS **PASSPORT**

LS-65141 Azary Messerer, Ph.D.
Sun 10 am-Noon
4 sessions Mar 14-Apr 4 \$75

(Counts as one passport)

Russian classical literature, such as *War and Peace*, *Anna Karenina*, *The Idiot* and *The Brothers Karamozov*, has tempted many a great filmmaker to capture its powerful images on the screen. The challenges faced by many filmmakers were the inaccessibility to the Russian landscape, the loss of the

sheer magic of the Russian language and the veritable depiction of a culture very foreign to their own. Here we compare versions of the same scenes in the films of Kurosawa, Lean, Wajda, as well as films by famous Russian directors. We analyze the settings, the plot variations, the acting, and the symbols and messages invoked in these films. Discussion includes their merits, their drawbacks, and their success in translating well-known literary images to the screen.

TWO FRITZ LANG SERIALS

LS-65151 Keith Uhlich, writer and
movie critic **PASSPORT**
Sun 10 a.m.-1 p.m.
4 sessions Feb 29-Mar 21 \$75

(Counts as one passport)

One of the giants of German cinema, director Fritz Lang – most popularly known for the sci-fi classic *Metropolis* (1927) – proved his inimitable artistry time and again through numerous hardships and relocations (from Germany to France to Hollywood, and back again). Lang's *Die Nibelungen – Siegfried/Kriemhild's Revenge* (1924) and *The Tiger of Eschnapur/The Indian Tomb* (1959) are the focus of this class. These long-form serial narratives, in addition to being breathtaking visual masterpieces, also powerfully reflect Lang's politics and ideologies. We screen one part of each serial per week and in post-screening discussions and exercises examine the agony and artistry that went into these seminal cinematic works.



ALL THE WORLD'S A STAGE: THEATER AND THE HUMAN CONDITION

What makes the theater important to our lives? Why do plays speak to us and make us understand more clearly our inner conflicts and the world in which we live? In each session of this three-part series, actress/instructor Shirley Romaine explores the background and work of selected playwrights, followed by class discussion and a performance of scenes from plays.

DAVID MAMET

PASSPORT

LS-59211 Shirley Romaine
Sun 1:30-3:30 p.m.
1 session Mar 21 \$35

(Counts as one passport)

For full course description, see page 32.

AUGUST WILSON

PASSPORT

LS-59231 Shirley Romaine
Sun 1:30-3:30 p.m.
1 session Mar 28 \$35

(Counts as one passport)

For full course description, see page 33.

DAVID HARE

PASSPORT

LS-59241 Shirley Romaine
Sun 1:30-3:30 p.m.
1 session Apr 4 \$35

(Counts as one passport)

For full course description, see page 34.



DEAF STUDIES

DEAF STUDIES CERTIFICATE PROGRAM

Hofstra's Deaf Studies Certificate Program is comprised of a coherent sequence of noncredit courses that lead to a clear level of competence in American Sign Language. The certificate is awarded to students who successfully complete the eight required courses listed below and an additional 36 classroom hours obtained through a variety of elective courses and workshops. The courses and workshops in this program are continuously updated and rotated. Courses may be taken on an individual basis without participating in the certificate. Affiliated instructors are both hearing and Deaf. Students with advanced standing can substitute courses and are encouraged to call (516) 463-7600 or contact uccelibarts@hofstra.edu for preregistration advisement.

REQUIRED COURSES:

- ASL 1
- ASL 2
- ASL 3
- ASL 4
- ASL 5
- ASL 6
- Hands-On Interpreting Practice
- Issues and Trends in Deaf Culture

ELECTIVE COURSES:

- ASL 7
(Counts as 18 elective hours)
- Fingerspelling
(Counts as 18 elective hours)
- Technical Signs and Human Behavior
(Counts as 18 elective hours)
- Use of Classifiers and Space in ASL
(Counts as 18 elective hours)
- Deaf Heritage: A Narrative History of Deaf America
(Counts as 18 elective hours)
- Conceptual Signing
(Counts as 4 elective hours)
- Communication With Persons who Are Deaf-Blind
(Counts as 4 elective hours)

So You Want to Be an Interpreter?

(Counts as 3 elective hours)

Sign Language Fun and Games

(Counts as 3 elective hours)

Silent Weekend for Students of Sign Language

(Counts as 21 elective hours)

ASL I THROUGH 7

American Sign Language is the fourth most utilized language in the United States. Our students build confidence and ease in communication through the development of basic vocabulary and grammar, games, role-playing and other exercises. Each course builds on the one before and is designed so that students gently make the transition from beginning to more sophisticated levels. From simple dialogues, short stories and jokes appropriate for basic conversational situations to more technical and complex interactions, participants expand their expressive and receptive skills.

ARTS, CULTURE AND LEISURE

ASL 1

LS-21111 Staff
 Mon 6:20-8:10 p.m.
 9 sessions Feb 23-Apr 26 \$185
 (No class Apr 5)

ASL 2

LS-21121 Staff
 Mon 6:20-8:10 p.m.
 9 sessions Feb 23-Apr 26 \$209
 (No class Apr 5)

ASL 3

LS-21131 Staff
 Wed 6:20-8:10 p.m.
 9 sessions Feb 25-Apr 21 \$209

ASL 4

LS-21141 Staff
 Tue 6:20-8:10 p.m.
 9 sessions Feb 24-Apr 27 \$209
 (No class Apr 6)

ASL 5

LS-21151 Staff
 Tue 6:20-8:10 p.m.
 9 sessions Feb 24-Apr 27 \$209
 (No class Apr 6)

ASL 6

LS-21161 Staff
 Wed 6:20-8:10 p.m.
 9 sessions Feb 25-Apr 21 \$209

ASL 7

LS-22171 Staff
 Thu 8:15-8:10:05 p.m.
 9 sessions Feb 26-Apr 22 \$209
 (Counts as 18 elective hours)

ISSUES AND TRENDS IN DEAF CULTURE

LS-21301 Antoinette Sacchetti
 Thu 6:20-8:10 p.m.
 9 sessions Feb 26-Apr 22 \$209

All cultural groups have their own traditions and history, including the Deaf community. Through lecture, video-tape, group discussion and guests, workshop participants begin to understand the rich cultural identity that

Deaf people share. The aim is for participants to learn and understand Deaf cultural norms and rules of behavior.

Note: Different topics are covered each semester; past participants are welcome.

FINGERSPELLING

LS-22321 Marius Rock Titus
 Wed 8:15-10:05 p.m.
 9 sessions Feb 25-Apr 28 \$209

(No class Apr 7)

Fingerspelling is not only a necessity, it is an art. Even if you know the basics, the key to communication is becoming quick and easily understood by others. In this course, you focus on clarity, rhythm, speed and receptive practice, while participating in discussions of loan signs and numbers. Additionally, students are presented with various ideas on how to read fingerspelling.

Note: Counts as 18 elective hours.

Prerequisite: ASL 3 or equivalent.

CONCEPTUAL SIGNING

LS-23391 Amanda Covington
 Sat 9 a.m.-1 p.m.
 1 session May 1 \$55

(Take LS-23391 and LS-23401 together for \$100)

Learn the necessary skills for the communication of English lexical items in appropriate ASL. Student focus on their developing ability to produce semantically/conceptually accurate signs by analyzing English idioms and idiomatic expressions, multiple meaning English words, and ASL idiomatic expressions. Also included is analysis and selection of alternative and synonymous signs to convey intent and meaning of the message. Students learn to recognize fingerspelled loan signs based on surrounding context. The majority of the workshop is discussion and sign production, therefore a certain sign proficiency is required.

Note: Counts as 4 elective hours.

Prerequisite: ASL 4 or the equivalent.

COMMUNICATING WITH PERSONS WHO ARE DEAF-BLIND

LS-23401 Amanda Covington
 Sat 2-6 p.m.
 1 session May 1 \$55

(Take LS-23391 and LS-23401 together for \$100)

This workshop covers the major causes of deaf-blindness and its impact on communication, mobility and life style. Emphasis is on learning and practicing the various modes of communication used by persons who are deaf-blind. Students become familiar with sighted guide techniques and the adaptive communication technology available to persons who are deaf-blind. Participants also compare Deaf and Deaf-Blind cultures. Tactile forms of communication will be emphasized during role-play situations. Open to any level of ASL.

Note: Counts as 4 elective hours.

SILENT WEEKEND FOR STUDENTS OF SIGN LANGUAGE CO-SPONSORED WITH MILL NECK FAMILY OF SERVICES

LS-22501
 Sat, Sun Sat, 9 a.m.-9 p.m.;
 Sun, 9 a.m.-5 p.m.
 2 sessions Jan 31-Feb 1 \$230

(Sat only \$150, Sun only \$100. Meals included.)

Immerse yourself in a two-day break from the hearing world. In this intensive seminar, participants totally submerge themselves in the world of ASL. Vocabulary and grammar sessions are held during the day, with games, entertainment and socializing on Saturday night. Whether you are new to the language or well-seasoned, you can benefit from an intensive silent weekend experience. Participants dine at various on-campus facilities.

Note: Counts as 21 elective hours.

Prerequisite: ASL 2 or equivalent.

Can we help? Call (516) 463-5993.

LEISURE

TOWN AND COUNTRY TOURS

FOOD TREASURES OF DOWNTOWN

PASSPORT

LS-71581 Joyce Weinberg, ConfectionZone
Sat 1:30-4:30 p.m.
1 session Apr 3 \$35

(Counts as one passport)

Join food expert Joyce Weinberg, on a food-filled afternoon walk to some of the best brunch purveyors in New York. While you taste smoked fish, cheese and coffee, among other delights, you learn what separates the delicious from the merely tasty. You meet the artisans who make these foods using traditional methods and just might gain a new appreciation for that bagel you took for granted.

Note: Transportation is the participant's responsibility. The tour travels to several locations by subway and each participant must bring a one-day (\$7 unlimited rides) Metrocard.

NEW YORK CITY WALKING TOURS

Alfred Pommer leads tours rich in the history, architecture, anecdotes and curiosities that make New York the greatest city in America. Each tour makes at least 17 stops that include discussions of the history and architecture.

Note: Transportation is the participant's responsibility. Wear comfortable shoes.



42ND STREET TOUR: EAST TO WEST

PASSPORT

LS-71561 Alfred Pommer
Sat 2-4:30 p.m.
1 session Apr 24 \$35
(Raindate May 1)

(Counts as one passport)

One of New York City's most famous streets runs east to west while encompassing a rich variety of neighborhoods and scenes. During this tour, you learn about America's first privately financed urban renewal project and see some of the finest examples of Louis XVI Renaissance form of Beaux-arts architecture. Historical figures and points of interest featured are the Chrysler Building, Bryant Park and its early life as the Crystal Palace, New York Public Research Library and its connection to the Croton Reservoir, Father Frances P. Duffy and Duffy Square, and George M. Cohan.

GARGOYLES OF NEW YORK

PASSPORT

LS-71571 Alfred Pommer
Sat 2-4:30 p.m.
1 session May 8 \$35
(Raindate May 15)

(Counts as one passport)

Gargoyles by the thousands grimace down from towers, belfries and walls in New York City. Gargoyles come from two main traditions, the Celtic/Barbarian which are grotesque or scary and the Greek/Roman which are individual depictions of either grandeur, beauty or comedy. Learn the difference between gargoyles and caryatids (scarce ancient female ornamentations). Walk through Madison Square, Gramercy Square, Union Square and end in Greenwich Village. At the first stop over 70 great gargoyles greet us from an office building, and at our last stop we see several of them again!

Note: Bring binoculars.

GOURMET AND GARDEN

WINE AND CHEESE: A CLASSIC

LS-72231 Robert Windorf, wine educator and Diane Stemple, fromager
Sat 1-4 p.m.
1 session Mar 20 \$95

Join a wine expert and cheese connoisseur for a fun afternoon of exploring the world of cheese and wine. Learn how to create and balance a cheese plate while sampling wonderful cow, goat and sheep milk cheeses. Taste these cheeses with various domestic and international red and white wines to find the right pairings. Imagine how impressed your friends will be at your next wine and cheese party!

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

CHOCOLATE FOR CONNOISSEURS

LS-72321 Joyce Weinberg, ConfectionZone
Wed 8-10 p.m.
1 session Jan 28 \$50

You may be surprised to learn that just like wine, beer, coffee, and cheese, chocolate has many different tastes and a wide flavor profile. There really are differences between chocolate brands. At this tasting session, you hear from a real chocolate expert on how to tell the difference between fine quality chocolate and chocolate that's just in a fancy package. You learn where to get the best value for your chocolate dollar and learn how chocolate is produced. Valentine's Day is coming; so really impress your sweetheart by developing your chocolate palette. What a fun way to spend a winter evening!

ARTS, CULTURE AND LEISURE

ARTS, CULTURE AND LEISURE

CHARMING CHAMPAGNE AND SPARKLING WINES

LS-72291 Robert Windorf,
wine educator
Sat 2-4:30 p.m.
1 session Feb 14 \$100

Join us for an enjoyable afternoon to taste an international selection of champagne and sparkling wines, along with delicious food pairings. You learn the history of these exciting bubbly wines, how they are made, and that you don't need a special occasion to enjoy their refreshing mystique. This class gives you exciting ideas for your spring and summer parties.

Note: Participants must provide proof of 21 years of age or older.

AROUND THE WORLD OF WHITE WINES

LS-72301 Robert Windorf, wine
educator
Sat 2-4:30 p.m.
1 session Apr 24 \$95

Bring your travel passport as we take a fun and tasty adventure around the world of white wines! We sample a wide variety of white wines along with delicious and interesting food pairings. You also learn about the history of each country's wines, how to read wine labels, and how to order wine in a restaurant. Use your afternoon experience to impress your friends that evening. Participants are treated to a variety of wines and appetizers.

Note: Participants must provide proof of 21 years of age or older.

THE ABCS OF ADULT BASIC COOKING

PASSPORT

LS-72311 June Stoyer, Kitchen
Coaches, Inc.
Sat 1-3 p.m.
2 sessions Mar 6-13 \$75

(Counts as two passports)

Tired of take-out? Join us for a fun, intensive, and interactive class designed for those new to cooking or with little experience. This is not your average cooking class, you learn to cook in a

very basic kitchen with a hot plate, microwave and toaster oven. Designed to provide you with direction and understanding of food selection, preparation, storage, food presentation and clean up; this is a great class for someone who is starting out in their first apartment or dorm. Ideal for those intimidated by the thought of making a meal. Be prepared to learn, cook and eat!

MEDITATION AND RELAXATION

KUNDALINI (SPIRIT-RISING) YOGA

LS-83101 Doris Buxbaum
Wed 6:30-8 p.m.
7 sessions Jan 28-Mar 10 \$160

Kundalini yoga dates back more than 2,000 years, and all other forms of yoga can be viewed as descendants of this discipline. Kundalini yoga exposes participants to an active form of Eastern meditative exercise that combines breathing, movement, stretching, relaxation, rhythm and sound to attain physical strength and a positive attitude. In this workshop learn to develop a balanced glandular system, strengthened nervous system and expanded lung capacity. No previous experience in yoga or related disciplines is required to achieve these benefits, just an open mind and a willingness to experience a heightened awareness of the body and spirit.

FENG SHUI PRINCIPLES

PASSPORT

LS-81261 Sally Collins, executive
director, Vibrant Spaces
10 a.m.-Noon
1 session Feb 29 \$35

(Counts as one passport)

Explore the ancient Chinese art of Feng Shui, the art and science of interpreting the energies of the spaces we occupy to determine how they impact our lives.

For full course description, see page 28.

ATTRACTING ROMANCE WITH FENG SHUI

PASSPORT

LS-81321 Sally Collins, executive
director, Vibrant Spaces
Sun 10 a.m.-Noon
1 session Mar 7 \$35

(Counts as one passport)

Did you know that Feng Shui of your home could have a powerful effect on your potential to attract your ideal partner?

For full course description, see page 29.

SPORTS AND FITNESS

EN GARDE! THE ART OF FENCING

LS-73151 Enid Friedman,
Hofstra fencing coach
Mon 6:20-7:50 p.m.
10 sessions Feb 23-May 3 \$228

(No class Apr 5)

Experience the beauty and skill of fencing, a wonderful form of conditioning and exercise. This course (open to both beginner and intermediate students) introduces fencing within a safe, controlled atmosphere. Learn to advance, retreat, lunge, attack and parry as you improve your stamina, reaction time, speed, accuracy and coordination. Equipment included.

Limited enrollment.

BAGUA: A CHINESE MARTIAL ART

LS-81551 John Page
Tue 7-8:30 p.m.
6 sessions Feb 3-Mar 9 \$99

Bagua, pronounced ba-gwa, is a martial art form with strong health benefits for all body types and abilities. Bagua incorporates circular movements that facilitate the massage of internal organs and are easy on the joints. These movements help to gradually make changes to the body. The meditative movements incorporate breathes and posturing that connect the mind with the body. Wear comfortable clothing and sneakers.

Can we help? Call (516) 463-5993.

HOFSTRA'S EVENING SCUBA

LS-73121 Jeanne and Ed
 Tiedemann, Underwater
 Advisers, Inc.
Tue, Thu Feb 26-Mar 30
10 sessions Class sessions
 Thu, 7:30-10 p.m.;
 Pool sessions
 Tue, 7:30-10:30 p.m. \$195

Visit a beautiful underwater world, and see what you now can only dream about. Meet a group of exciting, similarly inclined people. In just five weeks develop all the necessary pool instruction and experience necessary to become a safe scuba diver. Upon completion of the course you are eligible to take the test for international scuba certification from the National Association of Underwater Instructors (NAUI), the Professional Association of Diving Instructors (PADI) or Scuba Schools International (SSI). The necessary equipment is supplied; bring a swimsuit and towel, plus \$70 materials fee to be paid at the first class.

Note: Students must demonstrate the ability to swim 50 yards and must complete a medical questionnaire at the first class.

ADULTS ONLY: INDIVIDUAL SWIMMING LESSONS

LS-73011 Arnold Deiner, American
 Red Cross water safety
 instructor

\$54 per one hour session held at the Hofstra Swim Center. To schedule a lesson call (516) 463-7600.

ADULTS ONLY: GROUP SWIMMING LESSONS

LS-73021 Arnold Deiner, American
 Red Cross water safety instructor
Sun 1-3 p.m.
6 sessions Feb 29-Apr 4 \$154

Never learned how to swim? Afraid of the water? Embarrassed to go to the beach for fear others will find out? If so, this course is for you. In a relaxed atmosphere, experience the unique pleasures swimming offers. Under the direction of an expert instructor, relax

and feel comfortable while learning to float, tread water, do the crawl or sharpen techniques if you are a more advanced swimmer. Soon enough you are ready to tackle Long Island's many pools and beaches, or perhaps the waters of the Caribbean or some other tropical paradise.

Limited enrollment.

INTRODUCTION TO ROCK CLIMBING

LS-73161 Glen Malings
Tue, Thu 7-9 p.m.
3 sessions Apr 27-May 6 \$110
(No class May 4)

Indoor rock climbing speaks to today's technically savvy and health-conscious crowd. It is an opportunity to challenge yourself while testing the limits of your abilities in a structured and safety-conscious environment. Rock climbing allows your mind to focus and to think on your feet, all while paying attention to detail as you pit your skills and conditioning against the challenge. At the end of the course, participants have the opportunity to join the instructor on an outdoor climb on May 8 (fee of \$100). Details of the climb are obtained from the instructor.

Note: The course meets once in a classroom on campus, and twice off campus at a special indoor rock climbing facility.



GOLF PROGRAM

INDIVIDUAL GOLF LESSONS

LS-74031 Gregory Ilg
By individual arrangement.
\$40 per half-hour session,
\$70 per hour session.
Call (516) 463-7600 to schedule
a lesson.

INTRODUCTION TO GOLF

LS-74101 Gregory Ilg
Sat 9-10 a.m.
5 sessions Mar 6-Apr 3 \$115

The world is divided into two distinct groups: those who golf and those who don't. If you know nothing about golf but always wanted to learn in an exceptionally relaxed atmosphere, this course is for you. All equipment, including clubs, is provided. Simply come to class to learn golf from the ground up (literally).

BEGINNER AND INTERMEDIATE GOLF

LS-74111 Gregory Ilg
Sat 9-10:30 a.m.
6 sessions Apr 17-May 22 \$195

If you are hooked on golf and want to bring your game to the next level, this course is for you. Designed for those who have taken Introduction to Golf, or the equivalent, and want to continue to refine their skills, this course offers participants complete long- and short-game instruction in a fun and supportive environment. Class sessions emphasize building a swing with sound fundamentals, developing playing strategies, and becoming familiar with the rules of the game. Those who have a solid foundation in basic skills can focus on swing development and course management, including distance control and playing the game.

ARTS, CULTURE AND LEISURE

BOATING

KAYAKING PROGRAM

Kayaking is a fast-growing sport that is packed with fun, good friends and exercise. Long Island, with its 1,600 miles of coastline, is ideally suited to most types of kayaking and Hofstra's Olympic-sized swimming pool is an ideal training facility. In Fundamentals, participants master the basic skills common to all forms of kayaking in addition to several rescue and survival techniques. Successful completion leads to Red Cross certification. In the Intermediate course, kayakers practice more advanced paddling skills, self-rescue and assisted-rescue techniques to prepare themselves for moving water certification. In both courses a prime emphasis is placed on safety (students must be able to swim 50 yards), and all equipment (except text) is provided.

KAYAKING: FUNDAMENTALS

LS-75111 John Nicolellis
 Mon 8-10 p.m.
 6 sessions Feb 2-Mar 15 \$235
 (No class Feb 16)

KAYAKING: INTERMEDIATE

LS-75121 John Nicolellis
 Mon 8-10 p.m.
 6 sessions Mar 29-May 3 \$235

BOATING SAFELY THROUGH THE U.S. COAST GUARD AUXILIARY

U.S. Coast Guard Flotilla 13-06 conducts boating safety courses for new and experienced boaters. In 2004 all jet ski users are required by New York state law to earn this safety certificate before they may operate personal watercraft. If you are considering buying, renting or operating a motorboat you can benefit from the information presented in this course. Participants, ages 10 and up, are awarded the required safety certificate upon completion of the course. The certificate is good for your lifetime.

LS-75201 Jean Geiger, FSO/PE
 Sun 9 a.m.-1 p.m.
 2 sessions Feb 22-29 \$60

LS-75202 Jean Geiger, FSO/PE
 Sun 9 a.m.-1 p.m.
 2 sessions Mar 21-28 \$60

LS-75203 Jean Geiger, FSO/PE
 Sun 9 a.m.-1 p.m.
 2 sessions Apr 18-25 \$60

CANOEING: THE PECONIC RIVER

LS-75311 Joseph Sklar
 Wed, Sun Wed class 7:45-9:15 p.m.;
 Sun trip 9 a.m.-4 p.m.
 2 sessions Apr 28-May 2 \$75

Canoeing is a wonderful opportunity to view nature and explore Long Island waterways. Enjoy a feeling of tranquility as you paddle through broad lake areas with tall salt cord grass and gardens of water lilies, or down narrow channels with thick woods on either side. An initial class session provides all the skills necessary to navigate this local river; all equipment is provided.

Note: While proper canoeing form requires one to paddle in a kneeling position, many people do sit for most or all of the entire trip.

HEALTH AND WELL-BEING

SELF-IMPROVEMENT

MOTIVATING YOURSELF TO ACHIEVE

LS-81101 Patrick Fletcher,
 president, The Center for
 Personal Excellence
 Sat 9:30 a.m.-1:30 p.m.
 2 sessions Mar 6-13 \$90

How would you feel if five years from now you hadn't achieved what you really wanted? In this seminar, discover the strategies and skills that enable you to achieve the results that you want from life. Learn how to create momentum for yourself. Explore the mental and emotional states that consistently drive your actions. Transform limiting beliefs into more empowering beliefs. Learn how to place yourself in a "peak" state.

WOMEN: PROTECT YOURSELVES!

PASSPORT

LS-85131 Susan Bartelstone
 Sun 1:30-3:30 p.m.
 1 session Mar 28 \$35

(Counts as one passport)

Designed to offer you options, this workshop teaches techniques needed to make safe decisions and reduce fear.

For full course description, see page 33.

LIVING A LIFE OF WELLNESS

PASSPORT

LS-85151 Stephanie Forman
 Sun 1:30-4 p.m.
 2 sessions Mar 7-14 \$60

(Counts as one passport)

In this educational, interactive, and high energy class we explore the necessary ingredients to a sweet life of wellness. Using an integrative theory of holistic health, you learn to methods to incorporate self-healing techniques.

For full course description, see page 30.

Can we help? Call (516) 463-5993.

CONTROLLING YOUR ANGER

PASSPORT

LS-81311 Audrey Canaff, Ph.D.,
L.P.C., N.C.C.
Sun 10 a.m.-12:30 p.m.
1 session Apr 4 \$35

(Counts as one passport)

This workshop addresses ways in which you can manage your anger and improve interactions with others.

For full course description, see page 34.

DEALING WITH PROCRASTINATION

PASSPORT

LS-81201 Audrey Canaff, Ph.D.,
L.P.C., N.C.C.
Sun 1-4 p.m.
1 session Apr 4 \$35

(Counts as one passport)

Explore your own messages and self-talk about procrastination, along with specific cognitive and behavioral interventions aimed at changing this behavior.

For full course description, see page 34.

MASTER YOUR FEARS: TRIUMPH OVER WORRIES AND GET ON WITH YOUR LIFE

PASSPORT

LS-81331 Linda Sapadin, clinical
psychologist and author,
Worry Less, Live More
Sun 1-4 p.m.
1 session Mar 28 \$35

(Counts as one passport)

If your fears are undermining your self-confidence, restricting your activities, constricting your thinking, and squeezing the juiciness out of life, this seminar is for you. Linda Sapadin, Ph.D., author of *Master Your Fears: How to Triumph Over Your Worries and Get On With Your Life*, (Wiley & Sons, 2004) introduces a new way of conceptualizing a fearful personality - not as an anxiety disorder but as a learned pattern of experience that can be overcome. Dr. Sapadin has identified five distinct fear styles. Through self-scoring exercises, you discover your primary fear style. With her innovative change program, you learn skills that help you manage your mind, change your language, calm your body and act your way out of fear.

Note: Book signing to follow.

ORIENTAL MEDICINE

PASSPORT

LS-85101 Robert Borzone, D.C.,
licensed acupuncturist
Sun 1:30-3:30 p.m.
1 session Feb 29 \$35

(Counts as one passport)

For those who are curious about Oriental medicine, this lecture is an introduction to the principles and practices of traditional Chinese medicine (acupuncture, bodywork and herbs).

For full course description, see page 28.

**JOSEPHINE GHIRINGHELLI, PSYCHIC MEDIUM
FRIDAY MORNING CO-HOST ON
WLIR 92.7 FM RADIO SHOW**

PSYCHIC DEVELOPMENT AND SPIRIT COMMUNICATION

LS-93121
Thu 7:30 -9:30 p.m.
3 sessions Feb 5-19 \$75

If you have marveled at the ability to predict the future, you can learn to tap your inner psychic abilities to do this for yourself. By turning your focus inward, you can raise your awareness of yourself in relation to others in your surroundings. This workshop teaches you how to fine tune your own psychic abilities in order to make better life choices. Through these techniques you learn to trust your instincts, achieve harmony in business and interpersonal relationships, and build self-confidence. Learn how to tune into others and your environment in a way to achieve success.

**SPIRIT OF THE HEART
GROUP READING: INDIVIDUAL
MESSAGES CONVEYED**

LS-93111
Thu 7:30 -9:30 p.m.
1 session Jan 29 \$40

Josephine Ghiringhelli, psychic medium and intuitive counselor, brings love, compassion, insight and healing of the heart to participants by accessing messages from loved ones who have crossed over. Her insights offer comfort, compassion, hope and understanding to those who have lost family members and friends. Through a large group format, Josephine receives information from spirits and delivers messages to loved ones still living. Come with questions and an open mind.

Note: Not every participant receives an individual reading

ARTS, CULTURE AND LEISURE

CREATING FINANCIAL WELL-BEING

PASSPORT

LS-81161 Judith Gruber, M.S.W.,
President, Money and
Self-Empowerment
Sun 10 am-1 p.m.
1 session Mar 21 \$35

(Counts as one passport)

This workshop explores ways to create personal effectiveness and financial stability and methods to identify behaviors such as overspending, hoarding and worrying. You learn new tools to better understand your financial goals and cultivate a new sense of financial health and self-empowerment.

For full course description, see page 32.

NUTRITIONAL STRATEGIES FOR PAIN AND INFLAMMATION

PASSPORT

LS-85161 Robert Borzone, D.C.,
licensed accupuncturist,
Sun 1:30-3:30 p.m.
1 session Mar 21 \$35

(Counts as one passport)

This lecture explores how our lifestyle and dietary habits may actually be promoting the pain and inflammation that we experience.

For full course description, see page 32.



FAMILY MATTERS

SUPER HEALTHY SATURDAYS!

LS-85141 Maureen Fairbanks
Sat 10:30 am-Noon
5 sessions Feb 28-Mar 27 \$110
(Includes one teen)

Join us for an educational, fun, and physically active workshop—and bring your adolescents! The goal is to present stress management techniques for adults and teens alike, that reinforce the importance of taking good care of yourself. Each meeting is divided into a section of alternative physical education games and group discussions relating to health to reinforce what many of you, as parents, already know. The emphasis is on developing the whole individual and covers the five components of health – physical, mental, emotional, social and spiritual. Even if only the parent attends, this course is for the entire family.

BASICS OF ADOPTION

LS-82101 Kiersten Bartolotta, J.D.
Wed 6:45-9:45 p.m.
1 session Feb 4 \$40

Adopting a child can be one of the most rewarding experiences of your life. Learn the answers to the most common questions asked about adoption from a New York attorney with extensive experience in the area of adoption law. Find out about the availability of infants to adopt, the costs associated with adoption, the legal requirements of adoptive parents and the rights of birth parents to change their minds. Learn about alternatives such as private, agency, foster care and international adoptions. If you or someone you know is interested in adopting a child, this seminar provides a great deal of relevant knowledge and resources.

ORGANIZE YOUR LIFE (AND YOUR HOME)!

PASSPORT

LS-81131 Cheryl Carter, author,
500 Ways to Organize
Your Child
Sun 1:30-3:30 p.m.
1 session Apr 4 \$35

(Counts as one passport)

Spring is the season for fresh starts, which often begin at home. If you feel you need help getting started, this workshop guides you through the sensible, though often overlooked, steps to controlling clutter in your life, your career, your family relations, your home and even your closets!

For full course description, see page 34.

DEFENSIVE DRIVING

DEFENSIVE DRIVING

Here is an idea that may save your life, and at the same time reward you with a three-year, 10 percent reduction on auto liability and collision insurance and reduce up to four points from your license for violations incurred during the past 18 months. In this New York State Department of Motor Vehicles-approved program, you are assured of highly qualified instruction utilizing the latest techniques. Young drivers, commercial vehicle operators and motorcyclists all stand to gain as much as the ordinary driver.

LS-84101 Salvatore Perdichizzi,
certified instructor
Sat 9 a.m.-3:30 p.m.
1 session Jan 24 \$55

LS-84102 Salvatore Perdichizzi,
certified instructor
Sat 9 a.m.-3:30 p.m.
1 session Mar 20 \$55

LU-84103 Salvatore Perdichizzi,
certified instructor
Sat 9 a.m.-3:30 p.m.
1 session Jun 5 \$55

PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR

**PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR
CERTIFICATE, LEVEL 1**

LS-19711 Vincent Carvelli, R.T.S., P.F.S., Director and
Laura Hegna, C.P.T., H.F.I., A.R.S., Lab Science
and Administrative Coordinator
Mon 7-10 p.m.
10 sessions Feb 23-May 3 \$708

(No class Apr 5)

(9 class sessions plus final exam; written exam review
Sat, May 1, 9 a.m.-Noon)

3 lab dates (Mar 6, 3-8 p.m.; Mar 7, 3-8 p.m.; Mar 13,
3-8 p.m.; Lab review session Mar 14, 3-5:30 p.m.; plus practi-
cal exam Mar 27 or 28)

University College for Continuing Education, in association
with the Academy of Applied Personal Training Education
(AAPTE), offers a noncredit certificate designed for those
seeking a basic competency in performing fitness evaluations
and designing and implementing fitness programs for a
healthy population. The program features both practical
and theoretical instruction as well as career advice. The pro-
gram covers a broad range of studies, including client assess-
ment and evaluation procedures, exercise programming and
methods of exercise program design, anaerobic and aerobic
energy systems, cardiovascular and muscle cell
anatomy/physiology, cardiovascular and strength-training
guidelines, kinesio mechanics and the basics of working with
special populations. Upon successful completion of the
course, participants earn the Certified Personal
Trainer/Health Fitness Instructor (CPTHFI) designation.

*Prerequisites: LS-18811 Human Anatomy and Physiology, or
a university-level course in human anatomy and C.P.R. certifi-
cation (which may be acquired simultaneously with the per-
sonal trainer course).*

HUMAN ANATOMY AND PHYSIOLOGY

LS-18811 Sharon Borzone, D.C., chiropractor
Tue, Thu 6:20-8:10 p.m.
6 sessions Feb 3-19 \$205

Designed specifically for students enrolled in the Personal
Trainer/Health Fitness Instructor Certificate, the subject
matter of this course is presented in a clear, non-threatening
manner appropriate for those with no prior experience.
This course provides a basic overview of the anatomical and
physiological aspects of the skeletal, nervous and muscular
systems. Explore aspects of motion using a functional and
biomechanical approach in order to relate theoretical princi-
ples to the way the body actually works.

*Note: Students who register for LF-19711 and LF-18811 in the
same semester receive a discounted tuition of \$849.*

**PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR
CERTIFICATE INFORMATION SESSION**

LS-19701
Mon 7-9 p.m.
1 session Jan 12 Free

Those interested in learning more about the Personal
Trainer/Health Fitness Instructor, Level 1 certificate are
strongly encouraged to attend this information session. Call
(516) 463-5993 to register for this free session.

**LEVEL 2 SPECIALTY CERTIFICATE: SPECIAL POPULATIONS
ASSESSMENT AND EXERCISE PROGRAM DESIGN**

LS-19911 Vincent Carvelli, R.T.S., P.F.S., Director,
Bob Gallagher, D.C., H.F.I. and
Teri Beltrami, B.S., H.F.I., C.P.T.
Wed, Fri 7-9:50 p.m.
8 sessions Feb 4-27 \$495

Level 2 Specialty Certificate provides advanced training for
certified fitness professionals to assess clients and design
exercise programs for special populations and those with
chronic diseases. This certificate covers factors associated
with a variety of conditions as well as the scope of responsi-
bility of fitness professionals, and prepares fitness profession-
als for work in this emerging specialty area. Fitness
professionals are presented with the theoretical and practical
skills necessary to assess needs and design a client-specific
exercise program. Special population topics include
rheumatoid arthritis, osteoarthritis, hypertension, multiple
sclerosis, fibromyalgia, diabetes mellitus, asthma, chronic
fatigue syndrome, pregnancy, HIV, cancer, obesity, female
triad syndrome, joint function, bone and muscle disease and
dysfunction, as well as structural, postural, and muscular
integrity assessments. Level 2 takes a deeper look into the
kinesio mechanics of resistance training and its applications
to special populations. Participants who successfully com-
plete the program receive a Level 2 Certified Health Fitness
Instructor certificate.

*Note: Services provided by a Level 2 Certified Health Fitness
Instructor are not a form of treatment or a substitute for the
services provided by a medical doctor, chiropractor, physical thera-
pist or musculoskeletal specialist. Services of a health fitness
instructor begin when the above-mentioned services have con-
cluded and when the health care practitioner documents that a
functional fitness program may commence.*

*Prerequisites: LS-19711 Personal Trainer Health Fitness
Instructor Certificate or equivalent; C.P.R. certification;
LS-18811 Human Anatomy and Physiology, or equivalent.*

ARTS, CULTURE AND LEISURE

SUNDAYS AT HOFSTRA

If you are busy all week, Sunday is a great day to focus on you. Join us on Sundays in the early spring to explore your personal interests or enhance your career. Below is a guide to all of our Sunday offerings. Make your choice, and arrive early to acquaint yourself with classmates and instructors, enjoy refreshments in the reception area, or explore the campus as it comes into bloom. Do not forget to use your University College Passport!

Note: Not all Sunday course qualify as Passport courses; see page 4. Check the full course description for details.

HEALTH AND WELL-BEING

LS-81261	Feng Shui Principles	Feb 29
LS-85101	Oriental Medicine	Feb 29
LS-81321	Attracting Romance With Feng Shui	Mar 7
LS-85151	Living a Life of Wellness	Mar 7
LS-85161	Nutritional Strategies for Pain and Inflammation	Mar 21
LS-81161	Creating Financial Well-Being	Mar 21
LS-81331	Master Your Fears: Triumph Over Worries and Get on with Your Life	Mar 28
LS-85131	Women: Protect Yourself!	Mar 28
LS-81311	Controlling Your Anger	Apr 4
LS-81201	Dealing With Procrastination	Apr 4
LS-81131	Organize Your Life (and Your Home)!	Apr 4

SOCIETY: CIVILIZATION, THOUGHT AND LITERATURE

LS-56201	Brooklyn and the Civil War	Feb 29
LS-59201	New York and How it Got That Way	Feb 29
LS-56211	New York City and the Civil War	Mar 7
LS-56101	Early Aviation History	Mar 7
LS-57091	Kheizr: The "Green Man" of Islam	Mar 7
LS-57191	Sufism 101	Mar 14
LS-56121	World War II Aviation on Long Island	Mar 21
LS-64191	Business Etiquette	Mar 21
LS-56141	Jet Age of Aviation on Long Island	Mar 28
LS-59221	Crime Did Not Pay: The Wild Trial of Lucky Luciano	Apr 4

FINE ARTS, FILM AND THEATER

LS-53221	Watercolor Reverie	Feb 29
LS-55471	The Brownings: Love, Poetry and Italy	Feb 29
LS-61181	Writing the Personal Essay	Feb 29
LS-65151	Two Fritz Lang Serials	Feb 29
LS-55461	The Sense of Nonsense: Carroll, Lear and Other Masters of Fantasy	Mar 7
LS-51001	Hofstra's Shakespeare Festival: <i>A Midsummer Night's Dream</i>	Mar 14
LS-55481	Oliver Twist, the Charity Child: Trapped in a Life of Crime	Mar 14
LS-59551	Greek Drama: A Primer	Mar 14

LS-59401	The Lost Years of Kerouac in Queens and Long Island	Mar 14
LS-65141	Cinematic Interpretations of Classic Russian Novels	Mar 14
LS-59211	All the World's a Stage: Theater and the Human Condition: David Mamet	Mar 21
LS-59561	Greek Drama: Oedipus The King	Mar 21
LS-65521	So You Think You're Funny?	Mar 21
LS-65531	Comedy Workshop	Mar 21
LS-59231	All the World's a Stage: Theater and the Human Condition: August Wilson	Mar 28
LS-59571	Greek Drama: Antigone	Mar 28
LS-64111	The Art of Press Release Writing	Mar 28
LS-59581	Greek Drama: Electra	Apr 14
LS-59241	All the World's a Stage: Theater and the Human Condition: David Hare	Apr 4

PERSONAL FINANCE STRATEGIES

BS-14751	Home Improvements	Feb 29
BS-14401	The Intelligent Way to Purchase Your Dream Home	Feb 29
BS-14151	Financial Planning Strategies in the Divorce Process	Mar 14
BS-14101	The Medicaid Myth	Mar 7
BS-15301	Family Finances	Mar 21
BS-15401	Finding Money Management Assistance	Mar 28
BS-14021	Fundamentals of Real Estate Investing: A Legal Perspective	Apr 4

PROFESSIONAL DEVELOPMENT

BS-14011	Getting Started on Your Job Search	Feb 29
BS-14801	Selling Yourself at a Job Interview and Negotiating the Deal	Feb 29
BS-11501	Time Management	Mar 7
BS-14551	The Fundamentals of Successful Negotiations	Mar 7

Can we help? Call (516) 463-5993.

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FEBRUARY 29

GETTING STARTED ON YOUR JOB SEARCH

PASSPORT

BS-14011 Arthur Pell
Sun 9 a.m.-Noon
1 session Feb 29 \$35

(Counts as one passport)

Finding a job is a job in itself. Most people eventually find a job, but with proper preparation and a systematic approach, they are more likely to find not "just a job," but the job they really want. We begin by providing the tools to evaluate your background and identify your principal marketing strengths – those that make you stand out among others seeking similar jobs. You learn not only to use the obvious job sources, but to develop a network to help meet your goals. You learn to write résumés and marketing letters that will guarantee job interviews.

HOME IMPROVEMENTS

PASSPORT

BS-14751 Maureen Winkler-Belger
Sun 10 a.m.-1 p.m.
1 session Feb 29 \$35

(Counts as one passport)

Improving one's home can become a bit of an obsession. A vast amount of money is spent every year in making our homes just the way we want them. This course assists with examining bids, types of contracts, investigating a contractor's reputation and determining if the price is right for the work quoted.

THE INTELLIGENT WAY TO PURCHASE YOUR DREAM HOME

PASSPORT

BS-14401 Gary Marcus
Sun 10 a.m.-1 p.m.
1 session Feb 29 \$35

(Counts as one passport)

Buying a house need not be a traumatic experience. This course takes the pain out of the purchasing process. We discuss whether to purchase or rent, buy a single- or multi-family home, as well as

how to finance and maintain a home. Use the many resources that are currently available and find the right home at the right price. What to look for when inspecting the home of your choice, the role of legal counsel, the costs of financing and the financing process, the closing and the post-closing process, and much more are also covered in this intensive session.

SELLING YOURSELF AT A JOB INTERVIEW AND NEGOTIATING THE DEAL

PASSPORT

BS-14801 Arthur Pell
Sun 1-4 p.m.
1 session Feb 29 \$35

(Counts as one passport)

Learn to develop an interview preparation worksheet. Anticipate what questions will be asked and how to tailor your answers to highlight your strengths and minimize your shortcomings. Learn how to identify and use key points about your background that will leave a positive impression. You are guided as to what questions you should and should not ask an interviewer. You also learn how to follow-up after the interview and once a job offer is made. Learn how to negotiate the best deal possible for you!

THE BROWNINGS: LOVE, POETRY AND ITALY

PASSPORT

LS-55471 Robert Keane, Ph.D.
Sun 1:30-3:30 p.m.
1 session Feb 29 \$35

(Counts as one passport)

The Brownings' clandestine courtship under the forbidding eye of her father is legendary, celebrated in poetry, letters, film, and drama, *The Barretts of Wimpole Street*. Their elopement to Italy gave new life to Elizabeth, a kinder climate for one with weakness of the lungs. The pair wrote and lived happily in Florence. Elizabeth gave birth to a son, while Robert issued his major poems during these years.

Elizabeth wrote her novel in verse, *Aurora Leigh*, much prized today by feminist critics, plus *Songs From the Portuguese*. By examining the writings of the pair, we better understand this intellectual yet passionate love affair.

BROOKLYN AND THE CIVIL WAR

PASSPORT

LS-56201 E.A.(Bud) Livingston
Sun 1-3 p.m.
1 session Feb 29 \$35

(Counts as one passport)

Come and explore the fascinating world of Civil War Brooklyn, which was America's third largest city during the 1860s. Learn how Brooklyn changed the history of naval warfare forever, of its prison camp (whose inmates included Robert E. Lee's son), of a Confederate general who on his post-war return became a justice on the New York Supreme Court, and about the sale of slaves at Henry Ward Beecher's Plymouth Church. Participants learn about Brooklyn's famous residents and visitors, including Walt Whitman, George Washington Goethals, Elias Howe, Jr., Charles Pfizer and Edward Robinson Squibb.

HISTORY BUFFS!

Take advantage of our Civil War package. Take all three Civil War courses (LS-56201, LS-56211 and LS-56251) for the special price of just \$99.

See also: "A Terrible Swift Sword." *The American Civil War*, p.10.

NEW YORK AND HOW IT GOT THAT WAY

PASSPORT

LS-59201 Shirley Romaine
Sun 1:30-3:30 p.m.
1 session Feb 29 \$35

(Counts as one passport)

Shirley Romaine brings to life the events and personalities that characterized New York during its formative years. Between the turn of the 20th century and World War I, the city was

ARTS, CULTURE AND LEISURE

a magnet for creative, ambitious, radical and visionary people. Among them Emma Goldman, Isadora Duncan, Jacob Riis, George M. Cohan, Lillian Russell and Edith Wharton. The painters Robert Henri, George Bellows, John Sloane and Everett Shinn of the Ashcan School set the scene. Through the use of art, poetry, prose, music and slides you feel the New York experience of a century ago.

TWO FRITZ LANG SERIALS PASSPORT

LS-65151 Keith Uhlich,
writer and movie critic
Sun 10 a.m.-1 p.m.
4 sessions Feb 29-Mar 21 \$75

(Counts as one passport)

One of the giants of German cinema, Director Fritz Lang – most popularly known for the sci-fi classic *Metropolis* (1927) – proved his inimitable artistry time and again through numerous hardships and relocations. Lang's *Die Nibelungen – Siegfried/ Kriemhild's Revenge* (1924) and *The Tiger of Eschnapur/The Indian Tomb* (1959) are the focus of this class. These long-form serial narratives, in addition to being breathtaking visual masterpieces, also powerfully reflect Lang's politics and ideologies. We screen one part of each serial per week and in post-screening discussions and exercises examine the agony and artistry that went into these seminal cinematic works.

WRITING THE PERSONAL ESSAY PASSPORT

LS-61181 Sandra Mardenfeld,
freelance writer and
editor
Sun 1:30-3:30 p.m.
2 sessions Feb 29-Mar 7 \$70

(Counts as two passports)

Writing about yourself is the easiest yet most difficult form of writing. This class allows you to take those important life-changing events and turn them into effective personal essays.

For full course description, see page 14.

FENG SHUI PRINCIPLES PASSPORT

LS-81261 Sally Collins, executive
director, Vibrant Spaces
Sun 10 a.m.-Noon
1 session Feb 29 \$35

(Counts as one passport)

Explore the ancient Chinese art of Feng Shui, the art and science of interpreting the energies of the spaces we occupy to determine how they impact our lives. The goal of Feng Shui is to create spaces that are balanced, harmonious and reflect our purpose in life and business. As a result, our lives will flow smoothly and we attract joy, abundance, healthy relationships, incredible opportunities, and success in all our endeavors. In this class, we explore the theory of Yin and Yang, five element theory and the Bagua. Learn how both the exterior surroundings and interiors (such as layout, colors, arts, shapes, and positioning of furniture) affect us for good or ill.

ORIENTAL MEDICINE PASSPORT

LS-85101 Robert Borzone, D.C.,
licensed acupuncturist
Sun 1:30-3:30 p.m.
1 session Feb 29 \$35

(Counts as one passport)

For those who are curious about Oriental medicine, this lecture is an introduction to the principles and practices of traditional Chinese medicine (acupuncture, bodywork and herbs). These practices are based on the development of vital energy called Qi. The factors that affect Qi, through production and circulation, are presented. Natural energy building, balancing practices and the causes of energy imbalances, which lead to illness, are also discussed.

WATERCOLOR REVERIE

LS-53221 Alice Melzer
Sun 2:30-4:30 p.m.
8 sessions Feb 29-Apr 25 \$229

(No class Apr 11)

Explore your creative urges through the medium of watercolor.

For full course description, see page 8.

MARCH 7

TIME MANAGEMENT PASSPORT

BS-11501 Natale Richards-Kennedy
Sun 9 a.m.-4 p.m.
1 session Mar 7 \$85

(Counts as two passports)

Nobody ever seems to have enough time. Life becomes more complex but the number of hours in a day don't increase. Through various instructor-led exercises, participants identify their own personal time wasters and use proven techniques to create and implement strategies to overcome them. The tools presented in class provide participants with the know-how to take control of their time and use it effectively and productively, both at home and at work.

THE MEDICAID MYTH PASSPORT

BS-14101 Ira Bergman
Sun 11 a.m.-1 p.m.
1 session Mar 7 \$35

(Counts as one passport)

Did you know that there are three different levels of Medicaid? This course outlines them, demonstrating how you may qualify regardless of assets. We look at the provided benefits, options and qualifications for these types of Medicaid. You learn about Title 20, EISEP, as well as nursing home and home health care options and entitlements, admitting and application procedures. This course is for anyone who has an older American as a member of their nuclear family.

THE FUNDAMENTALS OF SUCCESSFUL NEGOTIATIONS

PASSPORT

BS-14551 Vincent Apicella
Sun 1-4 p.m.
1 session Mar 7 \$55

(Counts as two passports)

Learn the stages in every negotiation process; how to use information and time to your advantage; the principles of emphatic listening; the use of objective criteria vs. positional bargaining; the proper use of questions; a list of common mistakes to avoid while negotiating; negotiation tactics; and establishing rapport during negotiations.

THE SENSE OF NONSENSE: CARROLL, LEAR AND OTHER MASTERS OF FANTASY

PASSPORT

LS-55461 Robert Keane, Ph.D.
Sun 1:30-3:30 p.m.
1 session Mar 7 \$35

(Counts as one passport)

Seeing the world upside down is a prerogative of children that easily spreads to adults. Fantasy means trying out new lifestyles—seeing the absurdity of what we once respected. This lecture focus on two great fantasizers: Edward Lear and Lewis Carroll, and the books they wrote to delight young and old. Wandering the Mediterranean, searching for exotic scenes to paint for his living, Lear lived most of his life abroad with his only companion, a cat named Foss. Lewis Carroll, alias Charles Lutwidge Dodgson, a deacon in the English church, entertained friends, children and adults (no adolescents, please) with his comic tales and verse and with his photographs.

NEW YORK CITY AND THE CIVIL WAR

PASSPORT

LS-56211 E.A.(Bud) Livingston
Sun 1-3 p.m.
1 session Mar 7 \$35

(Counts as one passport)

Learn why America's largest city did not want the war; about the Draft Riots of 1863, and about the Confederate "terrorists" that tried to burn the city down in 1864. Discover the mayor who wanted to secede, the unconvicted murderer who became a pseudo-hero at the Battle of Gettysburg, and the strangest regiment ever assembled — whose orders were given in seven different languages. We discuss New York's citizens and visitors who shaped the war, such as John Wilkes Booth, Abraham Lincoln, P.T. Barnum, the Siamese Twins, General Tom Thumb and Winston Churchill's grandfather.

HISTORY BUFFS!

Take advantage of our Civil War package. Take all three Civil War courses (LS-56201, LS-56211 and LS-56251) for the special price of just \$99.

See also: "A Terrible Swift Sword." *The American Civil War*, p. 10.

EARLY AVIATION HISTORY

PASSPORT

LS-56101 Robert Schmidt, aviation historian;member, Long Island Early Fliers Club
Sun 1:30-3:30 p.m.

1 session Mar 7 \$35
(Counts as one passport)

Before the Wright Brothers' first successful powered flight in 1903, Europeans had been flying for 120 years. Hot air balloons were the devices helping humans invade the air. After ballooning, came gliders, which are aircraft without engines. Charles Ferson Durant started the aeronautics field in the United States by becoming the first American to fly from lower Manhattan to Long Island in 1833.

His vehicle was a hydrogen balloon 47 feet in diameter, 28 feet tall and seven times lighter than air. In this seminar, we review the growth of many local airfields as well as many seaplane ramps which to critical to development of flying on Long Island. Lecture is illustrated through slides.

KHEZR: THE "GREEN MAN" OF ISLAM

PASSPORT

LS-57091 Laurence Galian,author,
The Sun at Midnight:The Revealed Mysteries of the Ahlul Bayt Sufis

Sun 1-3 p.m.
1 session Mar 7 \$35

(Counts as one passport)

The Green Man of Islam is a mysterious figure that pervades Middle and Near Eastern mythology. His humor and unexpected revelations are greatly needed in today's world. The roles attributed to Kheizr are the spiritual guide of Moses, the discoverer of the Well of Immortality, Alexander the Great's cook, and as a prophet himself; it is also said that he guides those who are lost in the deserts of spiritual doubt, loneliness and despair. The tales of Kheizr have been passed down orally for hundreds of years. His stories are humorous, irreverent and strongly antinomian. Kheizr breaks the bonds of the mundane and confounds dogmatists' rigid world views.

ATTRACTING ROMANCE WITH FENG SHUI

PASSPORT

LS-81321 Sally Collins,executive director,Vibrant Spaces

Sun 10 a.m.-Noon
1 sessions Mar 7 \$35

(Counts as one passport)

Did you know that Feng Shui of your home could have a powerful effect on your potential to attract your ideal partner? Are you looking for a meaningful and energizing relationship? If you answered yes, then you will not want to miss this class. We examine some of the contributing factors that

ARTS, CULTURE AND LEISURE

can be blocking you from having the healthy relationship you desire. Through the use of colors, artwork and various Feng Shui tools, we explore creative ways to transform your homes and bedrooms into spaces that are inviting to fulfilling relationships – with love, passion, and intimacy.

Prerequisite: LS-81261 Feng Shui Principles or equivalent.

LIVING A LIFE OF WELLNESS

PASSPORT

LS-85151 Stephanie Florman
Sun 1:30-4 p.m.
2 sessions Mar 7-14 \$60

(Counts as one passport)

In this educational, interactive, and high-energy class we explore the necessary ingredients to a sweet life of wellness. Using an integrative theory of holistic health, you learn methods to incorporate self-healing techniques into your daily life. As you focus on the wisdom of the body, you create a customized definition of wellness and daily practice. In addition, you explore why diets may not work; the source of your motivation; and how to know hunger, demystify cravings, and eliminate a fear of food. Participants create a nutritional action plan of gentle lifestyle changes to ensure results.

MARCH 14

FINANCIAL PLANNING STRATEGIES IN THE DIVORCE PROCESS

PASSPORT

BS-14151 Annette Spronz
Sun 1-4 p.m.
1 session Mar 14 \$35

(Counts as one passport)

The United States has the highest divorce rate of any industrialized nation in the world. This workshop aims to familiarize class participants with the basic concepts of divorce in New York state, presented from a financial rather than legal point of view. Topics

include the definition of marital property and determination of its value, maintenance and child support, taxes, health and life insurance, pensions, savings and investments.

HOFSTRA'S SHAKESPEARE FESTIVAL: A MIDSUMMER NIGHT'S DREAM

LS-51001 Maureen Connelly, faculty, English and Drama departments, Hofstra University; dramaturge, Hofstra Shakespeare Festival
Sun Pre-performance class, Noon-1:30 p.m.; Matinee performance begins at 2 p.m.

1 session Mar 14 \$52

(Bring a brown-bag lunch.)

A Midsummer Night's Dream, one of Shakespeare's most popular plays, treats us to a romp in the magical woods outside Athens. There fairies quarrel, lovers are confused, craftsmen who've never been to the theater rehearse a play, and the Fairy Queen makes love to a donkey. Join us at noon as we discuss Shakespeare's script and view clips of film productions. Investigate why critic R.A. Foakes claims that "*A Midsummer Night's Dream* is to the comedies as *Hamlet* is to the tragedies." Then enjoy the Hofstra Shakespeare Festival's production in special priority seating. Bring a bag lunch; coffee is provided.

OLIVER TWIST, THE CHARITY CHILD: TRAPPED IN A LIFE OF CRIME

PASSPORT

LS-55481 Robert Keane, Ph.D.
Sun 1:30-3:30 p.m.
1 session Mar 14 \$35

(Counts as one passport)

Orphaned by his mother's death in a workhouse, Oliver falls victim to the inhuman selfishness of the governing board and the beadle. Apprenticed to an undertaker, he runs off to London and there joins a band of pickpockets.

Oliver, awakened to the gang's true purposes, resists the training of Fagin and threats of Bill Sikes. Shot during a night burglary, Oliver is eventually saved and virtue is rewarded. This Victorian morality play in prose displays Dickens' sense of London and its underworld, gained in his early career as a journalist. With some film excerpts, this course will follow Oliver's path from vice to virtue.

THE LOST YEARS OF KEROUAC IN QUEENS AND LONG ISLAND

PASSPORT

LS-59401 Patrick Fenton
Sun 2:30-3:30 p.m.
1 session Mar 14 \$35

(Counts as one passport)

During his 12 years in Queens, Jack Kerouac, with a notebook in his back pocket, roamed the streets from Sutphin to Cross Bay Boulevards and also to the ocean at Rockaway. It was in Ozone Park that the writer planned his famous *On the Road* journey. After many years of chasing the ghost of Jack Kerouac, Patrick Fenton rediscovered and retraced a map of these years. Participants hear brief sections from Fenton's play *Last Call: An Evening With Jack Kerouac*. The play is about a tired, insecure Kerouac on his last night in Northport, his last ever in the New York area.

CINEMATIC INTERPRETATIONS OF CLASSIC RUSSIAN NOVELS

PASSPORT

LS-65141 Azary Messerer, Ph.D.
Sun 10 a.m.-Noon
4 sessions Mar 14-Apr 4 \$75

(Counts as one passport)

Classic Russian literature, such as *War and Peace*, *Anna Karenina*, *The Idiot* and *The Brothers Karamozov*, has tempted many a great filmmaker to capture its powerful images on the screen. The challenges faced by many filmmakers were the inaccessibility to

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the Russian landscape, the loss of the sheer magic of the Russian language and the veritable depiction of a culture very foreign to their own. Here we compare versions of the same scenes in the films of famous Russian directors. Discussion includes their merits, drawbacks, and success in transferring well-known literary images to the screen.

For full course description, see page 16.

SUFISM 101

PASSPORT

LS-57191 Laurence Galian, author,
*The Sun at Midnight: The
Revealed Mysteries of the
Ahlul Bayt Sufis*
Sun 1-4 p.m.
1 session Mar 14 \$35

(Counts as one passport)

Sufism, the mystical branch of Islam, is popularly associated with the hypnotic dance of the Whirling Dervishes, the poetry of Rumi, and a rich musical heritage. Sufism has been described in many different ways by scholars writing in English throughout this century; its essential character is the inner, esoteric, mystical, or purely spiritual dimension of Islam. As the Sufi poet Rumi writes, "Come, come whoever you are," and learn about the practices and teachings of this interesting discipline.

GREEK DRAMA

Dimitra Richardson, Ph.D.

Explore how the Greeks, who invented drama 2,500 years ago, attempted to solve the most terrifying dilemmas of human existence. With intense determination to find the truth and endure it, the tragedians, Aeschylus, Sophocles, and Euripides created heroes and heroines that have provided psychology with archetypal patterns and the tools with which to solve the mystery of human behavior. This semester we examine three plays that can provide clues to the solution of our contemporary dilemmas: *Oedipus the King*, *Antigone* and *Electra* all by Sophocles.

GREEK DRAMA: A PRIMER

PASSPORT

LS-59551 11 a.m.-1 p.m.
Sun Mar 14
1 session \$35
(Counts as one passport)

GREEK DRAMA: OEDIPUS THE KING

PASSPORT

LS-59561 11 a.m.-1 p.m.
Sun Mar 21
1 session \$35
(Counts as one passport)

GREEK DRAMA: ANTIGONE

PASSPORT

LS-59571 11 a.m.-1 p.m.
Sun Mar 28
1 session \$35
(Counts as one passport)

GREEK DRAMA: ELECTRA

PASSPORT

LS-59581 11 a.m.-1 p.m.
Sun Apr 4
1 session \$35
(Counts as one passport)

TAKE ALL FOUR AS YOUR PASSPORT FOR \$99!

MARCH 21

FAMILY FINANCES

PASSPORT

BS-15301 Annette Spronz
Sun 1-4 p.m.
1 session Mar 21 \$35
(Counts as one passport)

Whether yours is a traditional or alternative family structure, money management is a universal concern. This course looks at the basics of family money management, and identifies and manages the special needs of alternative family structures. Regardless of where you fit in the family spectrum, there are measures you can take to provide for the financial well-being and security of your loved ones.

WORLD WAR II AVIATION ON LONG ISLAND

PASSPORT

LS-56121 Carol Froehlig, pilot and
aviation historian
Sun 1:30-3:30 p.m.
1 session Mar 21 \$35

(Counts as one passport)

Travel back to wartime Long Island and experience the explosive development of both the community and the aviation industry. It was at this time that Long Island became a significant center of military aircraft production. In order to support this massive production, local residents provided the manpower. Interestingly, for the first time, women and minorities were integrated into the workforce in large numbers. As a result of the war, Long Island grew tremendously, sparked by the explosive developing aircraft industry.

BUSINESS ETIQUETTE

LS-64191 Linda Stone
Sun 10 a.m.-4 p.m.
1 session Mar 21 \$75

Topics covered in this one-day workshop include: cultural diversity, telephone etiquette (land lines and cell phones), e-mail do's and don'ts, car culture (who drives? who pays?), making proper introductions, and business meals (table manners and food for thought).

For full course description, see page 14.

SO YOU THINK YOU'RE FUNNY?

PASSPORT

LS-65521 Elliot Tiber
Sun 10 a.m.-Noon
1 session Mar 21 \$35

(Counts as one passport)

This is an exploratory workshop for those who are repeatedly told they are funny and should get into comedy. Different comedy styles and discipline methods to guide the aspiring humorist are explored.

For full course description, see page 16.

ARTS, CULTURE AND LEISURE

COMEDY WORKSHOP

PASSPORT

LS-65531 Elliot Tiber
Sun 1-4 p.m.
1 session Mar 21 \$35

(Counts as one passport)

For aspiring or working humorists, stand-up comedians, improv comics and others, here is an opportunity to present your material for feedback and critique.

For full course description, see page 16.

ALL THE WORLD'S A STAGE:

THEATER AND THE
HUMAN CONDITION:
DAVID MAMET

PASSPORT

LS-59211 Shirley Romaine
Sun 1:30-3:30 p.m.
1 session Mar 21 \$35

(Counts as one passport)

What makes theater important to our lives? Why do plays speak to us and make us understand more clearly our inner conflicts and the world in which we live? In each session of this three-part series, actress/instructor Shirley Romaine explores the background and work of selected playwrights, followed by class discussion and a performance of scenes from plays. At this session, we look at David Mamet, who is a truly original voice in both theater and film. Underneath his tough exterior there lurks a poet. His plays, distinctively his, are provocative, powerful, shocking and often funny. Scenes performed from *The Cryptogram*, *The Old Neighborhood* and *Reunion*.

GREEK DRAMA:

OEDIPUS THE KING

PASSPORT

LS-59561 11 a.m.-1 p.m.
Sun Mar 21
1 session \$35

(Counts as one passport)

For full course description, see page 31.

NUTRITIONAL STRATEGIES FOR PAIN AND INFLAMMATION

PASSPORT

LS-85161 Robert Borzone, D.C.,
licensed accupuncturist,
diplomat of the
American Clinical Board
of Nutrition
Sun 1:30-3:30 p.m.
1 session Mar 21 \$35

(Counts as one passport)

Old or young, active or not, we all have to cope with the discomfort of minor but persistent injuries, many of which take a surprisingly long time to heal. This lecture explores how our lifestyle and dietary habits may actually promote the pain and inflammation that we experience. Dietary and supplement protocols as part of an anti-inflammatory regimen are presented to relieve pain and promote healing. Our aim is to discuss how to bounce back more quickly and comfortably from injury using natural methods.

CREATING FINANCIAL WELL-BEING

PASSPORT

LS-81161 Judith Gruber, C.S.W.,
president, Money and
Self-Empowerment, Co.
Sun 10 a.m.-1 p.m.
1 session Mar 21 \$35

(Counts as one passport)

What is your relationship with money? Using conceptual and experiential frameworks, this workshop offers you an opportunity to explore your beliefs, attitudes, distortions and resistance about money. We review both our past relationships with money and common myths about money that combine to impact our daily financial habits. This workshop explores ways to create personal effectiveness and financial stability and methods to identify behaviors such as overspending, hoarding and worrying. You learn new tools to better understand your financial goals and cultivate a new sense of financial health and self-empowerment.

MARCH 28

FINDING MONEY

MANAGEMENT ASSISTANCE

PASSPORT

BS-15401 Annette Spronz
Sun 1-4 p.m.
1 session Mar 28 \$35

(Counts as one passport)

This course explores the various types of advisers that are available to help you manage your money. Learn the criteria that you should be using in selecting an adviser who is compatible with your interests, your needs and your financial temperament. Gain an understanding of the type of training they received, what their designation means and how they are compensated. Now is the time to opt for the assistance of knowledgeable, unbiased financial professionals whose only concern is the welfare of their clients.

JET AGE OF AVIATION ON LONG ISLAND

PASSPORT

LS-56141 Carol Froehlig, pilot and
aviation historian
Sun 1:30-3:30 p.m.
1 session Mar 28 \$35

(Counts as one passport)

Learn how the Jet Age revitalized Long Island with new technology after World War II. Widespread cancellations of military production contracts with many companies on Long Island occurred at the same time as rapid population growth in Nassau County, which led to the forced closing of several airfields, principally historic Roosevelt and Mitchel Fields. Long Island was losing its premier aviation status until the jets were developed. These powerful new aircraft, many still flying today, were produced in record numbers for combat in three wars.

Can we help? Call (516) 463-5993.

THE ART OF PRESS RELEASE WRITING

PASSPORT

LS-64111 Rossana Weitekamp
Sun 1-4 p.m.
1 session Mar 28 \$46

(Counts as one passport)

Whether you own your own business, are a consultant, organize volunteer activities or are thinking about a public relations career, knowing how to write an effective press release is a valuable skill. This workshop provides all the journalism basics on how to write an attention-grabbing press release, while adhering to the guidelines of *The Associated Press Stylebook*. Students learn how to identify, position and communicate news; how to write news announcements; how to construct company boilerplates; and the importance of contact information.

ALL THE WORLD'S A STAGE: THEATER AND THE HUMAN CONDITION: AUGUST WILSON

PASSPORT

LS-59231 Shirley Romaine
Sun 1:30-3:30 p.m.
1 session Mar 28 \$35

(Counts as one passport)

What makes theater important to our lives? Why do plays speak to us and make us understand more clearly our inner conflicts and the world in which we live? In each session of this three-part series, actress/instructor Shirley Romaine explores the background and work of selected playwrights, followed by class discussion and a performance of scenes from plays. August Wilson, whose play *Gem of the Ocean* will be seen this season on Broadway, is the subject of this session. Playwright, storyteller, poet, Pulitzer Prize winner, Wilson brings a powerful voice to the theater. His plays chronicle the lives of Black Americans during each decade of the 20th century, giving voice to their joy and pain. Scenes are performed from *Ma Rainey's Black Bottom*, *The Piano Lesson* and *Fences*.

MASTER YOUR FEARS: TRIUMPH OVER WORRIES AND GET ON WITH YOUR LIFE

PASSPORT

LS-81331 Linda Sapadin, clinical psychologist and author, *Worry Less, Live More*
Sun 1-4 p.m.
1 session Mar 28 \$35

(Counts as one passport)

If your fears are undermining your self-confidence, restricting your activities, constricting your thinking, and squeezing the juiciness out of life, this seminar is for you. Linda Sapadin, Ph.D., author of *Master Your Fears: How to Triumph Over Your Worries and Get On With Your Life*, introduces a new way of conceptualizing a fearful personality — not as an anxiety disorder but as a learned pattern of experience that can be overcome. Book signing to follow.

WOMEN: PROTECT YOURSELVES

PASSPORT

LS-85131 Susan Bartelstone
Sun 1:30-3:30 p.m.
1 session Mar 28 \$35

(Counts as one passport)

Despite an unprecedented drop in crime, violence against women persists at an alarming rate. This workshop teaches techniques needed to make safe decisions and reduce fear. Topics include: recognizing danger early; avoiding being targeted; responding under pressure; defusing confrontations; and controlling panic.

Participants learn response options such as what to do if you are being followed to your car, if you come face to face with a mugger, if you awaken to find an intruder in your home, or if you ever have to fight for your life.

Note: There is no physical contact; bring a notebook.

GREEK DRAMA: ANTIGONE

PASSPORT

LS-59571 11 a.m.-1 p.m.
Sun Mar 28
1 session \$35

(Counts as one passport)

For full course description, see page 31.

APRIL 4

FUNDAMENTALS OF REAL ESTATE INVESTING: A LEGAL PERSPECTIVE

PASSPORT

BS-14021 Vincent Apicella
Sun 1-4 p.m.
1 session Apr 4 \$55

(Counts as two passports)

Designed for beginning and intermediate real estate investors, this course addresses what you need to know in order to become successful and avoid costly mistakes in building a portfolio of residential investment properties. Topics include: building your personal team of experts; developing an appropriate investment philosophy; effective negotiation strategies; precontract due diligence; key contract provisions; what every investor needs to know about zoning, and why; financing; title reports; appraisals; closings and closing fees; effective tenant selection; evictions; and alternatives to evictions.

CRIME DID NOT PAY: THE WILD TRIAL OF LUCKY LUCIANO

PASSPORT

LS-59221 Ellen Poulsen, author *Don't Call Us Molls: Women of the John Dillinger Gang*
Sun 1:30-3:30 p.m.
1 session Apr 4 \$35

(Counts as one passport)

Shady ladies, Broadway bad boys, and racketeers color this historical look at New York noir. A slide show and lecture examines what was known as the New York Trial of The Century. Take a look at the strategy of Thomas Dewey in connecting the "Untouchable Charlie Lucky" to the vice operations of 1930s New York City. The sensational raids and subsequent interrogations in New York's Woolworth Building brought Luciano to justice.

ARTS, CULTURE AND LEISURE

ALL THE WORLD'S A STAGE: THEATER AND THE HUMAN CONDITION: DAVID HARE

PASSPORT

LS-59241 Shirley Romaine
Sun 1:30-3:30 p.m.
1 session Apr 4 \$35

(Counts as one passport)

What makes theater important to our lives? Shirley Romaine explores the background and work of selected playwrights, followed by class discussion and a performance of scenes from plays. At this session we explore the works of British playwright David Hare, who stirs controversy, romances the political process and continues to provide exciting theater on both sides of the Atlantic. His play *The Breath of Life* starring Maggie Smith is coming to Broadway this season. Scenes are performed from *Plenty*, *Racing Demon* and *Skylight*.

CONTROLLING YOUR ANGER

PASSPORT

LS-81311 Audrey Canaff, Ph.D.,
L.P.C., N.C.C.C.
Sun 10 a.m.-12:30 p.m.
1 session Apr 4 \$35

(Counts as one passport)

Everyone experiences anger from time to time, but for some individuals their anger negatively impacts their personal and work relationships. This workshop addresses ways in which you can manage your anger and improve interactions with others. Intervention strategies include understanding triggers that result in angry behavior, and using "self-talk" methods and creative visualization to diffuse emotions.

GREEK DRAMA: ELECTRA

PASSPORT

LS-59581 11 a.m.-1 p.m.
Sun Apr 4
1 session \$35

(Counts as one passport)

For full course description, see page 31.

DEALING WITH PROCRASTINATION

PASSPORT

LS-81201 Audrey Canaff, Ph.D.,
L.P.C., N.C.C.C.
Sun 1:30-4 p.m.
1 session Apr 4 \$35

(Counts as one passport)

What is procrastination? Why do we procrastinate? What changes can we make to stop doing so? While most people are in agreement as to what defines procrastination, our reasons and thinking about procrastinating behaviors differ. Explore your own messages and self-talk about procrastination, along with specific cognitive and behavioral interventions aimed at changing this behavior. Participants are encouraged to keep a procrastination journal for the week prior to the workshop so we can tailor specific intervention strategies for the types of behaviors and thoughts in which participants engage.

ORGANIZE YOUR LIFE (AND YOUR HOME)!

PASSPORT

LS-81131 Cheryl Carter, author,
*500 Ways to Organize
Your Child*
Sun 1:30-3:30 p.m.
1 session Apr 4 \$35

(Counts as one passport)

Spring is the season for fresh starts, which often need to start at home. If you feel you need help getting started, this workshop guides you through the sensible, though often overlooked, steps to controlling clutter in your life, your career, your family relations, your home and even your closets! Learn how to set goals, determine personal priorities, deal with procrastination, boost productivity, reduce stress and have more meaningful relationships. You also learn how to reduce cleaning and cooking time, deal with paper clutter and manage a hectic household.

ARCHAEOLOGICAL INSTITUTE OF AMERICA, LONG ISLAND SOCIETY

The Archaeological Institute of America (AIA) is dedicated to the protection of the world's cultural heritage through the encouragement and support of archaeological research and publication. A nonprofit cultural and educational organization, the AIA is the oldest and largest archaeological organization. Monthly lectures provide members and the public with an opportunity to learn the latest developments from archaeologists and related professionals who are developing this knowledge. The following lectures of the Society are held as part of Sundays at Hofstra and are free to the public. We ask that you pre-register for each event by calling (516) 463-5993.

BIBLICAL JERUSALEM: FACT AND FICTION

LS-59291 Ann Killebrew, Ph.D.
Sun 2-3:30 p.m.
1 session Jan 25 Free

NAPOLEON AND BEYOND: EARLY TRAVELERS IN EGYPT

LS-59171 William Peck, Ph.D.
Sun 2-3:30 p.m.
1 session Feb 8 Free

THE SIGNIFICANCE OF SPORTS AND GAMES IN THE ANCIENT WORLD

LS-59181 Members of the Society
Sun 2-3:30 p.m.
1 session Mar 14 Free

MAKING THE EXHIBIT "WORLDS INTERTWINED:" THE NEW HALL AT THE UNIVERSITY OF PENNSYLVANIA MUSEUM

LS-59191 Ann Brownlee, Ph.D.
Sun 2-3:30 p.m.
1 session Apr 18 Free

Can we help? Call (516) 463-5993.

TEST PREPARATION

SAT, GRE, GMAT, LSAT, MCAT, AND TEACHER'S EXAM

Planning for the next phase of your education or career includes important tests. Hofstra realizes that no one course may be right for everyone; therefore, we offer two ways for you to prepare:

HOFSTRA TEST PREPARATION specializes in comprehensive test review courses in a short, cost-effective format, perfect for those with busy schedules. Hofstra courses use Cambridge Testprep Plus™ textbooks with practice exams and explained answers, basic math and grammar reviews, and actual exams for diagnostic and practice purposes. Instructors are qualified affiliated instructors. For information or to register for courses, call Hofstra University at (516) 463-7600.

THE PRINCETON REVIEW offers thorough and effective test preparation courses. Their 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 at (800) 2REVIEW (273-8439).

TUTORING

INDIVIDUAL TEST PREP TUTORING
XS-31171 \$75 per one-hour session.

Individual tutoring by Hofstra Test Preparation instructors is available for most graduate admission exams. For more information call (516) 463-7600.

GMAT PREPARATION

GMAT AT HOFSTRA

XS-31141 Staff
Thu 5:30-9:30 p.m.
5 sessions Feb 19-Mar 18 \$645

XS-31142 Staff
Sat 9 a.m.-1 p.m.
5 sessions Apr 3-May 8 \$645
(No class Apr 10)

For test registration and further information about the GMAT, visit www.mba.com or call (800) GMAT-NOW (462-8669).

GMAT test dates: Year-round.

THE PRINCETON REVIEW GMAT PREPARATION

7 sessions, 4 exams/\$1,099
Sat afternoons: Feb 28-Apr 17
Sat mornings: Jan 17-Mar 6

LSAT PREPARATION

LSAT AT HOFSTRA

XS-31152 Staff
Sat 9 a.m.-1 p.m.
4 sessions Jan 10-31 \$598

XS-31153 Staff
Sun 9 a.m.-1 p.m.
4 sessions May 2-23 \$598

For test registration, dates and other information, call (215) 968-1001, or visit the Law School Admission Council at www.lsac.org.

LSAT test dates: October 4, December 6, 2003 and February 7, 2004.

MCAT PREPARATION

THE PRINCETON REVIEW HYPERLEARNING MCAT PREPARATION

47 sessions, 5 exams/\$1,299
Thu evenings and Sun: Jan 25-Apr 4

GRE PREPARATION

GRE AT HOFSTRA

XS-31131 Staff
Tue 5:30-9:30 p.m.
6 sessions Feb 3-Mar 16 \$575
(No class Feb 17)

XS-31132 Staff
Sat 9 a.m.-1 p.m.
6 sessions Mar 20-May 1 \$575
(No class Apr 10)

For test registration and other information, visit www.gre.org or call (800) GRE-CALL (473-2255).

GRE test dates: Year-round.

THE PRINCETON REVIEW GRE PREPARATION

\$999/8 sessions
Sun mornings: Jan 18-Mar 7
Sat afternoons: Feb 21-Apr 10

LAST TEACHER'S EXAM PREPARATION

LAST TEACHER'S EXAM

XS-31162 Staff
Sun 9 a.m.-2 p.m.
4 sessions Jan 18-Feb 8 \$498

XS-31163 Staff
Sun 9 a.m.-2 p.m.
4 sessions Mar 7-28 \$498

XS-31164 Staff
Sun 9 a.m.-2 p.m.
4 sessions May 2-23 \$498

For test registration, dates and other information, call (413) 256-2882, or visit www.nystce.nesinc.com.

LAST test dates: February 14, April 24, May 22 and July 17.

TEST PREPARATION

SAT PREPARATION

SAT AT HOFSTRA

XS-31121 Staff
Sun 5-8 p.m.
8 sessions Jan 25-Mar 21 \$397
(No class Feb 15)

XS-31122 Staff
Sun 5-8 p.m.
8 sessions Feb 29-Apr 25 \$397
(No class Apr 11)

For test registration information, call (609) 771-7600, or visit www.collegeboard.com. SAT test dates: January 24, March 27, May 1 and June 5.

THE PRINCETON REVIEW SAT PREPARATION

\$999/14 sessions

Sat, Sun mornings: Jan 31-Mar 14

Sat, Sun mornings: Mar 6-Apr 25

Sat, Sun mornings: Apr 3-May 23

PROFESSIONAL ENGINEERING REVIEW COURSES

Courses to prepare you for all parts of the revised Professional Engineer licensing examinations are available at Hofstra. These courses are designed for the Uniform Examinations of the National Council of Examiners for Engineering and Surveying (NCEES). These courses are designed for those who qualify under New York State Education Law requirements to take the April 2004 examinations. No degree credit is granted, but Continuing Education Units (CEUs) are provided.

For a schedule and registration information, call (516) 463-7600 or visit www.hofstra.edu/professionalengineering

ACADEMIC SKILLS

CONTEMPORARY ACADEMIC SKILLS: A BRIDGE TO YOUR FUTURE

Contemporary Academic Skills courses are designed for adult students who wish to improve or update their basic skills before entering a degree or certificate program. Classes may be taken on an individual basis or applied to the certificate. These courses may serve as a refresher for those who have been out to school for several years and want a supportive re-introduction into the classroom. It is not a remedial program.

REQUIRED COURSES:

- A Bridge to Your Academic Success
- Math Skills for Contemporary Society
- The Structure of English
- Writing Skills for Contemporary Society

ELECTIVE COURSES:

- Using the 21st Century Library
- Critical Thinking and Reasoning
- Public Speaking for Professionals
- Microsoft Word
- Microsoft Excel
- PC Basics and Internet Skills

THE STRUCTURE OF ENGLISH: PRACTICAL GRAMMAR

LS-64161 Silvia Montemurro
Thu 6:20-8:10 p.m.
10 sessions Feb 5-Apr 8 \$260

After 10 weeks of practical grammar, your self-confidence and ability to write in a grammatically correct form will strengthen. This course offers a comprehensive and logically organized approach to grammar and syntax, from basic to complex. The course also helps you become a better speller, expand

your vocabulary, understand the many roles words can play, and write clear sentences for powerful effect. Through well-designed, in-class exercises and regular practice, students should see significant growth in their writing by the end of the course.

GOING TO GRADUATE SCHOOL?

ANYONE CAN GET INTO LAW SCHOOL

LS-36011 Lisa Bertrand, J.D.
Thu 7:30-9:30 p.m.
1 session Apr 22 \$125

A graduate of a top 10 law school and former member of its admissions committee teaches you application strategies and “secrets” to improve your chances of getting into the law school of your choice. Topics discussed include an introduction to the legal profession, how to choose a law school that is right for you, how to draft a winning personal statement, application strategies, and tips for older and minority students. Students have an opportunity to schedule a 30 minute session for individualized questions and a personal statement assessment before August 1, 2004 at no additional cost. Anyone can get into law school, including you!

THE GRADUATE ADMISSION PROCESS

LS36021 Ellen DaVolio, M.S.
Wed 7-8:30 p.m.
3 sessions Mar 10-24 \$100

Have you pondered the idea of going to graduate school, but are not sure where to begin? This workshop helps students navigate the process of applying to graduate schools in a variety of disciplines and subject areas. Topics include: researching graduate programs, applying to graduate school, meeting admission requirements, writing the statement of purpose, securing letters of recommendation, and applying for graduate assistantships and financial aid.

READING/Writing LEARNING CLINIC IN THE JOAN AND ARNOLD SALTZMAN COMMUNITY SERVICES CENTER

AFFILIATED WITH THE DEPARTMENT OF LITERACY STUDIES

"When it comes to reading, Bobby seems to be behind where his brother was at that age ..."

"Amanda struggles with writing."

"Max just hates reading!"

"Denise has a reading problem ..."



You may have heard statements like these uttered between parents at a soccer game, or between teachers who are consulting with one another about a particular child's progress. Comments like these are not uncommon. But what does having a "reading problem" really mean? Does it mean fumbling over a sentence? Does it mean mispronouncing words? Does it mean not understanding a story? And what about children who are having difficulties with writing? What is the best way to support their writing development? How can we help writers be effective in expressing their ideas? When does spelling become a concern? How do reading and writing really work, anyway? We know that both involve more than identifying letters and sounds. In fact, a great deal more is known about reading and writing.

Hofstra University's Reading/Writing Learning Clinic offers evaluations and instructional sessions that utilize the most current meaning-centered learning practices for helping learners make efficient use of reading and writing strategies. Our students are taught in a caring and nurturing environment where they are immersed in authentic reading and writing activities as they pursue their interests. Our program ensures that reading and writing remain fun and meaningful.

AT THE CLINIC

- "Child friendly" evaluations identify strengths and needs.
- Certified reading specialists provide individual or small group instruction.
- Specialized teaching focuses on understanding the meaning of text.
- Spelling and phonics are addressed within reading and writing instruction.
- Reading specialists offer parents straightforward advice about how to support their children.
- Special interest clubs and writer's workshops are available.

OTHER SERVICES AVAILABLE AT THE SALTZMAN COMMUNITY SERVICES CENTER

- Psychological Assessment and Psychotherapy
- Speech-Language and Audiological Assessments and Therapy
- Marriage and Family Therapy

SPRING SESSIONS

Small group instruction begins January 31, 2004.

- Classes meet:
Mon, Tue or Thu 4-6 p.m. or 6:15-8:15 p.m.
Saturday 9-11 a.m. or 11:15 a.m.-1:15 p.m.
- Fee: \$455

Individual sessions are also offered.

LITERACY EVALUATIONS

- By appointment only
- Fee: \$400

**FOR MORE INFORMATION ABOUT SCHEDULING AN
EVALUATION OR ENROLLING YOUR CHILD AT THE
READING/Writing LEARNING CLINIC:**

Telephone: (516) 463-5805 or 463-5806
E-mail: RWLClinic@hofstra.edu
Visit: www.hofstra.edu/com/saltzman
Write to: Reading/Writing Learning Clinic
100 Saltzman Center
131 Hofstra University
Hempstead, NY 11549-1310

Saturday Classes for Young People ... Especially You!

Saturday Classes for Young People, for children ages 3 through 18, is in its 37th year and offers more than 100 courses in Language Arts, Enrichment, Computers, Science, Studio Arts, Cartooning/Animation, Performing Arts, Communication Arts, Career Choices for Young Adults, Regents Preparation, Athletics and Aquatics. Each course is offered on a 10-week basis (except Tennis, which is offered on an 8-week basis; Golf which is offered on a 6-week basis; and Regents Preparation courses, which are offered on a 8-week basis in the fall and 12-week basis in the spring). Although the majority of courses are offered on Saturdays, new courses are being offered, including a Chess program on Sundays.

For details on all our exciting spring 2004 programs, visit our Web site at www.hofstra.edu/youth or call for a free brochure at (516) 463-7400.

Can we help?

Please contact:
Janice Sawyer, Ed.D.
Director of Saturday Classes for Young People
Telephone: (516) 463-7400
E-mail: ucceyouth@hofstra.edu



SPRING 2004 SEMESTER DATES: FEBRUARY 28-MAY 15

TENNIS:	MARCH 13-MAY 15
SWIM:	FEBRUARY 21-MAY 8
GOLF:	APRIL 17-MAY 22
EN GARDE :	MARCH 1-MAY 10
REGENTS PREPARATION:	FEBRUARY 28-JUNE 5
CHESS ACADEMY:	FEBRUARY 29-MAY 16

No classes April 3, 4, 5, 10, 11 and May 29.

Parent courses are also offered, conveniently scheduled to coincide with the Young People's programming.

**Saturday Classes for Young People offers courses in
LANGUAGE ARTS, STUDIO ARTS, SCIENCE, MATHEMATICS,
PERFORMING ARTS, AQUATICS AND CARTOONING ...
*just to mention a few!***

WHAT'S NEW?

- **Heroes and Monsters:
Drawing Comic Book and
Comic Strip Characters** •
- **Chess Challenge Academy
on Sundays** •
- **Big Ideas for Young
Mathematicians** •
- **The American Girl Book
Club** •
- **Math and Science: Easy as
1,2,3** •
- **New York State: Past,
Present and Future** •
- **Intermediate Web Design
Using Dreamweaver and
Photoshop** •
- **Printmaking Discovery** •



Call early as enrollment is limited!

- **Preschoolers Prepare to Read** •
- **First Splash** •
- **Biology Detectives** •
- **Rocketeers** •
- **Tennis** •
- **Regents Review and Preparation** •

*This is only a small sample of what you will find when you
visit our Web site at*

www.hofstra.edu/youth



What parents are saying:

“ My son loved this class, and he has started to write more on his own. It seemed like the perfect class for him. Now he wants to take more classes at Hofstra!”

SUMMER CAMPS

Summer Camps

CELEBRATE OUR 20TH ANNIVERSARY
SUMMER 2004 TUITION EXPLOSION.



Can we help?

Please contact:
Terence Ryan, M.S., P.D.
Director
Telephone: (516) 463-CAMP
E-mail: uccecamp@hofstra.edu



Seymour Lebenger, M.A., P.D.
Special Assistant



SUMMER CAMPS

Hofstra University has developed a broad spectrum of co-ed summer camp programs ranging from a Cub Camp for those children entering kindergarten by September 2004 to those appropriate for campers through high school age. Our goal is to assist in the development of the total child ... educationally, athletically, artistically and socially.

Frances Bruscano
Assistant Director



CALL NOW!

For details on all our exciting programs, visit our Web site at www.hofstra.edu/uccecamp or call for a free brochure at (516) 463-CAMP.

HOFSTRA UNIVERSITY SPECIALTY CAMPS

Tuition includes transportation and lunch.

Hofstra Summer Camps offers specialties in actors workshop, adventure education, athletic development, baseball, basketball, cheerleading, computer, dance, creative enrichment, fine arts, golf, mathematics, reading, science, soccer, and tennis all for children entering kindergarten by September 2004 through 14 years of age. The full program is seven weeks, running throughout July and August. Campers may register for two-, four- or six-week sessions with a one-week seventh session.

Campers may participate in as many as three specializations in a six-week program. 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 an Olympic-sized pool. Additionally, the special end-of-the-season, one-week program is offered to youngsters who wish to engage in a fully recreational or academic camp experience.

HOFSTRA UNIVERSITY

BASKETBALL CAMP

featuring

Tom Pecora and the Hofstra Pride

Tuition includes transportation and lunch.

The Hofstra University Basketball Camp is geared toward boys and girls entering grades 3 through 12 who desire a training experience in all facets of basketball. Campers are grouped by age and ability.

This camp presents the fundamentals of basketball so that each youngster can fully understand and appreciate the sport. We provide instruction in individual and group settings, as well as through supervised competition, so that all participants realize their maximum potential.

BOYS' LACROSSE CAMP

featuring

John Danowski and the Hofstra Pride

Tuition includes transportation and lunch.

The Hofstra University Boys' Lacrosse Camp is designed for campers entering grades 3 through 12 who desire a full day of training experience in all facets of lacrosse.

This camp provides high-quality instruction designed to develop better and more knowledgeable players. The goal is to teach the fundamentals and refine players' skills and understanding of the game

WRESTLING CAMP

featuring

Tom Ryan and the Hofstra Pride

Tuition includes transportation and lunch

The Hofstra Wrestling Camp is a fun-filled learning experience on the beautiful campus of Hofstra University.

Our goal is simple: to create an environment in which aspiring champions can learn the fundamentals of wrestling.

The Hofstra Wrestling Camp is geared toward wrestlers entering grades 2 through 12 who strive to learn the proper techniques, strength training skills, conditioning and mental preparation required to become top-notch wrestlers.

Through extensive drilling sessions taught by our knowledgeable and accomplished staff, our programs can be a tremendous resource for improvement of skills, techniques and performance.

Medical Arts

PREMEDICAL PROGRAM FOR COLLEGE GRADUATES

The Premedical Program for College Graduates provides the opportunity for students who hold bachelor's degrees and who have not taken the traditional premedical curriculum to prepare for entrance into a medical profession.

Our advisers work with you to develop an individualized program of study based upon career goals, previous academic course work and family/work responsibilities. This flexibility allows you to design a schedule that fits your needs while you pursue your career in medicine, dentistry, chiropractic, veterinary medicine or optometry. The program may also be adapted for other health professions such as physical therapy, occupational therapy and physician's assistant programs.

You may attend class full- or part-time, day or evening. The program consists of a sequence of courses in physics, chemistry and biology, and may be completed within 15 months. Those who complete a minimum of six courses from the core premedical sequence are awarded the Certificate in Natural Sciences.

PREMEDICAL CERTIFICATE INFORMATION SESSIONS

LF-41101 **Roger Marti**
Wed **6:30-8 p.m.**
1 session **Jan 14** **Free**

LF-41102 **Roger Marti**
Wed **6:30-8 p.m.**
1 session **May 5** **Free**

Those interested in learning more about the pre-medical certificate program and how it can prepare you for a career in either medicine, dentistry, physician assistant, physical therapy, chiropractic, veterinary medicine, optometry or other allied health professions are invited to attend our free information sessions. Call (516) 463-5993 to register.

Can we help?

Please contact:
 Marion Flomenhaft, M.S.
 Director
 Telephone: (516) 463-7600
 E-mail: ucelibarts@hofstra.edu



Roger J. Marti,
 Sr. Assistant Dean of Advisement



OUR STUDENTS SAY:

"The post-baccalaureate pre-health program at Hofstra makes getting into the health care field easy. You are told exactly what you need to do to reach your goals and expert help is always there to guide you along the way."

Andrew F.

"One thing that sets Hofstra's program apart from others is the fact that the post-baccalaureate premedical program has its own advisement office. It is nice to know that you have someone to turn to when you have questions or concerns."

Raymond R.

"As an older student and already a practicing physician assistant, I returned to school with high expectations and very specific goals in mind. Hofstra's program not only met but far exceeded these expectations and needs. The small class size is ideal for close student/professor interactions."

Keara B.

Can we help? Call (516) 463-5993.

CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (CASAC)

University College for Continuing Education offers a sequence of courses that leads to renewal of the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in New York state. We provide a sophisticated level of continuing education designed for the mental health practitioner. These courses are helpful for any professional or student who works in a therapeutic, counseling, social service or mental health setting. Courses are approved by New York State Office of Alcoholism and Substance Abuse Services. Hofstra's University College for Continuing Education is a certified education and training provider, number 0384.

ADVANCED ISSUES AND PRINCIPLES IN CHEMICAL DEPENDENCY TREATMENT

LS-42221 Joseph Gallagher, M.A., C.A.S.A.C., C.E.A.P., C.P.P., M.A.C.
Mon 7-10 p.m.
5 sessions Mar 1-29 \$180

Whether you are a seasoned practitioner in the chemical dependency field, or someone new at the job, you can benefit from an immersion in the current trends and issues surrounding your work with clients. Join our dynamic expert in chemical dependency to learn about the pertinent treatment issues. Topics include: techniques, methods and advanced models of treatment; key principles for drug addiction treatment; credentials and trends in professional development; and the roles of legislative and media advocacy for the profession.

OASAS Credit Hours: Approved for 15 NYS CASAC and/or CPP initial or recertifying hours under NYS OASAS Provider No. 0384. Certificates of attendance are provided.

THE CHAOTIC LIFE: HOW CLIENTS SABOTAGE THEIR RECOVERY

LS-42231 Mary Ellen Romano, M.S., C.E.A.P., C.A.S.A.C., M.A.C.
Sat 10 a.m.-1 p.m.
1 session Mar 6 \$52

Do you remember Charlie Brown's friend Pig Pen? He exerted a lot of energy swirling around, but in the end, all he managed to do was kick up dust. Many clients, eager to learn "how to do recovery," expend energy trying to follow the rules but forget to slow down long enough to apply what they are learning to their lives. This workshop helps clinicians zero in on specific aspects of clients' chaotic lives to develop strategies for change in daily living. Participants learn to identify specific lifestyle stressors; design treatment plans that address these problems; how to help clients identify their own self-defeating behaviors; and simple problem-solving skills that they can teach their clients.

OASAS Credit Hours: Approved for 3 NYS CASAC and/or CPP initial or recertifying hours under NYS OASAS Provider No. 0384. Certificates of attendance are provided.

THE ROLE OF THE CRIMINAL JUSTICE SYSTEM

LS-42301 Robert Moore, C.A.S.A.C., N.C.A.C.II
Wed 7-10 p.m.
4 sessions Apr 14-May 5 \$150

A comprehensive look at substance abuse treatment in the New York state criminal justice system. This workshop examines the New York State Office of Alcohol and Substance Abuse Services initiatives in the state prison system (i.e., Willard Treatment Campus, A.S.A.T.) Topics include: historical perspectives, the scope of the challenge to practitioners, understanding the criminal justice client, language and cultural barriers, behavior therapies and creative interventions. Participants visit a national model, the D.A.R.T. Program in the Nassau County Correctional Center.

OASAS Credit Hours: Approved for 12 NYS CASAC, CPP and CPS credits under NYS OASAS, Provider No. 0384.



MEDICAL ARTS

Saturday College at Hofstra University

A DIVISION OF HOFSTRA COLLEGE OF LIBERAL ARTS AND SCIENCES

B.S. IN PROFESSIONAL STUDIES

ABOUT SATURDAY COLLEGE AT HOFSTRA UNIVERSITY

Saturday College at Hofstra University gives working adults and busy parents the opportunity to attend college full-time and to graduate in four years (fewer with transfer credits) with a B.S. in Professional Studies. By attending class three Saturdays plus one weekend each month, students complete two courses every eight weeks and are eligible to apply for financial aid. This unique program is designed especially for adults who cannot take time out to go back to school yet who want to move forward with their education.

SATURDAY COLLEGE INFORMATION SESSIONS

Sat	Feb 21	10 a.m.
Sat	Mar 20	10 a.m.
Sat	Apr 17	10 a.m.
Sat	May 8	10 a.m.

Location: University College Hall

For reservations or information:
Call: (516) 463-5225
E-mail: Sat-college@hofstra.edu

FALL 2004 SEMESTER BEGINS SATURDAY, AUGUST 21.

Saturday College Candidates ... You may find out our Academic Skills courses very helpful in preparing Hofstra's Saturday College degree program.

See page 36 for details.

Can we help?

Please contact:
Kenneth Henwood, Ph.D.
Associate Dean and
Academic Director
Telephone: (516) 463-5242
E-mail: sat-college@hofstra.edu



THE PROGRAM

The B.S. in Professional Studies is a carefully designed interdisciplinary program that draws on the strengths of four schools within Hofstra University (Hofstra College of Liberal Arts and Sciences; Frank G. Zarb School of Business, School of Communication and New College). This versatile and useful degree offers:

- Concentrations in computer technology, public affairs and organizational leadership
- A comprehensive education in liberal arts
- A core of business and professional courses

Graduates of the program benefit from a well-rounded education. They also acquire the skills necessary to function in the new economy or to gain admittance to graduate or professional school.

Concentrations in computer technology, public affairs and organizational leadership studies allows students to acquire expertise in significant areas of contemporary professional life, equally important in the private, public and nonprofit sectors. The combination of business and business-related courses provides students with the vocabulary and tools vital to every aspect of the 21st century economy.

A solid background in the liberal arts assures graduates of their continued ability to learn, capability to adapt to changing circumstances, and continued appreciation of the larger rhythms and deeper implications of life.

Can we help? Call (516) 463-5993.

STUDENTS

Saturday College students at Hofstra University:

- Attend college three Saturdays plus one weekend per month;
- Complete two courses every eight weeks;
- Complete 10 courses (30 credits) each year;
- Are eligible to apply for financial aid;
- Take classes with like-minded peers who have full-time work or family responsibilities;
- Study in a nurturing and supportive environment;
- Enjoy 12 weeks vacation each year;
- Graduate in four years (sooner for transfer students) with a Hofstra undergraduate degree.

GENERAL INFORMATION

Saturday College at Hofstra University admits a new class twice each year, in August and January. Since the size of each incoming class is strictly limited to assure optimal learning conditions, we encourage early application. All applications are reviewed on a rolling basis and admission decisions are reached promptly.

UNIQUE SUPPORT

Saturday College offers full-time support to students:

- Transitional seminar helps prepare students for research and writing, even if they have been out of school for many years.
- An optional noncredit mathematics review course assists students prior to the start of classes.
- Peer associates work closely with students and instructors to ensure student mastery of material.
- Counseling and individual advisement are provided to all students in the program.
- Cohorts of students work together throughout their studies. Classmates become friends and quite possibly, business associates and partners.



SIMPLIFIED APPLICATION PROCESS

Maturity, motivation to succeed and the ability to manage time demands are essential qualities for success in Saturday College. A Hofstra University adviser personally walks all applicants through the application and admission process. The application process is simple. A personal statement and an individual interview are important aspects of the application, while test scores and grades from many years ago are not.

Typically, Saturday College students graduated from high school at least five years prior to admission and have had three or more years of full-time work experience, inside or outside the home. While students in the program range in age from 25 to 70, typically Saturday College students are in their 30s and 40s.

If you would like to schedule an appointment with an adviser, please call Kenneth Henwood at (516) 463-5242.

TO VIEW OUR ONLINE BULLETIN, VISIT WWW.HOFSTRA.EDU/SATURDAY

OUR STUDENTS SAY ...

“The marketing class is absolutely fabulous. I have already told the professor how I use at work the principles she is teaching...”

“The Saturday College office provides us with informative, timely and helpful service... whatever my questions are, someone gets back to me promptly... it’s nice to feel that I can ask anything and not feel it’s a ‘stupid question!’”

“Our speech professor is wonderful. The class has enabled me to have the confidence to get up in front of a room and speak. Even my managers at work have noticed the change. I had always been nervous in front of an audience, but I have learned the necessary tools to be an effective speaker.”

Legal Studies: PARALEGAL STUDIES CERTIFICATE PROGRAM

NEW THIS SPRING ...

SEMINARS FOR LEGAL PROFESSIONALS

For more information visit our Web site at www.hofstra.edu/uccelegalseminars or call (516) 463-7900.

OUR PARALEGAL STUDIES PROGRAM GRADUATES SAY ...

"Taking the program was the best thing I could have ever done. When I graduated from college, I didn't feel I was ready to enter the workforce. The (Hofstra) program gave me the confidence that I needed to pursue a career in law."

- Stephanie Schwartz

"The program provided a challenging variety of instruction in a stimulating intellectual manner surrounded by an atmosphere of comradeship. The level of academic quality was superior, yet geared to a practical understanding and approach, which has been invaluable in beginning my new career."

- Barry Lace

"The Hofstra Paralegal Studies Certificate Program gave me the necessary skills to obtain a satisfying job with an established law firm. It not only provided a high-level educational experience but also assisted me in making advantageous use of my previous work and life experiences. I was impressed with the program's level of professionalism and expertise, and would not hesitate to recommend it to anyone wishing to pursue a career in law."

- Henretta Splain

SPRING CLASSES BEGIN MARCH 2004.

PARALEGAL STUDIES INFORMATION SESSION

PS-01OH Tue Jan 20 6 p.m.

For reservations or additional information:

Call:(516) 463-7900

E-mail: uccelegal@hofstra.edu

Can we help?

Please contact:
Lisa McCluskey, J.D.
Director of Legal Studies
Telephone: (516) 463-7900
E-mail: uccelegal@hofstra.edu



TRAIN FOR A REWARDING CAREER

If you have an interest in law and a minimum of 60 college credits or two years of relevant work experience, the Paralegal Studies Certificate Program can prepare you for a rewarding career! Paralegals belong to one of the fastest growing occupations in the country.

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. Employment opportunities for paralegals exist in law firms, corporations, banks, insurance companies, government agencies and courts.

Four-month day classes ... nine-month evening classes ... the choice is yours! To apply or for further information, please call (516) 463-7900.

Hofstra's Paralegal Studies Certificate Program is recognized as a leader in paralegal professional training. Employers contact us daily to request résumés of our graduates, because they know our graduates are up to the challenge of any position they have to offer. In fact, since the program's inception, between 80 and 90 percent of our graduates actively seeking positions in the paralegal profession have found employment.

Attorneys who teach in the program maintain active practices outside of the classroom, enabling them to provide students with the most current trends in the law. We survey employers and program graduates regularly to determine how to keep the curriculum current. Additionally, interested students receive hands-on, real-world legal experience through our optional internship program.

CURRICULUM

Students complete nine required courses and one elective.

REQUIRED COURSES:

INTRODUCTION TO LAW

P-1110

An introductory-level course in the American legal system, law office procedure, legal ethics, and the law of torts. The course also introduces students to the paralegal field, effective résumé writing, interviewing techniques and job search planning.

LEGAL RESEARCH AND WRITING

P-1111

Topics include statutory and case law sources, digests and the key number system, and Shepardizing, which enables students to find, read and update case law. Students also learn to prepare legal documents.

Prerequisite: P-1110

CIVIL LITIGATION I

P-1112

A general survey of civil litigation from the client interview through the filing of a complaint, motions, discovery, trial preparation, and trial and post-trial activities.

Prerequisite: P-1110

CONTRACTS

P-1113

This course provides students with an overview of contract law. Emphasis is placed on practical considerations, especially drafting and interpreting contracts. Students also study the law governing sales.

Prerequisite: P-1110

REAL ESTATE I

P-1114

A survey of real estate law, including types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens and landlord/tenant law.

Prerequisite: P-1110

BUSINESS ORGANIZATIONS I

P-1115

A survey of business law, including sole proprietorships, partnerships and corporations. Students learn the application of the basic principles of business formation as well as the tax law impacting business organizations.

Prerequisite: P-1110

BANKRUPTCY

P-1116

A survey of bankruptcy and debtor/creditor law, including all forms of bankruptcy, concerns of both debtors and creditors, the formation of debt, secured transactions law, statutory liens and collection of debt.

Prerequisite: P-1110

FAMILY LITIGATION

P-1117

A general survey of family law, including the formation and dissolution of marriages, primarily focusing on divorce, including grounds for divorce, spousal maintenance, child support, custody/visitation, property division and tax consequences. Students also study the law on adoption.

Prerequisite: P-1110

CRIMINAL LITIGATION

P-1118

A survey of criminal law, including fundamental criminal law concepts and the basics of criminal procedure, from arrest and bail through indictment, arraignment, motions, trial and appeal.

Prerequisite: P-1110

Elective courses: *

(one course required)

* Not all electives are offered each semester. Electives run subject to sufficient enrollment.

ESTATES, TRUSTS AND WILLS

P-1210

A survey of probate law, including the laws of intestacy, requirements for all different types of wills and trusts, the different forms of probate (both testate and intestate) and the procedure for each, as well as the tax consequences regarding estates, trusts and wills.

Prerequisite: P-1114

CIVIL LITIGATION 2

P-1212

An advanced study of civil litigation from the client interview through the filing of a complaint, motions and discovery, with an emphasis on negligence law.

Prerequisite: P-1112

REAL ESTATE 2

P-1214

An advanced survey of real estate law, involving condominiums, cooperatives, mortgages, foreclosures and commercial property.

Prerequisite: P-1114

BUSINESS ORGANIZATIONS 2

P-1215

An advanced survey of business law covering limited partnerships, limited liability companies and complex corporate matters.

Prerequisite: P-1115

FOR MORE INFORMATION

For information regarding tuition, fees, schedule of classes and registration, please call the Hofstra University Paralegal Studies Certificate Program at (516) 463-7900 or e-mail uccelegal@hofstra.edu.

Legal Studies: LEGAL NURSE CONSULTANT CERTIFICATE PROGRAM



OUR LEGAL NURSE CONSULTANT PROGRAM GRADUATES SAY ...

"I highly recommend this program to every nurse who is interested in exploring the legal field as it pertains to nursing. The case studies presented in class ... prepared me for the real working situations I encounter as a legal nurse consultant."

- *Liz Dente, R.N., L.N.C.*

"The field of legal nurse consulting is both exciting and rewarding. This program introduces you to the legal environment and gives you the tools needed to function successfully as a legal nurse consultant. I highly recommend it."

- *Mary Jean Hyland, R.N., L.N.C.*

"The instructors were inspiring and encouraged us to attain our goals ... I highly recommend this program!"

- *Lynn Schmitt, R.N., L.N.C.*

**TO APPLY OR FOR FURTHER INFORMATION,
PLEASE CALL (516) 463-7900.**

LEGAL NURSE CONSULTANT INFORMATION SESSION

NS-010H Tue Jan 27 6 p.m.

For reservations or additional information:

Call:(516) 463-7900

E-mail:uccelegal@hofstra.edu

ENHANCE YOUR CAREER

If you have a current nursing license and at least three years of clinical experience, the Legal Nurse Consultant Certificate Program can help enhance your career. This program provides registered nurses with the specialized training necessary to expand their careers to include consulting.

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. Law firms, insurance carriers, hospitals and government agencies all have a need for such expertise.

The Legal Nurse Consultant curriculum was designed and developed by experienced nurse-attorneys and legal nurse consultants. The program offers opportunities for intellectual challenge as well as professional growth. Intensive training provides program graduates with the competitive edge they need to collaborate with attorneys and others involved in medical-legal matters.

The program offers instruction on how to establish and manage a private consulting practice, including the development of a business plan, marketing strategies and effective negotiation skills. In addition, the program offers individual and group sessions on résumé writing and interviewing techniques and provides job search assistance to interested graduates. Students can also receive hands-on legal experience through our optional internship program.

The Legal Nurse Consultant Certificate Program is the only program in New York state endorsed by The American Association of Nurse Attorneys (TAANA).

TEN-MONTH DAY OR EVENING CLASSES ... THE CHOICE IS YOURS!

SPRING CLASSES BEGIN MARCH 2004.

CURRICULUM

Students complete the following 10 required courses:

INTRODUCTION TO LEGAL NURSE CONSULTING

N-2110

An introduction to legal nurse consulting, including the role and scope of legal nurse consulting, a study of ethics, an overview of the legal system, and methods of translating skills learned in nursing to the legal field.

CIVIL LITIGATION 1: THE FUNDAMENTALS

N-2111

An introduction to civil litigation from the client interview through initial filings. Students become familiar with the legal system and learn answers to basic questions such as where a suit should be filed. Techniques for conducting a client interview are also explored.

CIVIL LITIGATION 2: THE PROCESS OF DISCOVERY AND THE TRIAL

N-2112

This course focuses on the discovery stages of litigation and beyond. Students become familiar with interrogatories, depositions and methods for obtaining medical records. Alternatives to trial are examined along with the stages of a jury trial and post-trial proceedings.

RESEARCH AND WRITING 1: LEGAL RESOURCES

N-2113

An overview of the basics of legal research. Topics include statutory law, case law, digests and secondary resources. Students learn computerized research to assist in answering legal questions. The course also provides basics in the key number system and Shepardizing.

RESEARCH AND WRITING 2: MEDICAL RESOURCES

N-2114

Students study and practice utilizing the basic techniques of medicolegal research, including identification of resources and use of epidemiological studies. Techniques for medical record review and the preparation of relevant reports are also explored.

SUBSTANTIVE LAW 1: RISK MANAGEMENT AND WORKERS' COMPENSATION

N-2115

The focus of this course is risk management in the health care setting, including a discussion of liability insurance. Included is an overview of patients' rights, focusing on advance directives, self-determination and informed consent. The course reviews the elements of product liability and the workers' compensation system. The processing of medical records, their content and confidentiality issues are explored.

SUBSTANTIVE LAW 2: ADMINISTRATIVE LAW

N-2116

A study of the areas of law that arise out of regulatory agency establishment, specifically Social Security Disability, the Americans With Disabilities Act and the Emergency Medical Treatment and Labor Act. This course also presents information on health insurance, including Medicare, along with types of health care cost controls, such as managed care and certificates of need.

SUBSTANTIVE LAW 3: MEDICAL MALPRACTICE

N-2117

An overview of the basics of medical malpractice. Topics include a review of the elements of medical malpractice, stages of a lawsuit, forms of informal and formal discovery, the trial process and forms of evidence.

OBSTETRICAL AND NEONATAL INJURIES

N-2118

The course presents an overview of the issues involved in developing birth injury and wrongful life cases, including negligence issues in obstetrics, pediatrics and nursing malpractice. The course focuses on the development of liability issues and how to prepare these cases for trial, including an overview of the types of experts necessary.

ORGANIZING A LEGAL NURSE CONSULTING PRACTICE

N-2119

An overview of business structures and tax consequences and the development of a business plan/proposal as they apply to the L.N.C. practice. Students receive instruction in negotiation skills as well as in marketing and managing the consulting practice.



Mary Jean Hyland, R.N., L.N.C.,
Graduate of Hofstra's
Legal Nurse Consultant Program

FOR MORE INFORMATION

For information regarding tuition, fees, schedule of classes and registration, please call the Hofstra University Legal Nurse Consultant Program at (516) 463-7900 or e-mail uccelegal@hofstra.edu.

Business Studies



ABOUT OUR PROGRAMS

The Business Studies Division covers many aspects of the business world on many different levels. Take an introductory course about operating a business, personal investing, estate planning or discovering a dream career. Pursue a new career or develop greater knowledge within your chosen profession with our various certificate programs in areas such as accounting, finance, marketing, management, human resources and international business.

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Can we help?

Please contact:
Colleen Slattery,
Director of Business Studies
Telephone: (516) 463-7800
E-mail: uccebusiness@hofstra.edu



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SPORTSCASTING INSTITUTE

CENTER FOR CORPORATE TRAINING

CREDIT CERTIFICATE PROGRAMS

INSURANCE/ LICENSES

LICENSING

INSURANCE BROKERS AND AGENTS QUALIFYING COURSE

Approved by New York State Insurance Department

BS-71101 William Cox
Mon,Thu 6:30-9:30 p.m.
33 sessions Jan 26-Jun 3 \$870

(No classes Feb 16, Apr 5, 8, 12 and May 31)

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.

LIFE/ACCIDENT AND HEALTH INSURANCE AGENTS TRAINING COURSE

Approved by New York State Insurance Department

(26 hours classroom, 28 hours home study)

BS-71001 Dennis Legg
Mon 6:30-9:30 p.m.
10 sessions Feb 2-Apr 19 \$405

(No classes Feb 16 and Apr 5)

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 exam in order to receive a certificate of completion. These requirements must be met before the state examination can be taken.

CONTINUING EDUCATION CREDITS FOR INSURANCE AGENTS, BROKERS AND CONSULTANTS

The Insurance Law of 1992 requires that agents, brokers and consultants satisfactorily complete 15 credits of continuing education during each biennial licensing period. For those renewing their licenses in 2004, the continuing education credits described below are a condition of license renewal.

Hofstra University is approved by the superintendent of insurance to participate as a provider organization (approval number NYPO-100009) in the New York Insurance Department Continuing Education Program. To fulfill the requirements of agents, brokers and consultants, Hofstra University offers continuing education courses with the following approval numbers, number of approved credits and class of license. Each approved credit represents a 50-minute hour. Attendance is mandatory to achieve the required continuing education credits.

NOTE:

Effective immediately, any and all New York state-approved classroom courses will be eligible for use in satisfying the 50 percent classroom instruction requirement when renewing Agent, Broker, Consultant and Public Adjuster insurance licenses. The New York State Insurance Department has eliminated the CL designation – all applications

submitted as classroom or speech seminar courses will be approved as CR courses only. Any courses currently approved with the CL designation will be accepted as CR courses at the time of license renewal. Please choose your courses carefully. Not all courses offered are applicable to every license. If you are unsure of courses required for license renewal, please check with the New York State Insurance Department at (518) 474-6630 or coned@ins.state.ny.us to verify that the courses you choose are required for your specific licensing needs. Proper course selection is the responsibility of the student.

SPECIAL PRICING:

For those students registering for two 8-C.E.U. credit courses simultaneously, a \$60 tuition discount is given. When registering, please indicate the correct license number(s) and the exact name(s) of the license holder(s).

INVESTING CONSULTING FUNDAMENTALS (NYCL-208991)

BS-72001 Robert Unger
Mon, Tue 6-10 p.m.
2 sessions Feb 2-3 \$170
8 C.E.U. credits

It has been 50 years since the introduction of Dr. Harry Markowitz's Modern Portfolio Theory (MPT). Learn how it works and why it has become the standard practice for investment consulting. No examination. Approved for C1 (Life Consultants), LA (Life/Accident and Health Agents) and LB (Life/Accident and Health Brokers).

LICENSE EXPIRATION DATES:

Property and Casualty Consultants (C-3):	March 31, 2004
Property and Casualty Agents:	June 30, 2004
Property and Casualty Broker:	October 31, 2004
Public Adjusters:	December 31, 2004

BUSINESS STUDIES

EMPLOYEE DISABILITY – A MANAGEMENT OVERVIEW (NYCR- 204638)

BS-72301 Dennis Legg
Sat 9 a.m.-5 p.m.
2 sessions Feb 28-Mar 6 \$272
15 C.E.U. credits

This course provides professionals with the tools necessary to understand insurance and management and the interactivity of the programs presented. It covers the interdisciplinary skills of the property and casualty professional in juxtaposing appropriate governmental, insurance and non-insurance programs benefiting the employee from a management perspective. Information provided is not company-specific and therefore provides the professional with an arsenal to be used industry-wide. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

THE LEGAL ENVIRONMENT OF INSURANCE (NYCL-204652)

BS-72251 Dennis Legg
Sat 9 a.m.-5 p.m.
1 session Mar 20 \$170
8 C.E.U. credits

The purpose of this course is to acquaint insurance professionals with the legal environment in which they operate. It familiarizes professionals with legal language as well as legal concepts and their application to the insurance industry. Conjunctively, the course explains the legal structure of the insurance industry and the relationship with its component parts. No examination. Approved for BR (Brokers), LA (Life/Accident and Health Agents), C1 (Life Consultants), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

BUSINESS INCOME COVERAGE – THE KEY TO YOUR CLIENT’S ACCOUNT (NYCR-200701)

BS-72501 Ronald Tucker
Fri 9 a.m.-5 p.m.
1 session Mar 26 \$170
8 C.E.U. credits

This course teaches the business income and extra expense coverages that are provided under the Business Owner Policy. In addition, participants receive a detailed analysis of the commercial property business income form and extra expense forms, and learn how they fit into the package program. The course also offers a thorough understanding of the business income worksheets and how to assist the client in the identification of pertinent financial information for the worksheet. No examination. Approved for PC (Property/Casualty Agents), BR (Brokers) and C3 (General Consultants).

PRINCIPLES OF AGENCY OPERATIONS (NYCL-208258)

BS-72351 Dennis Legg
Sat 9 a.m.-5 p.m.
1 session Apr 24 \$170
8 C.E.U. credits

The purpose of this course is to examine the interdisciplinary skills of the property and casualty professional and the life and health professional in an analysis of the principles of agency operations. It covers the interplay of ethics, errors and omissions, customer communication, accounting and computer systems, and types of agency operations. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

PRINCIPLES OF WORKERS’ COMPENSATION

BS-72651 John Frizalone
Fri 9 a.m.-5 p.m.
1 session Apr 30 \$170
8 C.E.U. credits - pending approval
from the state

This course is designed for today’s insurance professionals who must meet the needs of challengers to their clients’ Workers’ Compensation and Disability in both cost and legal obligations. The curriculum is a blending of information and resources needed by the insurance professional to navigate market availability and the many laws, rules and regulations that have complicated the daily risk management of both large and small accounts. The key topics of coverage, underwriting, claims, safety management and fraud awareness are presented. Approved for BR (Brokers), C1 (Life Consultants), C3 (General Consultants), LA (Life/Accident and Health Agents), PC (Property/Casualty Agents), and SB (Savings Bank Life Insurance).

CHARTERED PROPERTY CASUALTY UNDERWRITERS (CPCU)

The CPCU program is recommended for experienced insurance professionals who have a comprehensive knowledge of insurance practices and some formal study of the insurance principles underlying those practices. This group includes people 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

The eight-part CPCU program continues its education, ethics and experience requirements. Students gain a broad understanding of property-casualty insurance as well as the choice of either a commercial or personal risk management and insurance concentration. In addition, a new financial services institution course has been added to our course offerings. To complete the education requirements, students must pass eight national examinations.

CPCU CURRICULUM

The curriculum consists of 11 courses. Students must receive passing grades in eight courses (five foundation courses, plus three from either the commercial or personal risk management concentration) to earn the CPCU designation.

FOUNDATION COURSES (ALL FIVE ARE REQUIRED):

CPCU 510 – 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

Choose the personal or commercial concentration and take all three applicable courses.

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 by calling the American Institute at (800) 644-2101. For more information about changes to the CPCU program visit www.aicpcu.org.

CPCU 557: SURVEY OF COMMERCIAL RISK MANAGEMENT AND INSURANCE

BS-73501 Dennis Legg
Wed 6-8 p.m.
15 sessions Jan 28-May 5 \$465

This course provides the personal lines specialist with a valuable background in commercial risk management and insurance. Study commercial property and liability loss exposures and the insurance coverage and non-insurance techniques used to manage them. In addition, gain an understanding of risk financing techniques.

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

BS-73151 Martin Schwartzman
Mon 6:30-9:30 p.m.
15 sessions Jan 26-May 17 \$465
(No classes Feb 16 and Apr 5)

Learn about numbers and what is behind them. This course offers a detailed study of accounting as it pertains to risk management and insurance. It covers the technical skills needed to account for and present assets and liabilities. The course also covers interpretations of statements.

CPCU 530: THE LEGAL ENVIRONMENT OF RISK MANAGEMENT AND INSURANCE

BS-73101 Gary Marcus
Thu 6:30-8:30 p.m.
15 sessions Jan 29-May 13 \$465
(No class Apr 8)

An understanding of law is essential for risk management and property casualty insurance professionals. Concentration is contract law, while other legal topics include torts, property law and employment law as they pertain to risk management and insurance.

CPCU 552: COMMERCIAL LIABILITY RISK MANAGEMENT AND INSURANCE

BS-73301 Robert Bambino
Wed 6-8 p.m.
15 sessions Feb 4-May 12 \$465

Gain a solid foundation in commercial liability risk management and insurance. Students study a wide range of commercial liability loss exposures and the insurance coverages and non-insurance techniques used to manage them. The curriculum includes the study of professional liability insurance and workers' compensation.

ASSOCIATE IN RISK MANAGEMENT (ARM)

The Associate in Risk Management (ARM) program, developed by the Insurance Institute of America, consists of three courses focusing on the risk management process for coping with loss exposure. The Institute also administers the national examinations that must be successfully completed to earn the designation. Hofstra University, in cooperation with the Long Island CPCU chapter, is pleased to introduce formal classes in preparation for the national examinations. The ARM program has been designed for individuals responsible for controlling and financing risks of loss in their own companies, corporate and government safety personnel, insurance producers and consultants, and underwriters seeking to sharpen their risk selections and loss control recommendations.

ARM 55: ESSENTIALS OF RISK CONTROL

BS-79251 George Massowd
Tue 6-8 p.m.
12 sessions Jan 27-Apr 20 \$422
(No class Apr 6)

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, i.e., (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.

ASSOCIATE IN CLAIMS (AIC)

The Associate in Claims (AIC), a program that has been developed by the Insurance Institute of America, consists of four courses focusing on claims management. Hofstra University, in cooperation with the Long Island CPCU chapter, is pleased to introduce formal classes in preparation for the national examinations. Four courses are required, plus an examination after each course. The AIC program is designed for experienced claims representatives, claims supervisors and examiners who have strong knowledge of insurance claims practices but who 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.

AIC 34: WORKERS COMPENSATION AND MANAGING BODILY INJURY CLAIMS

BS-79101 Staff
Mon 7:30-9:30 p.m.
13 sessions Jan 26-May 3 \$620
(No classes Feb 16 and Apr 5)

An in-depth examination of rehabilitation; workers' compensation system; compensability; medical investigation; administering workers comp. claims; evaluation of injury/treatment; bodily injury claims; and psychological injuries.

Note: Study materials for ARM, AIC, and INS should be ordered from the American Institute by calling 1 (800) 644-2101. For more information about the program visit the American Institute Web site at www.aicpcu.org/programs/index.htm.

PROGRAM IN GENERAL INSURANCE (INS)

The Program in General Insurance (INS) provides a solid foundation upon which to build your career in insurance. Hofstra University, in cooperation with the Long Island CPCU, provides classes in preparation for the national examinations for the Program in General Insurance (INS) designation. This program has been developed by the Insurance Institute of America and is recommended for people in all insurance and insurance-related occupations who require an understanding of insurance contracts and functions, experienced insurance personnel who have a knowledge of insurance practices but who have no formal study of the insurance principles that underlie those practices, and college students majoring in insurance and risk management who want to establish a tie to the insurance business. The program consists of three courses: Property and Liability Insurance Principles (INS 21), Personal Insurance (INS 22), and Commercial Insurance (INS 23). INS 21, 22 and 23 are core requirements of several certificate and associate programs, most involving only three or four courses, such as the Associate in Insurance Services (AIS), Associate in Personal Insurance (API) and Associate in Commercial Underwriting.

INS 23: COMMERCIAL INSURANCE

BS-79501 Staff
Mon 5:30-7:30 p.m.
12 sessions Jan 26-Apr 26 \$400
(No classes Feb 16 and Apr 5)

Topics covered include: commercial property; business income insurance; commercial crime and boiler/machinery; commercial auto; commercial general liability (cgl); businessowners policy; workers' compensation insurance; and miscellaneous coverages.

CORPORATE DISCOUNTS

A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses. Call Business Studies Director Colleen Slattery at (516) 463-7800 for further information.

Can we help? Call (516) 463-5993.

ASSOCIATE IN COMMERCIAL UNDERWRITING (AU) PROGRAM



Learn a new way of thinking. Commercial lines underwriters must not only understand their own business, but also the business of those whose accounts they write. The AU program complements the underwriting skills that are learned on the job. Students learn about helpful information resources and options available to commercial underwriters. They also learn a thought process to guide them as they write accounts and consider coverage questions. AU gives new underwriters a solid foundation in good underwriting practices while AU offers veterans a fresh perspective.

REQUIRED COURSES

You may earn the AU designation by taking AU 65, AU 66, and INS 23 or by taking AU 65, AU 66, CPCU 551 (CPCU 3) and CPCU 552 (CPCU 4). If you have passed any of the former Associate in Underwriting courses (AU 61, AU 62, AU 63, or AU 64), you may apply them toward the AU designation. Call Customer Service at (800) 644-2101 for complete information.

COURSE SEQUENCE

We recommend that you understand commercial insurance coverages before taking AU 65 and AU 66. Courses should be taken in one of the following sequences: INS 23, AU 65, and AU 66; or CPCU 551, CPCU 552, AU 65, and AU 66; or CPCU 551, AU 65, CPCU 552, and AU 66.

AU 65: COMMERCIAL UNDERWRITING: PRINCIPLES AND PROPERTY

BS-79061 Maureen Winkler-Belger
Tue 6:30-8:30 p.m.
14 sessions Jan 20-May 4 \$620
(No classes Feb 17 and Apr 6)

Topics covered: fundamentals of underwriting; underwriting the commercial organization; underwriting information; financial analysis; pricing the insurance product; construction; occupancy; protection and external exposure; underwriting direct exposures; indirect loss underwriting and commercial crime insurance.

INTRODUCTION TO PROPERTY AND LIABILITY INSURANCE

The Introduction to Property and Liability Insurance program consists of one course developed by the Insurance Institute of America. The Institute also administers the national examination, which students must pass in order to earn a certificate of completion. This program aids the student in recognizing and using diverse insurance industry terms. Upon completion, the student understands the insurance business operations as well as his or her own role in the insurance process.

Note: Study materials for the Introduction to Property and Liability Insurance program should be ordered from the American Institute by calling 1 (800) 644-2101.

INTRODUCTION TO PROPERTY AND LIABILITY INSURANCE

BS-79551 Helen Henner
Mon 6-8 p.m.
11 sessions Jan 26-Apr 19 \$400
(No classes Feb 17 and Apr 6)

This course is intended to meet the needs of a wide range of clerical, technical and managerial employees, including those employed by insurance companies, agencies, brokerage houses and adjusting firms, who would benefit from a general understanding of how

the property/liability insurance business works. Designed primarily for employees who are new to the study of insurance, this course is also appropriate for more experienced employees with limited formal insurance education. The course uses concrete examples, anecdotes and illustrations to make the insurance business understandable and to show how its various segments work together. The course also introduces a number of property/liability insurance coverages and a wide range of insurance principles. Finally, it provides a foundation of insurance knowledge that functions as the basis for continued education in other insurance programs.

WORKERS' COMPENSATION

A COMPREHENSIVE STUDY OF WORKERS' COMPENSATION COVERAGE

BS-71201 John Frizalone
Tue 6-10 p.m.
4 sessions Mar 2-23 \$225

The curriculum is designed to meet the needs of a wide range of insurance carrier, brokerage marketing, claims or loss control personnel as well as risk managers and human resource managers who need to know and understand this important legal obligation. Students gain insight into topics such as coverage, underwriting, claims, safety management and fraud awareness. Information is presented in a way that allows students to implement the most up-to-date techniques for controlling cost and managing risk.

CORPORATE DISCOUNTS

A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses. Call Business Studies Director Colleen Slattery at (516) 463-7800 for further information.

BUSINESS STUDIES

REAL ESTATE

REAL ESTATE APPRAISAL

The Columbia Society of Real Estate Appraisers Program consists of six 30-hour modules: Residential R-1, R-2 and R-3, and General G-1, G-2 and G-3; and three 15-hour modules: Residential R-4, Uniform Standards of Professional Appraisal Practices (ES-1) and Fair Housing/Fair Lending Environmental Issues (AQ-1). Participants must earn a minimum passing grade of 70 percent on each module's examination. These courses are recommended for those who have some real estate background and want to gain skill in real estate appraisal, as well as those without experience who feel they have the ability and desire to enter a career in real estate appraising. This program is also useful for those who want to broaden their knowledge base for their own investment purposes.

The state of New York, through the Board of Real Estate Appraisal and the Department of State, has established the criteria for appraisers within New York state. An Appraiser Assistant License has the same educational requirements as a Licensed Residential Appraiser; however, there is no experience requirement. A Licensed Residential Appraiser must complete R-1, R-2, ES-1 and AQ-1. A Certified Residential Appraiser must complete R-1, R-2, R-3, R-4 and ES-1. A Certified General Appraiser must complete R-1, R-2, G-1, G-2, G-3, ES-1 and AQ-1. All courses must be taken in sequence, except ES-1 and AQ-1. A Department of State examination and satisfactory real estate appraisal experience are also required.

Robert A. Gregory, CSA-G, is Director of Education for the Columbia Society of Real Estate Appraisers. With his guidance, students are taught by faculty members who are leaders in the appraisal profession.

COURSES OFFERED THIS SPRING:

COLUMBIA SOCIETY: RESIDENTIAL PROPERTY EVALUATION – CASE STUDIES (RESIDENTIAL R-3)

BS-51021 Columbia Society Staff
Tue, Thu 6:30-9:30 p.m.
11 sessions Feb 3-Mar 11 \$340
(No class Feb 17)

Required subjects in this course include review of basic valuation procedures (URAR form and narrative report), neighborhood data and analysis, site and property description, highest and best use analysis, site analysis and valuation direct sales comparison approach, new/replacement cost, accrued depreciation, gross multiplier analysis and valuation, review and reconciliation process and final value estimate/report writing.

COLUMBIA SOCIETY: INTRODUCTION TO ONE-TO-FOUR FAMILY INCOME CAPITALIZATION (RESIDENTIAL R-4)

BS-51031 Columbia Society Staff
Tue, Thu 6:30-9:30 p.m.
7 sessions Mar 16-Apr 6 \$175

This is the final course in the residential sequence. It provides a review of the appraisal process as well as full discussion of economic principles, investor objectives, highest and best use, income and expense statement, and the small residential income property form with comparable rent schedules. Students become familiar with the financial calculator and tables of the six functions of the dollar. More than 50 percent of the course is devoted to the income capitalization approach.

PRINCIPLES OF INCOME PROPERTY APPRAISING (G2)

BS-51051 Columbia Society Staff
Wed 6:30-9:30 p.m.
11 sessions Jan 28-Apr 7 \$340

This course introduces the student to the techniques of appraising and analyzing various types of income-producing properties. Required subjects included in this course are: equity and physical residual models, mortgage equity analysis and models; application and sensitivity analysis, valuation of partial interests; leasehold/leased fee, site valuation, land development analysis, cost approach, direct sales comparison approach, and appraisal standards and ethics.

COLUMBIA SOCIETY OF REAL ESTATE APPRAISERS: APPLIED INCOME PROPERTY EVALUATION (G-3)

BS-51061 Columbia Society Staff
Wed 6:30-9:30 p.m.
11 sessions Apr 14-Jun 23 \$340

This course, the final in the General sequence, offers case studies as well as a review of income property appraisal, including: income valuation process, neighborhood data and analysis, site and property description, developing and operating income and expense statements, highest and best use analyses, site analysis and valuation, income approach, valuation using debt service coverage ratio, valuation of leases, direct sales comparison approach, reproduction cost new, accrued depreciation, final estimate/report writing and review.

CAREER CERTIFICATE INFORMATION SESSION

Wednesday, April 21, 2004

6-8 p.m.

University College Hall

North Campus

Can we help? Call (516) 463-5993.

COLUMBIA SOCIETY: UNIFORM STANDARDS OF PROFESSIONAL PRACTICE (USPAP ES-1)

BS-51071 Columbia Society Staff
 Fri, Sat 8:30 a.m.-5 p.m.
 2 sessions Apr 2-3 \$300

Mandatory course for New York state appraisers. Required subjects included in the curriculum are: preamble competency and departure provision; jurisdictional exception; definitions; and standards one through ten (1-10), which include real estate appraisal reports, review appraisal, real estate analysis, reporting mass appraisal, personal property appraisal/reporting and business appraisal/reporting.

FAIR HOUSING/FAIR LENDING ENVIRONMENTAL ISSUES (AQ1)

BS-51081 Columbia Society Staff
 Sat 8:30 a.m.-5 p.m.
 2 sessions Apr 17-24 \$200

What is fair housing? What is fair lending? Case studies in housing discrimination, fair housing enforcement, the role of the appraiser as an institution-affiliated party, USPAP regulations are presented. Common environmental and contemporary concerns, environmental legislation; comprehensive environmental response; Compensation Liability Act; appraisers and contamination; and liability of lenders are also discussed.



REAL ESTATE LICENSING

REAL ESTATE SALESPERSON'S QUALIFYING COURSE APPROVAL NUMBER S/B S-117

BS-51251 Donald Walis and William Plunkett
 Tue, Thu 6:30-9:30 p.m.
 16 sessions Jan 20-Mar 16 \$300
 (No class Feb 17)

BS-51252 William Plunkett
 Sat, Sun 9 a.m.-5 p.m.
 6 sessions Mar 6-21 \$300

BS-51253 William Plunkett
 Sat, Sun 9 a.m.-5 p.m.
 6 sessions Apr 17-May 2 \$300

This course covers the subjects required by the State of New York, Department of State, Division of Licenses. It consists of 45 hours of lecture, a review and final examination. Students expecting to earn a certificate must attend a minimum of 36 hours in the lecture portion of each course and pass the final exam. Students who do not meet the 36-hour minimum must repeat the entire course. New York State specifically denies the student the right to fulfill attendance by attending only "makeup" lectures. The salesperson's 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.) After completing this course and passing the school and state exams, the student is 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. Salesperson applicants must be 18 years of age, attend a minimum of 45 hours and pass the school and the state exam.

For a complete listing of licensing requirements, contact the New York State Department of State, Division of Licensing at (518) 474-4429 or visit the Web site at www.dos.state.ny.us.

REAL ESTATE TITLE CLOSING

TITLE CLOSING FOR BEGINNERS

BS-51351 Brian Butler
 Wed 6:30-9:30 p.m.
 6 sessions Jan 21-Feb 25 \$425

BS-51352 Brian Butler
 Wed 6:30-9:30 p.m.
 6 sessions Mar 3-Apr 7 \$425

(Limited to 40 people per section.)

In order to become a competent and successful real estate title closer you must be knowledgeable about the industry. This course familiarizes students with the terms relevant to title closing as well as the background and responsibilities of a real estate title closer. This is a course for those with no real estate or legal background and provides a stepping stone to How to Become a Real Estate Title Closer.

HOW TO BECOME A REAL ESTATE TITLE CLOSER

BS-51402 Marc Zirogiannis
 Wed 6:30-9:30 p.m.
 4 sessions Jan 28-Feb 18 \$325

BS-51401 Ira Zankel
 Tue 7-9 p.m.
 6 sessions Apr 13-May 18 \$325

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 without having obtained a professional degree or even formal training. This practical course familiarizes students with the documents, procedures and problems that arise in a

title search, together with the varying fees, transfer and mortgage taxes and other charges collected by the title company at a closing. Students participate as title closers in mock closings.

NOTARY PUBLIC TEST REVIEW

LS-34101 John Hadler, J.D.
Sat 10 a.m.-2:30 p.m.
1 session Feb 28 \$87

LS-34102 John Hadler, J.D.
Sat 10 a.m.-2:30 p.m.
1 session Apr 24 \$87

As a notary public, you are a more valuable employee to your company and 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 course helps you to review the law, both statutes and judicial decisions, governing the practice of the notary public in New York state. It is designed for those preparing to take the notary test, as well as for the notary who wishes to know more about his/her rights and responsibilities.

CORPORATE DISCOUNTS

A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses. Call Business Studies Director Colleen Slattery at (516) 463-7800 for further information.

FINANCE

FINANCIAL PLANNING

Hofstra University, in association with The American College, offers an intensive program in financial services. This program prepares financial services professionals – accountants, attorneys, bankers, insurance agents, brokers and securities representatives – to better service clients. Additionally, the program prepares individuals with the educational requirements for a professional career in financial planning.

CHARTERED FINANCIAL CONSULTANT (ChFC)

The Chartered Financial Consultant (ChFC) Program is for the generalist with knowledge in a wide spectrum of disciplines – insurance, investments, tax and estate planning, economics and tax shelters. Individuals who want to achieve the ChFC designation must fulfill the educational requirements, including passing 10 national examinations administered by The American College, as well as an experience requirement.

CERTIFIED FINANCIAL PLANNER (CFP)

To qualify for the Certified Financial Planner (CFP) exam, students must complete five courses as follows: Insurance and Financial Planning (HS318), Income Taxation (HS321), Planning for Retirement Needs (HS326), Investments (HS328), and Fundamentals of Estate Planning 1 (HS330). The American College does not award the CFP designation. These five courses qualify students to take the comprehensive CFP exam available only through the CFP Board of Standards. For information call (888) 237-6275 or visit www.CFPBoard.org.

CHARTERED LIFE UNDERWRITER (CLU)

The Chartered Life Underwriter (CLU) Program provides insight into the life insurance business, its significance to the economy, its operation and distribution systems, and its resurging importance for safe and secure investments. This program is recommended for agents, field managers and home office personnel, and provides a common bond for continuing growth and commitment to the insurance profession. To earn the CLU designation, a student must complete 10 courses – eight required and two electives.

Note: Students are responsible for obtaining required materials and registering for the national examinations directly with The American College. In order to obtain materials, matriculate and schedule exams, students should call The American College's Office of Student Services at (610) 526-1490. Fees for the examinations and other materials are paid directly to The American College. Major credit cards are accepted. This applies to both the ChFC and CLU designations.

THE FOLLOWING ChFC, CLU/CFP COURSES ARE OFFERED THIS SPRING: INSURANCE AND FINANCIAL PLANNING (HS318)

BS-41001 Jay Marks
Wed 6-8 p.m.
15 sessions Jan 28-May 5 \$415

This course offers an introduction to financial planning and its techniques. The class offers an overview of specialized areas within the field of financial planning such as income tax planning, insurance planning, investments and investment planning, planning the client's estate and retirement planning.

Can we help? Call (516) 463-5993.

FUNDAMENTALS OF ESTATE PLANNING I (HS330)

BS-41011 Al Althaus
 Mon 6:30-8:30 p.m.
 15 sessions Feb 2-May 24 \$415
 (No classes Feb 16 and Apr 5)

Various aspects of estate and gift tax planning, including the nature, valuation, transfer, administration and taxation of property are explored in this course. Particular emphasis is given to a basic understanding of the unified estate and gift tax system as well as gratuitous transfer of property outright or with trusts, wills and powers of appointment.

CERTIFIED FINANCIAL PLANNER (CFP) REVIEW COURSE



BS-41211 Jack Chite
 Fri-Sun 9 a.m.-5 p.m.
 6 sessions Feb 6-22 \$850
 (No classes Feb 13,14 and 15)
 (Study materials are additional)

This course is a review course for those planning to sit for the CFP examination in March 2004. Topics include: Fundamentals of Financial Planning, Investment Planning, Insurance Planning and Risk Management, Income Tax Planning, Retirement Planning and Estate Planning.



CERTIFIED SENIOR ADVISOR PROGRAM (CSA)



CERTIFIED SENIOR ADVISOR PROGRAM

BS-43401 Senior Advisor Institute Staff
 Wed-Sat 9 a.m.-5 p.m.
 4 sessions Feb 25-28 \$1,095

BS-43402 Senior Advisor Institute Staff
 Wed-Sat 9 a.m.-5 p.m.
 4 sessions May 5-8 \$1,095

Earn your Certified Senior Advisor (CSA) designation at Hofstra University. The course is held over 3 1/2 days followed by a 150 question, multiple-choice final examination. This program can significantly benefit insurance advisors, financial planners, retirement consultants, home health-care providers, social workers, mental health therapists and families who are facing the challenges of aging on Long Island. Those 55 and over seek CSA-credentialed professionals to gain their advice on issues most important to them. CSA's are trained in 24 crucial areas that include; Trends, Principles and Social Aspects of Aging, Medicare, Medicaid and Social Security Planning, Long Term Care Insurance, Tax and Estate Planning, Senior Housing, Senior Resources, Alzheimer's and Dementia, Chronic Illness, End of Life Planning, and Ethics in Senior Business. The course also provides successful strategies to help CSAs market their practice more effectively. Upon successful course completion CSAs receive a diploma, use of the CSA logo, the quarterly award-winning CSA journal and newsletter that keeps CSAs up to date.

CERTIFIED SENIOR ADVISOR (CSA) INFORMATION SESSIONS

BS-43403 Wed Jan 14 6:30 p.m.
 BS-43404 Wed Mar 24 6:30 p.m.
 Representatives and advisers from the program are available to describe the program and answer questions.

For reservations or further information:

Call: (516) 463-5993

E-mail: uccebusiness@hofstra.edu

PERSONAL INVESTMENTS

LEARN HOW TO BECOME DEBT FREE

BS-42141 Carl Lang
 Sat 10 a.m.-1 p.m.
 1 session Feb 28 \$39

BS-42142 Carl Lang
 Tue 6:30-9:30 p.m.
 1 session Apr 13 \$39

(\$10 material fee due to the instructor the night of the class. Optional textbook available from the instructor for \$49.)

This workshop is designed for the middle-class American who wants to use their current income level to pay off all consumer debt, credit cards, car payments and their 30 year mortgage within seven to ten years. Individuals can save over \$100,000 in interest alone! Learn specific, powerful and proven strategies that work every single time. Bring a calculator and a list of debts with balances and monthly payments to class to develop a debt elimination plan that can be implemented immediately.

BUSINESS STUDIES

INVESTING BASICS

BS-42181 Michelle Hartley
Thu 6:30-8:30 p.m.
3 sessions Feb 26-Mar 11 \$79



This seminar helps you sort through the vast amount of information available today on investing. We cover topics such as how to examine your current financial situation, manage risk and minimize taxes. If you would like to learn how to do more with your hard earned money, this seminar is for you.

DEMYSTIFYING INVESTING AND FINANCIAL PLANNING FOR WOMEN AND THOSE TOO AFRAID TO ASK

BS-42151 Joyce Weinberg
Wed 6:30-8:30 p.m.
2 sessions Feb 18-25 \$59



BS-42152 Joyce Weinberg
Thu 6:30-8:30 p.m.
2 sessions Apr 22-29 \$59

Do you think that investment decisions should only be made by your husband? By a "professional?" Are you convinced that you do not know enough to handle your own finances? Are you like a deer blinded in the headlights when you are asked to fill out a 401K form or choose your savings plan options? If you answered "yes" to any of these questions, then this seminar is for you. In this seminar, we discuss how to determine how much money you have to invest; objectively assess an investment idea; and decide where to put your money. We explore tips on how to "find" money to invest, discuss good investing habits and have the opportunity to self-assess your financial situation.

HOW TO READ AND UNDERSTAND FINANCIAL PAPERS

BS-42301 David Savetz
Wed 6:30-8:30 p.m.
1 session Mar 31 \$49

How adept are you at interpreting the information on the financial pages of *Morningstar* and *The Wall Street Journal*? What do those columns and symbols represent and what are they really telling you? If the financial pages of the newspapers and investment guides seem to be written in a foreign language then this is the course for you. Become a more knowledgeable investor; learn how you can maximize your portfolio returns while minimizing risk.

IS A PORTFOLIO DESIGNED IN THE LATE 1990s AN APPROPRIATE PORTFOLIO FOR 2003?

BS-42121 David Savetz
Tue 6:30-8:30 p.m.
1 session Mar 16 \$49

Should you take a wait and see approach for a quick rebound to pre-bear market levels? Are you comfortable with your holdings if the market continues to be volatile? Should you shift money into bonds and money markets with interest rates at 40 year lows? These are questions almost everyone is asking in this very difficult economic environment. This investment workshop helps you analyze each investment in your portfolio without letting your emotions get in the way. We discuss asset allocation as well as strategies designed to help potentially maximize returns while minimizing risks.

ARRIVE EDUCATION SAVINGS PLAN - 529

BS-42161 John Ryan
Thu 7-9 p.m.
1 session Mar 4 \$39



It is startling when you realize that by the year 2020, the cost of a four-year college education at a public university is expected to be approximately \$93,000. For a private university, the cost is expected to be about \$245,000. The Arrive Education Savings Plan - 529, offers you a convenient, tax-advantaged way to save for future education expenses. Come to this seminar and learn how this education savings plan may benefit you.

LEGAL CONSEQUENCES OF DIVORCE AND SEPARATION

BS-14451 Rita Medaglio-Barrera
Wed 6:30-9:30 p.m.
1 session Apr 28 \$59



This seminar provides an opportunity to not only question a renowned matrimonial lawyer about divorce concerns, but to learn legal requirements for a divorce or separation, rules for property distribution in a divorce in New York state, as well as specifics of New York divorce law in an effort to clarify a person's rights and responsibilities. Strategies for minimizing the potential negative consequences and maximizing future post-divorce lifestyles are also discussed.

MEDICARE AND MEDICAID: FILLING IN THE GAPS

BS-42171 Michelle Hartley
Thu 6:30-8:30 p.m.
2 sessions Mar 18-25 \$59



During this seminar you discover the following: an overview of what Medicare does and does not cover; requirements of qualifying for Medicare and Medicaid; how to shop for Medicare Supplement Insurance; the different benefits available to you and

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how to fill in the gaps of what these programs do not cover. If you are retired or nearing retirement, we encourage you to take advantage of this seminar.

SIMPLIFYING THE MORTGAGE PROCESS

BS-42071 Marc Zisselman
Tue 7-9 p.m.
1 session Mar 2 \$39

This course assists individuals who are obtaining a mortgage for a new purchase or to refinance. From the pre-approval stage to loan closing, we examine all aspects of the loan process. Topics include full-income vs. no-income programs; conforming (Fannie Mae/Freddie Mac) and jumbo loan amounts; 1- to 4-family homes, condominiums and cooperatives; maximum loan qualification; fixed vs. variable loans; appraisal and title issues. This program is beneficial for first-time home buyers as well as existing homeowners. A question and answer session follows the course.

FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT

BS-42901 Douglas Collins
Tue 6:30-9 p.m.
4 sessions Jan 6-27 \$69

BS-42902 Douglas Collins
Tue 6:30-9 p.m.
4 sessions Feb 3-24 \$69

BS-42903 Douglas Collins
Tue 6:30-9 p.m.
4 sessions Mar 9-30 \$69

BS-42904 Douglas Collins
Tue 6:30-9 p.m.
4 sessions Apr 6-27 \$69

BS-42905 Douglas Collins
Tue 6:30-9 p.m.
4 sessions May 4-25 \$69

This information-rich seminar introduces concepts and practices that helps you spend your retirement comfortably

and remain in control of your finances. Learn how to get the most from your investments, Social Security and company retirement plans. This seminar demonstrates a conservative approach to wise money management and helps identify lifestyle issues facing retirees. The seminar also shows how to protect hard-earned assets from erosion due to inflation and the possible costs of long-term health care. The information learned here pays dividends for the rest of your life.

SUCCESSFUL MONEY MANAGEMENT COURSE

BS-42111 William Katz
Thu 6:30-9 p.m.
3 sessions Jan 8-22 \$49

BS-42112 William Katz
Thu 6:30-9 p.m.
3 sessions Feb 5-19 \$49

BS-42113 William Katz
Thu 6:30-9 p.m.
3 sessions Mar 11-25 \$49

BS-42114 William Katz
Thu 6:30-9 p.m.
3 sessions Apr 8-22 \$49

BS-42115 William Katz
Thu 6:30-9 p.m.
3 sessions May 6-20 \$49

Plan now for financial success! This seminar introduces you to the key concepts and practices of wise money management in three highly informative sessions.

Learn ways to minimize your taxes, maximize your investment returns and provide a secure future for you and your family. This entertaining seminar teaches you how to plan for your own retirement as you learn about tax-deferred interest, stocks, bonds and mutual funds. Throughout the seminar, participants are encouraged to assess their financial situations and take positive steps toward developing a per-

sonal financial plan. No matter how much money you have, the principles of financial planning apply to you. The knowledge you gain in this seminar benefits you for the rest of your life.

FINANCIAL MODELING

FINANCIAL MODELING WITH THE MONTE CARLO SIMULATION



BS-43501 Jack Yurkiewicz
Fri 1:30-4:30 p.m.
1 session May 14 \$199

This seminar covers spreadsheet simulation of finance models. Using a simulation "add-in" to Excel, students learn how to model various financial applications and then run a Monte Carlo simulation to determine the expected outcomes. The course is self-contained, so no prior knowledge of simulation is assumed. Some problems we consider include: option pricing, simulating a portfolio of stocks, evaluating an investing strategy in the stock market, evaluating the value-at-risk (VAR), comparing retirement investment strategies, and others, as time permits. The simulation add-in we use is a limited version of the commercial product, the main limitation being that only 100 iterations or samples can be taken. Students get the trial simulation software, documentation, and the spreadsheet models so that they can develop and run their own simulation models once the course is over. The documentation includes notes on how to use the simulation software and step-by-step details to construct the various spreadsheet models.

Note: While some knowledge of business statistics would be helpful, it is not mandatory. The essential concepts are briefly reviewed. If you wish, bring your laptop to class (it must have a CD ROM drive to utilize software) to get the most out of this "hands-on" course. Familiarity with Excel is the only prerequisite.

PAYROLL PROFESSIONAL LEARNING SERIES

Payroll administration is an ever-changing organizational function that has become increasingly complex. With new tax laws, the expanded range of benefit options available to employees, and constantly changing administration requirements, payroll professionals need to constantly update and revise “standard operating procedures.”

The Payroll Professional Learning Series is a body of knowledge that the American Payroll Association (APA) defines as the critical skills required by payroll professionals. This body of knowledge is the basis for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) examinations.

Topics include:

- Payroll fundamentals and operations.
- Fundamentals for calculation of paychecks.
- Tax and regulatory compliance.
- Accounting.
- Payroll and supporting systems.
- Management.

Hofstra University, in cooperation with the American Payroll Association, offers the nationally developed Payroll Professional Learning Series to help new and experienced payroll professionals remain current in the ever-changing payroll industry and prepare for the FPC and CPP examinations. APA's Payroll Professional Learning Series consists of three courses:

- Primary Payroll Skills (24 contact hours)
- Essential Payroll Skills (24 contact hours)
- Advanced Payroll Skills (30 contact hours)

PROGRAM BENEFITS

An individual or group will gain:

- A foundation of knowledge for entering the payroll field.
- Formal training in payroll administration.
- Access to a network of peers to learn about payroll practices at other organizations.
- Continuing professional development.
- Knowledge of compliance issues related to tax and regulatory information.
- Preparation for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) examinations.

For more information about the American Payroll Association, visit www.AmericanPayroll.org or call (210) 226-4600.

THIS SPRING THE FOLLOWING COURSES ARE OFFERED:

COURSE 1: PRIMARY PAYROLL SKILLS

BS-63101 Lorri Cochrane
Tue 6:30-9:30 p.m.
8 sessions Feb 3-Mar 30 \$400

(No class Feb 17)

Primary Payroll Skills introduces payroll fundamentals to those who are new to the field and have limited experience in payroll administration, as well as to experienced professionals who are preparing for the FPC examination. It can also be used by current employees who are seeking a review of fundamentals for the CPP examination. Topics include: pay classifications/calculations, manual/out-of-cycle payments, data entry/error, tip credit, customer service, federal income tax calculation, journal entries, systems edits and balancing.

COURSE 2: ESSENTIAL PAYROLL SKILLS

BS-63201 Lorri Cochrane
Tue 6:30-9:30 p.m.
8 sessions Apr 13-Jun 1 \$400

Essential Payroll Skills expands knowledge and application skills in the federal law and regulatory compliance areas. This course is designed for current payroll department employees assuming greater responsibility and needing a broader understanding of benefit and tax administration, as well as for payroll service and technology professionals who play a key support role in the industry. Topics include: basic categories of employment, compensation time issues, master file components, retention requirements, preparing/balancing remittances for deductions of funding requests, direct deposit, taxation, involuntary deductions, tax deposits, reporting requirements, payroll journal entries, account reconciliation, internal controls and audit and communication.

COURSE 3: ADVANCED PAYROLL SKILLS

BS-63301 Dominick Giordano
Sat 9:30 a.m.-12:30 p.m.
8 sessions Feb 14-Apr 3 \$400

BU-63301 Lorri Cochrane
Tue 6:30-9:30 p.m.
8 sessions Jun 22-Aug 10 \$400

Advanced Payroll Skills is designed for employees seeking advanced-level payroll knowledge and application skills. Participants include recently promoted payroll supervisors or managers and benefits administrators and financial officers with new responsibility for payroll. Professionals interested in earning the CPP designation may find this course an excellent way to study for the examination. Topics include benefits and tax implications for complex hires, penalties related to errors and noncompliance, immigration and naturalization, complex tax issues, federal unemployment tax, payroll and supporting systems, financial statements, IRS inquiries and notices and management.

CERTIFIED EMPLOYEE BENEFITS SPECIALIST (CEBS)

NEW OPPORTUNITY for the spring semester! The Wharton School of the University of Pennsylvania and the Certified Employee Benefits Specialist (CEBS) program now offer three designations!

The Certified Employee Benefits Specialist (CEBS) program is co-sponsored by the International Foundation of Employee Benefit Plans (IFEBP) and the Wharton School of the University of Pennsylvania. CEBS has been the leading and most respected credential in employee benefits for more than 20 years. The new eight-course curriculum model for earning the CEBS designation gives students flexibility in earning the designation(s) that meet their career objectives. Under the new model, the requirements for earning the GBA and the RPA have not changed. The new CMS designation has a three-course requirement.

Students can choose to earn the CEBS designation under the new eight-course requirement or finish under the existing 10-course curriculum model. For extensive details on the new curriculum visit the CEBS Web site at www.ifebp.org/cebs. It is strongly recommended that all students pursue the CEBS designation under the new eight-course curriculum, which will become mandatory on January 1, 2006. Courses 5, 6 and 10 are being phased out of the curriculum and cannot be used toward earning the CEBS designation after December 31, 2005.

The CEBS program is designed for plan sponsors, consulting firms, HMOs, insurance companies, banks, hospitals, administration, law and accounting firms, investment firms, labor organizations and professional

associations that manage employee benefits. Each CEBS course is designed to stand alone. Candidates may determine the sequence in which they take the courses based on personal or professional needs, educational background and work responsibilities.

CEBS COURSE CURRICULUM:

SIX REQUIRED COURSES:

- **COURSE 1. EMPLOYEE BENEFITS: CONCEPTS AND HEALTH CARE BENEFITS**
- **COURSE 2. EMPLOYEE BENEFITS: DESIGN, ADMINISTRATION AND OTHER WELFARE BENEFITS**
- **COURSE 3. RETIREMENT PLANS: BASIC FEATURES AND DEFINED CONTRIBUTION APPROACHES**
- **COURSE 4. RETIREMENT PLANS: DEFINED BENEFIT APPROACHES AND PLAN ADMINISTRATION**
- **COURSE 8. HUMAN RESOURCES AND COMPENSATION MANAGEMENT**
- **COMP 1. COMPENSATION CONCEPTS AND PRINCIPLES NEW!**

TWO ELECTIVES:

(CHOOSE ANY TWO OF THE FOLLOWING COURSES)

- **COURSE 7. ASSET MANAGEMENT**
- **COURSE 9. HEALTH ECONOMICS**
- **COMP 2. EXECUTIVE COMPENSATION AND COMPENSATION ISSUES NEW!**
- **PFPI 1. PERSONAL FINANCIAL PLANNING 1: CONCEPTS AND PRINCIPLES**
- **PFPI 2. PERSONAL FINANCIAL PLANNING 2: TAX AND ESTATE PLANNING TECHNIQUES**

The CEBS program now offers candidates the opportunity to earn three designations: Group Benefits Associate (GBA), Retirement Plans Associate (RPA) and Compensation Management Specialist (CMS). The GBA, RPA and CMS recognize the primary areas of

specialization within employee benefits – group, retirement and compensation. Like the CEBS designation, the GBA, RPA and CMS designations are Wharton School of the University of Pennsylvania.

To earn the Group Benefits Associate (GBA) designation, students must complete the following three courses:

- **COURSE 1. EMPLOYEE BENEFITS: CONCEPTS AND HEALTH CARE BENEFITS**
- **COURSE 2. EMPLOYEE BENEFITS: DESIGN, ADMINISTRATION AND OTHER WELFARE BENEFITS**
- **COURSE 9. HEALTH ECONOMICS**

Students seeking GBA designation must also complete one of the following courses:

- **COURSE 8. HUMAN RESOURCES AND COMPENSATION MANAGEMENT**
- **PFPI 1. PERSONAL FINANCIAL PLANNING 1: CONCEPTS AND PRINCIPLES**

To earn the Retirement Plans Associate (RPA) designation students must complete these three courses:

- **COURSE 3. RETIREMENT PLANS: BASIC FEATURES AND DEFINED CONTRIBUTION APPROACHES**
- **COURSE 4. RETIREMENT PLANS: DEFINED BENEFIT APPROACHES AND PLAN ADMINISTRATION**
- **COURSE 7. ASSET MANAGEMENT**

Students seeking the RPA designation must also complete one of the following courses:

- **COURSE 8. HUMAN RESOURCES AND COMPENSATION MANAGEMENT**
- **PFPI 1. PERSONAL FINANCIAL PLANNING 1: CONCEPTS AND PRINCIPLES**

BUSINESS STUDIES

To earn the Compensation Management Specialist (CMS) designation, students must complete required three courses:

- **COMP 1. COMPENSATION CONCEPTS AND PRINCIPLES NEW!**
- **COMP 2. EXECUTIVE COMPENSATION AND COMPENSATION ISSUES NEW!**
- **COURSE 8. HUMAN RESOURCES AND COMPENSATION MANAGEMENT**

THE FOLLOWING COURSES ARE OFFERED THIS SPRING:

COURSE 7: ASSET MANAGEMENT

BS-62351 Mark Lotruglio
 Mon 6-9 p.m.
 10 sessions Jan 26-Apr 12 \$35
 (No classes Feb 16 and Apr 5)

The investment of plan assets is a major function of employee benefit plan management. Every person working with employee benefit plans should have an understanding of investment policies, security markets, asset selection, portfolio theory and evaluation of financial performance. This course begins by introducing asset management in the context of the investment of pension plan assets. The course presents an in-depth treatment of the subject by discussing securities markets, investment analysis and theory, investment strategies, stock and fixed income security appraisal and federal securities regulations. The course also covers mutual funds, managed accounts and guaranteed investment contracts (GICs), which play special roles in the administration of pension plans.



COMP 1. COMPENSATION CONCEPTS AND PRINCIPLES

BS-62251 Dominick Raneri
 Mon 6-8 p.m.
 15 sessions Feb 23-Jun 14 \$350
 (No class Apr 5)

This course provides a framework for understanding various types of compensation approaches. It begins by presenting a pay model outlining strategic compensation objectives, policies that form the foundation of a compensation system, and alternate techniques that can be used in paying employees. The course distinguishes between job-based and person-based pay structures and the ongoing management functions that maintain internal alignment, enhance organizational competitiveness, and create employee incentives within these various types of pay systems. Methods for decision-making regarding pay level, pay mix and pay structures are explored. The course also examines the compensation of special groups, external market forces that impact compensation, the collective bargaining process, and the role of government and legal compliance issues in determining compensation practices.

COURSE 2: EMPLOYEE BENEFITS: DESIGN, ADMINISTRATION AND OTHER WELFARE BENEFITS

BS-62101 Dominick Raneri
 Wed 6-8 p.m.
 15 sessions Feb 25-Jun 2 \$350

This course begins by focusing on the various forms of life insurance benefits provided through the employment relationship and continues with coverage of a variety of welfare benefits. Flexible benefit plans and spending accounts are also discussed, as well as the administration, funding, communication and taxation of welfare plans. Topics on multi-employer plans and benefits, technology and information are also included.

CERTIFIED PURCHASING MANAGER (CPM)

The Certified Purchasing Manager (CPM) program is a four-module program that helps participants prepare for the four CPM examinations as administered by the Institute for Supply Management (ISM). The program is designed for new and experienced purchasing agents, managers, buyers and others who wish to obtain the CPM designation. The four modules are:

- **MODULE 1: PURCHASING PROCESS**
- **MODULE 2: SUPPLY ENVIRONMENT**
- **MODULE 3: VALUE ENHANCEMENT STRATEGIES**
- **MODULE 4: MANAGEMENT**

Each course prepares the purchasing professional to take the national exams, and also provides basic knowledge for newcomers to the field of purchasing. In either case, participants learn to make decisions that influence the profitability of their organization and enhance their effectiveness within the organization. More information is available on the ISM Web site at www.ISM.ws. *Note: Courses do not have to be taken in sequence.*

MODULE 1: PURCHASING PROCESS

BS-61101 Thomas Myles
 Tue 6-8 p.m.
 6 sessions Feb 24-Mar 30 \$275

This module contains 20 tasks and includes sections on identifying requirements; preparation of solicitations; supplier analysis; contract execution, implementation and administration.

MODULE 2: SUPPLY ENVIRONMENT

BS-61201 Tom Myles
 Tue 6-8 p.m.
 6 sessions Apr 13-May 18 \$275

This module contains 17 tasks and includes sections on negotiations, information technology, quality issues, and internal and external relationships.

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HOW TO SUCCEED IN BUSINESS

SMALL BUSINESS MANAGEMENT

ACCOUNTING FOR NON-ACCOUNTANTS

BS-11251 Anthony Cedrone
Tue 6-8 p.m.
4 sessions Mar 2-23 \$149

Gain an understanding of the most current business theories and managerial concepts by learning the basic concepts of accounting. This course covers basic accounting principles, transactions, the accounting equation and the four core financial statements: balance sheet, income statement, statement of cash flows and statement of owners' equity. Students are introduced to financial analysis using financial statements of the business. This course also provides a working knowledge of a bank reconciliations.

FINANCE MADE SIMPLE

BS-11201 Paula DeScisciolo
Wed 6:30-8:30 p.m.
4 sessions Mar 24-Apr 14 \$149

Utilizing financial analysis tools can reap major benefits when it comes to growing a company's bottom line. This course focuses on tools such as budgeting and financial ratios, which can be easily applied to better understand business dynamics. Topics include simple approaches to developing a business budget, key indicators used to analyze the balance sheet, income statements and statement of cash flows.

Note: This course is geared toward individuals who have not received a formal education in accounting and finance concepts.

HOW TO DEVELOP A STRATEGIC PLAN FOR YOUR SMALL BUSINESS

BS-11301 Madison Gross
Sat 10 a.m.-1 p.m.
1 session Apr 17 \$49

Planning helps small business owners identify opportunities and uncover market needs. Learn how to increase the chance of success in your business by using planning techniques. Without a plan, many businesses cannot move forward. This course helps you learn how to write a company mission statement and achievable objectives; develop goals for you and your employees; assign responsibility and authority for projects; improve decision-making ability; and keep your plan on track.

LEGAL ASPECTS OF THE EXPANSION OF YOUR SMALL BUSINESS

BS-11351 Gary Marcus
Wed 6:30-8:30 p.m.
3 sessions Mar 17-31 \$119

This comprehensive course is designed for prospective small businesses owners who are exploring different business entities such as partnerships, corporations and limited liability companies. This course analyzes the advantages and disadvantages of each entity from both liability and tax perspectives. It also looks at agreements needed by small business owners for the expansion of businesses, such as shareholder and employment agreements.



SMALL BUSINESS IDEAS

HOW TO START AND SUCCESSFULLY OPERATE A HOME INSPECTION BUSINESS

BS-11551 F. Michael Franzese, Jr.
Wed 6-8 p.m.
5 sessions Feb 18-Mar 17 \$227

Real estate inspection is one of the fastest growing home businesses, especially in today's real estate boom. Home buyers, sellers, banks, mortgage companies and insurance companies all have an interest in the inspection process. Moreover, it is an exciting career that can be financially rewarding on a full- or part-time basis. This course, taught by a professional inspector, informs participants of licensure requirements; how to set up and operate an office; how to market services; how to inspect the property from the outside grounds and exterior of the house to the interior, including electrical, plumbing, heating/cooling systems and living space; how to write reports; what to charge; and much more.

TIPS FOR SUCCEEDING IN TODAY'S COMPETITIVE RETAIL ENVIRONMENT

BS-12621 Cindy Smith
Tue 7:30-10:30 a.m.
1 session Feb 24 \$20

(Class will be held off-site)

The holiday sales season may be over. Hopefully you did well ... but could it have been better? What does it take to succeed in today's retail market? Join us as our panel of leading national and local retailers discuss consumer trends, how to merchandise, staffing and marketing so that 2004 is a banner year.

BUSINESS STUDIES

THE CAREER SUCCESS SERIES

The Career Success Series consists of six courses that help individuals clarify and achieve their professional goals. They also support organizations in their development initiatives so that management and leadership staff can build the critical competencies required in today's work environment. You can take all six courses or just choose the ones that apply to you.

WHAT WERE YOU BORN TO DO?

BS-11611 Susan Eckert
Wed 6-9 p.m.
1 session Feb 11 \$45

Statistics report that 80 percent of Americans are unhappy in their current jobs or line of work. Often these individuals feel they were meant to do something else, or that they missed their golden opportunity to be something else. The challenge often lies in wanting to make a change, but not knowing what to pursue. Participants in this workshop actively explore how personality types provides clues (utilizing Meyers-Briggs Type Inventory); key personal strengths, talents and skills; ways to break through the static and navigate the influence others have had on your career decisions; and personal requirements for the three key areas that ultimately shape "the right job" for you.

TAKE CHARGE OF YOUR CAREER DEVELOPMENT

BS-11621 Susan Eckert
Thu 6-8 p.m.
1 session Feb 19 \$30

Have you ever wondered how some people manage to climb the corporate ladder so easily? Successful climbers have learned to take charge of their own career development. They proactively seek out the resources, development and tools they need to advance. Explore your role in optimizing your

company's performance management process; steps to a productive relationship with your boss/organizational leaders; how to identify/find opportunities for career development, internally and externally; the keys to professional success; and how to know when it is time to move on.

PLANNING AND MANAGING FOR A SUCCESSFUL CAREER TRANSITION

BS-11631 Susan Eckert
Wed 6-8 p.m.
1 session Feb 25 \$30

At one time, a career transition was associated with a mid-life event and the shift in priorities and values that comes with maturity and new life stages. However, today more and more individuals of all ages are seeking career fulfillment, a sense of purpose, and a work environment that nurtures personal and professional growth. It's never too late, or too early, to make a career transition. Learn how to find and pursue new opportunities, how to recognize what you have to offer, the critical distinction between passive and proactive search methods, and how to decide whether or not to make the move to start your own business.

BUILDING A POWERFUL JOB SEARCH TOOLBOX

BS-11641 Susan Eckert
Thu 6-8 p.m.
1 session Mar 4 \$30

An increasingly competitive, automated job market requires that job seekers today have updated search tools in order to be successful and minimize time in between jobs. Learn how to create a clear vision for your next move; craft your pitch to your support network, a headhunter or a hiring manager; plan and organize your search; build and tap into your network; and create effective marketing tools (e.g., cover letters, résumé, thank you letters).

DESIGN A JOB-WINNING RÉSUMÉ

BS-11651 Susan Eckert
Wed 6-9 p.m.
1 session Mar 10 \$45

For each job posting that appears online or in print, there are hundreds of résumés waiting to be considered. How do you ensure that your résumé stands out from the rest? Participants in this workshop actively pursue step-by-step résumé building exercises and solutions for common mistakes many job-seekers make. Learn proven practices that enable you to stand out from the rest, providing what recruiters and hiring managers want to see; formatting techniques for a professional looking résumé; simple solutions for minimizing weak spots in your work history; and keywords, industry catch phrases, power verbs and résumé requirements.

CAREER DEVELOPMENT

DEVELOPING EFFECTIVE LEADERSHIP SKILLS

BS-12301 Madison Gross
Sat 10 a.m.-1 p.m.
1 session May 1 \$49

The goal of every executive, manager, supervisor or employee is to be recognized as a successful leader. Some of us have the natural capacity to lead while others search to find the right combination of skills that work for them. Learn the secrets of how leaders effectively use their power, authority and persuasive skill not only to get the job done, but to inspire others to perform at the highest level possible. Discover how to maximize your potential to move your organization as well as yourself!

TRAINING THE TRAINER

BS-14501 Madison Gross
Sat 10 a.m.-1 p.m.
1 session Apr 24 \$49

Whether you are a new or experienced corporate trainer, if you train or teach adults, or you are considering entering the training field for the first time, this course provides a solid foundation in this specialty. Learn the importance and benefits of training to an organization; how to set realistic training goals and objectives; how to implement the most current principles in teaching and reaching the adult population; and how to select appropriate training materials, delivery methods, course subjects and course designs. Walk away with keys to successful training – whether you are conducting the training or employing others to train.

INTERVIEWING SKILLS FOR THE INTERVIEWER/APPLICANT

BS-12201 Anthony Cedrone
Wed 6-8 p.m.
4 sessions Mar 3-24 \$149

Learn interviewing techniques as they apply to both the interviewer and the applicant. This course discusses questions to ask, questions not to ask and the legalities of interviewing. Role playing and mock interviews to demonstrate the reality of a good interview are also included.



COMMUNICATION IN BUSINESS

ORGANIZATIONAL BEHAVIOR/HUMAN RELATIONS IN ORGANIZATIONS

BS-11041 Jill O'Sullivan
Wed 6-8 p.m.
5 sessions Mar 3-31 \$179

This course examines the key issues related to human relations in organizations. It reveals a balanced approach to understanding human relations concepts for critical thinking in the business world. Students discuss how they apply these concepts in business and personal experiences. Class participation is encouraged.

BUSINESS WRITING

BS-12101 Natale Richards-Kennedy
Sun 9 a.m.-4 p.m.
1 session Feb 8 \$85

BS-12102 Natale Richards-Kennedy
Sun 9 a.m.-4 p.m.
1 session Apr 18 \$85

This class offers participants the opportunity to learn a four-step process to improve the content, organization, grammar and punctuation of their writing. Participants review basic grammar and punctuation rules; use a mind map for better organization; incorporate smooth transitions between thoughts; and use technology to improve format. Participants also create their own writing samples and receive feedback from the instructor.

HOW TO MAKE YOUR NEXT PRESENTATION A GREAT ONE

BS-12251 Madison Gross
Sat 10 a.m.-1 p.m.
1 session May 8 \$49

An experienced “presentation coach” puts you at ease about public speaking, and making presentations to any size group. This course takes you through the process of developing, designing and presenting an exciting and well-

prepared speech. The instructor teaches tips to preparing presentations; how to use motivational techniques and persuasive communications to get the audience’s attention; how to find a style of presenting that’s right for you; overcoming stage fright; using seven keys to presentation excellence; how the proper use of body language can make the difference; how to make audio-visuals work for you; how to create a powerful opening and closing; and how to better understand and respond to your audience’s needs and interests.

THE ART OF NEGOTIATING

BS-12041 Teri Knopf
Wed 6:30-9:30 p.m.
6 sessions Mar 17-Apr 21 \$249

Negotiating is a communication skill used throughout the world and at all levels. Many of us negotiate and do not even realize it. This program is designed to increase your awareness of negotiating style and the tools you can use for all types of negotiations, large or small, professional or personal.

MAKING CUSTOMERS FOR LIFE

BS-12351 Hussain Ahmad
Sat 9 a.m.-5 p.m.
1 session Mar 20 \$110

This course exposes students to the basics of customer service management, including tools and techniques, principles, processes and procedures of handling pre- and post-sales customers as well as irate customers. Basic theoretical foundations, principles and functions of customer service management are discussed. Current customer service practices, simulation exercises and group discussions are also included.

BUSINESS STUDIES

MEDIA AND MARKETING IN BUSINESS

GUERRILLA MARKETING

BS-19151 Joyce Weinberg
Tue 6-9:30 p.m.
2 sessions Jan 27-Feb 3 \$119

What is guerilla marketing and how does it differ from traditional marketing? How can it help your business? Now is the time to explore the various aspects of guerilla marketing and learn how it can energize your product or service, whether you're a sole proprietor or manage a Fortune 500 business. Through case studies, class discussions, lectures and videos, we explore this cutting-edge area of marketing. By the end of these sessions you will know how to put guerilla tools into your marketing arsenal! Topics covered include guerilla advertising and public relations, promotions, brand awareness, and using technology.

MARKETING AND PUBLICIZING THE NONPROFIT ORGANIZATION

BS-23251 Debra Ann Scala
Mon 6-8 p.m.
8 sessions Apr 12-Jun 7 \$240
(No class May 31)

This course focuses on practical issues and provides the skills to market and publicize a nonprofit organization effectively. Find out how to market services when profit is not a goal. Learn how to develop a marketing plan, establish public relations strategies and coordinate public relations with fundraising efforts. Find out how to use a direct mail campaign and avoid costly mistakes. Use of press releases, newsletters and personal contacts are also covered.

PUBLIC RELATIONS AND MARKETING FOR ARCHITECTS, DESIGNERS AND ENGINEERS

BS-12611 Lois Lazarus
Sat 10 a.m.-12:30 p.m.
8 sessions Feb 21-Apr 17 \$249
(No class Apr 10)

This course introduces architects, designers and engineers to the basic skills of public relations, marketing, and special events that are so necessary for both new and established professionals. Students learn to navigate the labyrinth of state and city agencies, community boards and other levels of government. This course covers strategies such as demographic surveys, market research, and writing targeted proposals. Topics include direct mail, mailing lists, media relations, press releases, special events, networking, and public relations budgets. Case studies, guest lecturers and a practical exercise focus on making the pitch, getting the project, and keeping it.

MEDIA IN BUSINESS - HOSPITALITY MARKETING

YOUR COMPREHENSIVE SALES AND MARKETING PLAN

BS-15001 Leora Halpern Lanz
Thu 6-9 p.m.
1 session Mar 25 \$49

If you currently work in the hotel industry, or if you practice marketing and want to understand how to apply it specifically to the hotel (hospitality) field, this course is intended to help assemble a comprehensive yet strategic and efficient sales action and marketing plan. From understanding how to get the most out of your current customer base, improving your knowledge of e-marketing, recognizing the importance of GDS (global distribution systems) advertising, and appreciating the battle between "good and evil" with the alternate distribution systems (i.e., the "Travelocity's" of the world) – this

course will leave you feeling comfortable in developing and fine tuning your current strategies. Do you know who your competition is? Specific case studies of various hotels are shared, as well as opportunities for dialogue and questions.

PUBLIC RELATIONS IN YOUR MARKETING MIX

BS-15101 Leora Halpern Lanz
Thu 6-9 p.m.
1 session Apr 22 \$49

Do hoteliers/marketers truly understand the nuances and sophistication of press relations and publicity? How does it benefit your hotel or hospitality product? How does it fit into your marketing mix? How do you remain creative, while always staying fresh, or even re-inventing what has worked in the past? Numerous examples of hotel public relations campaigns and ideas are shared to keep the creative energy alive in class.

HOW TO PUBLICIZE YOUR BUSINESS

BS-12701 Marla Seiden
Sat 10 a.m.-1 p.m.
2 sessions Mar 13-20 \$99

You don't have to be Jennifer Lopez, Donald Trump or Bill Gates to be quoted in *The New York Times* or get on *The Today Show*. Whether your business is small or large, you can attract media attention. Placing stories in the press can build name recognition and visibility for you and your company. Through role playing, discussion, lecture, exercises and handouts, you learn how to develop a nose for news and determine winning story angles, how to write press releases and media materials that get results, how to master the media pitch, and secrets for doing effective media interviews.

PROJECT MANAGEMENT

PROJECT MANAGEMENT

BS-13051 Staff
Tue, Thu 6:30-9:30 p.m.
10 sessions Feb 3-Mar 4 \$663

This course is designed for project/program managers, as well as anyone seeking such a position or simply wanting to learn how to manage his/her own workload and time more efficiently. With a curriculum based on the Project Management Institute's (PMI) "Project Management Body of Knowledge" (PMBOK), this course covers the project management processes and phases of the project/program life cycle, with anecdotal discussion and examples added to help in understanding the applicability of the tools and techniques. The course covers: introduction to project management; project management processes; the project plan; and management of project scope, time, cost, quality, human resources, communications, risk, procurement and contracts/contractors.

Prerequisites: Basic PC skills, knowledge of Microsoft Excel.

MICROSOFT EXCEL FOR PROJECT MANAGERS

BS-13151 Staff
Tue, Thu 6:30-9:30 p.m.
2 sessions Mar 9-11 \$133

Microsoft Excel can be used to create interactive reporting tools that are valuable to project managers, their executives and customers. This hands-on course covers many Excel basics and how they can be applied to managing projects. Students create sample project documents (including project status reports, Gantt charts and meeting minute templates) to reinforce what they have learned.

Prerequisite: Project Management.

MICROSOFT PROJECT

BS-13101 Staff
Tue, Thu 6:30-9:30 p.m.
3 sessions Mar 16-Mar 23 \$199

Microsoft Project is one of the most commonly used project management tools for planning moderately sized projects and multi-project programs. This hands-on course is designed to teach students how to create project plan components using Microsoft Project as well as how to use Microsoft Project to monitor progress during the course of a project. While working on class assignments, students learn various charting and reporting tools, how to display the critical path and how to link multiple projects to make a program plan.

Prerequisite: Microsoft Excel for Project Managers.

CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

BS-13201 Staff
Tue, Thu 6:30-9:30 p.m.
6 sessions Mar 25-Apr 15 \$398

(No class Apr 6)

Put into action the skills acquired from the courses in Project Management, Microsoft Excel and Microsoft Project. As part of a project team, students develop a plan for a five-week project and then work toward this plan. Teams provide an update to "management" in each class based on their project plan and the team's progress. At the end of the course, each team formally presents the project deliverables they produced.

Prerequisite: Microsoft Project.

CONTROLLING PROJECT RISK AND COST

BS-13251 Staff
Mon, Wed 6:30-9:30 p.m.
5 sessions Feb 23-Mar 8 \$375

Two important aspects of project management are cost and risk management. Any failure to manage risks can result in a project that is behind schedule or over budget, or one that ends up in liti-

gation. Almost every project has limited resources (people, money, facilities, equipment), and the successful project manager must achieve the desired results within these constraints. This course provides experience using the earned value technique, which is increasingly becoming more popular as an effective tool for measuring project progress.

MASTERING THE PROJECT PORTFOLIO

BS-13301 Staff
Mon, Wed 6:30-9:30 p.m.
5 sessions Mar 22-Apr 7 \$375

(No class Apr 5)

Are lack of resources and focus taking your mission-critical project off-track? Are project schedules continually slipping? It happens all too often when your organization must constantly pursue new ideas and opportunities to maintain its competitive edge. This course gives you an industry-proven approach to making sure that you are investing in the right projects, giving those projects the right resources, and getting them completed at the right time.

INTRODUCTION TO SIX SIGMA

BS-13351 Art Kleiner
Mon 6:30-9:30 p.m.
3 sessions Apr 19-May 3 \$275

Six Sigma is a business mind-set that has helped many companies discover the root causes for inefficiency. Employing process improvement and statistical tools, Six Sigma is driven by customer requirements and actual business data. Results of Six Sigma cross-functional team methodology may include a reduction in expenses and increase in customer satisfaction.

BUSINESS STUDIES

TELECOMMUNICATIONS REGULATION, POLICY AND LAW

BS-13211 Peter Lubell
Fri 9 a.m.-5 p.m.
1 session Feb 27 \$350

This course explores the relationships among the development of the telecommunications industry, national growth and its impact on telecommunications policy issues, and national policy-making organizations. Included is a discussion of the major regulatory issues that impact both the telecommunications industry and industrial commerce. Also discussed are the options and opportunities afforded by recent regulatory and policy decisions. The prime focus is on regulatory policies and practices in the United States. Some attention is paid to international regulatory bodies such as the ITU and WARC since these agencies have influence on the overseas operations of many United States corporations.

PUBLIC POLICY

KNOW YOUR GOVERNMENT

BS-21611 Robert Barra
Sat 9:30 a.m.-12:30 p.m.
1 session Mar 6 \$45

This course is designed to help the average individual fully understand village, town, county, state and federal governments, the separation of powers, and how they interact with each other. Learn the importance of checks and balances and how each level of government is empowered.



MAKE GOVERNMENT WORK FOR YOU

BS-21621 Robert Barra
Sat 9:30 a.m.-12:30 p.m.
1 session Mar 13 \$45

If you need to contact a government agency but do not know who to call, this is the course for you. It deals with all aspects of government and how each affects our daily lives. Medicaid, Medicare, New York State Department of Motor Vehicles, Social Security, etc., are just a few of the agencies examined. This is the ultimate constituent service course.

PUBLIC RELATIONS FOR GOVERNMENT AND POLITICS

BS-21631 Robert Barra
Sat 9:30 a.m.-12:30 p.m.
1 session Mar 20 \$45

Learn how to write a press release, television or radio commercial. This course teaches you the key words and phrases that catch the eye of the reporter or editor. This course also helps develop your writing skills so that you can be successful in shaping or changing the public view on a particular governmental issue or program.

HOW TO START A CAREER IN GOVERNMENT OR POLITICS

BS-21641 Robert Barra
Sat 9:30 a.m.-12:30 p.m.
1 session Mar 27 \$45

A career in government or politics remains only a dream if you do not know how to achieve it. This course offers a great primer on how to begin the process. It gives you direction on how to become an invaluable cog in the wheel of government/politics. In essence, this course could be titled "How to Start a Career in Politics 101."

NON-CREDIT CERTIFICATES

LEADERSHIP AND MANAGEMENT ESSENTIALS (LME) CERTIFICATE

The Leadership and Management Essentials (LME) Certificate is a training program for managers and those identified as having managerial potential. Courses cover essential information that well-rounded professionals need in order to be able to "grasp the big picture" of the various management and supervisory functions in their organizations.

This semester we are busy working on revamping the program based on instructor and student feedback. We want to be able to deliver the most effective program to our students. Stay tuned for our summer catalog which will give you the details of our NEW and IMPROVED Leadership Management Essentials Program!

ARE YOU INTERESTED IN THE FOLLOWING TOPICS? DO YOU HAVE NEW TOPIC SUGGESTIONS?

Workshops in:

- Interior Design for an Aging Population
- Medical Billing
- Certified Financial Analyst (CFA) Designation
- Chartered Property Casualty
- Underwriter (CPCU) Review Courses

If interested call (516) 463-7800
or e-mail uccebusiness@hofstra.edu

Can we help? Call (516) 463-5993.

TRAVEL AGENT TRAINING CERTIFICATE

The Travel Agent Training Program is a proven, successful method for motivated people to begin travel careers. This certificate program teaches the basic skills needed to operate a computer reservation system, whether with the airlines, travel agencies, car agencies, cruise lines or as a home-based agent.

TRAVEL CAREER TRAINING

BS-24001 Staff
Tue, Thu 6:30-8:30 p.m.
5 sessions Feb 24-Mar 9 \$185

Enter the exciting world of travel while learning the basic skills necessary for success in the travel industry. Along with a general overview of the travel arena, subjects covered in this course include: developing vacation packages; cruise planning; introduction to domestic and international travel; dealing with tour operators; ticketing; day-to-day operating procedures; and becoming a home-based agent.

RESERVATION COMPUTER TRAINING

BS-24051 Staff
Tue, Thu 6:30-9:30 p.m.
12 sessions Mar 16-Apr 29 \$650

(No classes Apr 6 and 8)

This course provides an introduction to the automated services used in the travel industry, namely, the SABRE system. Subjects covered include: basic SABRE formats for both domestic and international flights, use of reservation planning, fare pricing, creating passenger name records (PNRs), and booking a rental car and hotel. Finally, the course provides hands-on computer training in an actual reservation center and a comprehensive workbook for future reference.

Note: This course meets off campus in Melville.

Prerequisite: Travel Career Training or permission of the instructor.

SPORTSCASTING INSTITUTE

Information Sessions

Wednesday, April 14, 2004 or Thursday, June 3, 2004 • 6-8 p.m.
School of Communication, Dempster Hall, South Campus

Ever fantasize about conducting a locker-room interview with the newly crowned Super Bowl champions? Find out if you have what it takes to make it as a sports broadcaster. Hofstra University's hands-on, intensive Sportscasting Institute runs for the fourth consecutive year!

Teen Workshop runs July 26-31, 2004.
Adult Workshop runs August 2-7, 2004.

INFORMATION SESSIONS CODES

BS10131 Wednesday, April 14, 2004 • BU10131 Thursday, June 3, 2004

Please note that attendance at our free Sportscasting Institute Information Sessions requires a reservation. Call (516) 463-5993.

For more information call June Mullan or Colleen Slattery at (516) 463-7800.

CENTER FOR CORPORATE TRAINING SPECIALIZING IN CUSTOMIZED BUSINESS TRAINING PROGRAMS

ABOUT HOFSTRA'S UNIVERSITY COLLEGE ...

University College is the largest provider of continuing education courses on Long Island with 20,000 participants and 1,500 course offerings. We have access to more than 1,200 instructors who have been evaluated for their effectiveness in teaching. University College's Center for Corporate Training was organized to customize programs for corporations, small businesses, and nonprofit and governmental agencies in the field of professional development.

THE CENTER FOR CORPORATE TRAINING (CCT) CAN HELP YOUR ORGANIZATION:

- Upgrade employee skills.
- Develop technology skills at all levels of expertise.
- Provide credit and non-credit certifications.
- Develop leadership and management skills.

THERE'S MUCH MORE!

Our access to knowledgeable instructors is unprecedented on Long Island. We can customize a program to meet almost any training need. Our group rates are extremely attractive and impressively lower than tuition for individual students.

For more information on any aspect of this programming, please contact Business Studies Director Colleen Slattery at (516) 463-7800 or uccebusiness@hofstra.edu.

BUSINESS CERTIFICATE PROGRAMS

Our Business Certificate Programs enable college graduates in any field to change or enhance their careers by completing 18-credit programs. Students may attend classes full- or part-time, day or evening. Programs can be completed in one year (including summer sessions) and cover a full range of possibilities in business as well as computers. On the following pages are descriptions of these programs. If one or several of these interest you, you should attend our Business Certificate Information Session, where representatives and advisers from each area will be on hand to describe the programs and answer questions. You will be able to speak to several advisers if you are unable to decide which program would be right for you.

Certificate Programs

Certificate programs are available in the following areas: Accounting, Finance, General Management, Human Resources, International Business, Marketing and Labor Studies. Advanced Graduate Certificate programs are available in the following areas: Certificate in Information Systems, Finance, General Management, Human Resources, International Business, Marketing and Taxation.

Fast-Track Program

Each Certificate Program consists of a six-course program, which may be taken in one year during the day and/or evening. Certificate students participate in regular undergraduate courses in the Frank G. Zarb School of Business. Course schedules, tuition, fees and registration information follow the published Hofstra University *Class Schedule*, which may be obtained at several locations on campus. Students may start in any semester in which a course is scheduled, including the spring, summer, fall and January semesters.

Individual Advisement

Prospective students meet with the program adviser to define a course sequence and schedule that meets their individual needs.

Call Now!

Students who expect to enter the program should first contact June Mullan or Colleen Slattery at (516) 463-7800.



FOR FULL PROGRAM DESCRIPTIONS, VISIT: WWW.HOFSTRA.EDU/UCCE

We also encourage prospective students to attend the Business Certificate Information Session on Wednesday, April 14, 2004 in University College Hall. Call (516) 463-5993 to register or for further information. Visit our Web site: www.hofstra.edu/ucce.

BUSINESS CERTIFICATE PROGRAMS INFORMATION SESSION

WEDNESDAY, APRIL 21, 2004

6-8 P.M.

UNIVERSITY COLLEGE HALL, NORTH CAMPUS

INFORMATION SESSION CODES

BS-31001	Accounting Certificate
BS-38001	Certificate in Business Information Systems
BS-32001	Finance Certificate
BS-34001	General Management Certificate
BS-35001	Human Resources Management Certificate
BS-36001	International Business Certificate
BS-37001	Labor Studies Certificate
BS-33001	Marketing Certificates

ADVANCED GRADUATE CERTIFICATE PROGRAMS INTRODUCTORY CONFERENCE

BS-31011	Advanced Taxation Certificate
BS-32011	Advanced Finance Certificate
MS-38011	Advanced Certificate in Information Systems
BS-33011	Advanced Marketing Certificate
BS-36011	Advanced International Business Certificate
BS-35011	Advanced Human Resources Certificate
BS-34011	Advanced General Management Certificate

Our free Business Certificate Information Session requires a reservation.

TO MAKE A RESERVATION:

By Fax:	(516) 463-4833
By Telephone:	(516) 463-5993
By E-mail:	uccebusiness@hofstra.edu

For full course descriptions, visit: www.hofstra.edu/ucce/businessstudies

ACCOUNTING CERTIFICATE PROGRAM

The Department of Accounting, Taxation and Business Law received accreditation from The Association to Advance Collegiate Schools of Business (AACSB). AACSB International accreditation represents the highest standard of achievement for business schools worldwide. There are approximately 1,400 American institutions with degree programs in business, and only 10 percent have accounting programs accredited by AACSB International.

College graduates with bachelor's degrees in any major can retrain as accountants in the one-year, 18-credit Accounting Certificate Program (ACP). Graduates of the program are eligible for jobs as accountants or may decide to use these courses toward fulfilling prerequisites for Hofstra University's M.B.A. program and/or meeting some of the New York state requirements for taking the CPA exam. This fast-track program is also extremely useful to those who want to add significant accounting knowledge to jump-start their careers.

Required courses:

ACCT 101.	Financial Accounting
ACCT 102.	Managerial Accounting
	<i>Prerequisite: ACCT 101. Credit given for this course or ACCT 2, or 20, or 201.</i>
ACCT 123 and ACCT 124.	Financial Accounting Theory and Practice
	<i>Prerequisite: ACCT 2, or 20 or 102.</i>
ACCT 143 and ACCT 144.	Income Tax Accounting
	<i>Prerequisite: ACCT 2 or ACCT 20 or ACCT 102.</i>

The following electives are also available upon approval of the adviser (Not all electives are offered each semester):

ACCT 125.	Accounting Entities (Advanced)
ACCT 131.	Cost Accounting Systems
ACCT 133.	Auditing Theory and Practice

For full course descriptions, visit: www.hofstra.edu/ucce/accounting

CERTIFICATE IN BUSINESS INFORMATION SYSTEMS

This one-year intensive program prepares college graduates for careers in systems analysis and information resource management. Systems analysts apply computer skills to manage information in business. Managers are confronted with the challenges of processing information quickly and effectively to stay competitive. Personal computers, local area networks, software programs, e-mail and multimedia are all tools to manage information and communication. Using these tools in system design can increase productivity and access to information for decision making. Managers today need both practical knowledge of these tools and their application in a business setting to be effective. This program is designed to provide hands-on practical training in the use and application of information technologies in business. This program accepts students with no prior experience in computers. Participants learn how to analyze business needs and procedures to design a system of computer-based tools to simplify business functions and improve productivity.

Program benefits:

- Courses offered in the Frank G. Zarb School of Business.
- Receive actual college credits.

Certificate requirements

Six required courses (19 credits).

Admission requirements

Bachelor's degree.

Required courses:

- BCIS 14. Introduction to Computer Concepts and Software Tools in Business
- BCIS 30. Power Tools for End-User Support
Prerequisite or co-requisite: BCIS 14.
- BCIS 116. Structured Business Information Systems *
- BCIS 117. Database Management Systems *
- BCIS 120. Connectivity in the Business Environment *
- * *Prerequisite: BCIS 30*

Elective course:

After discussion with an adviser, students select one adviser approved elective.

Completion requirements: Students must demonstrate proficiency in each course before proceeding to the next.

For full course descriptions,
visit: www.hofstra.edu/ucce/cbis

FINANCE CERTIFICATE PROGRAM

College graduates can now train for the field of finance in the one-year, 18-credit Finance Certificate Program (FCP). These highly trained managers perform such activities as overseeing a company's cash needs; developing and analyzing internal financial data; and preparing reports in accordance with regulatory agencies in such industries as banking, insurance and stock brokerages. Many finance managers need a working knowledge of how finance operates in foreign countries. Graduates may decide to use these courses toward fulfilling some prerequisites for admittance to the CFA examination and/or an M.B.A. program.

Required courses (applies to all concentrations):

- FIN 101. Introduction to Finance, Financial Markets and Institutions
- FIN 110. Fundamentals of Corporate Finance *
- FIN 132. Security Analysis **

Elective courses (choose three from one concentration):

Investment Concentration

- FIN 133. Portfolio Management
Prerequisite: FIN 110 and co-requisite: FIN 132.
- FIN 135. Options and Futures
Co-requisite: FIN 132.
- FIN 141. Money and Capital Markets *
- FIN 165. Principles of International Financial Management **
- FIN 166. International Financial Markets and Investments **

Corporate Concentration

- FIN 111. Working Capital Management **
- FIN 150. Commercial Bank Administration, Policies and Practices **
- FIN 160. Corporate Financial Policy **
- FIN 165. Principles of International Financial Management

Banking Concentration

- FIN 123. Money and Financial Institutions *
- FIN 141. Money and Capital Markets (see Investment concentration)
- FIN 150. Commercial Bank Administration, Policies and Practices (see Corporate Concentration)
- FIN 165. Principles of International Financial Management (see Investment concentration)

* *Prerequisite: FIN 101*

** *Prerequisite: FIN 110*

For full course descriptions,
visit: www.hofstra.edu/ucce/finance

GENERAL MANAGEMENT CERTIFICATE PROGRAM

The General Management Certificate Program (GMCP) enables college graduates with bachelor's degrees in any major to enhance their careers by developing competencies as managers. Individuals who have recently assumed responsibility for coordinating the work of others, as well as those preparing for promotion to a supervisory position, benefit from the GMCP. Additionally, graduates may decide to apply some of these courses toward partial fulfillment of the prerequisites for admittance to an M.B.A. program.

Required courses:

- MGT 101. Introduction to Management
- MGT 130. Human Relations in Organizations *
- MGT 179. Managerial Skill Development **

Elective courses (three required; not all electives are offered each semester):

- MGT 110. Introduction to Operations Management *
- MGT 114. Management Systems *
- MGT 118. Litigation and Alternate Dispute Resolution (ADR) *
- MGT 121. Human Resources Management *
- MGT 122. Advanced Topics in Recruitment and Selection ***
- MGT 123. Managing Employee Benefits *
- MGT 142. Production Management **
- MGT 145. Purchasing Management **
- MGT 157A-Z. Seminars: Special Topics in Management **
- MGT 160. Managing Nonprofit Organizations **
- MGT 165. Managing Industrial Development **
- MGT 171. Problems in International Management: Strategy Formulation and Business Negotiation **
- MGT 172. Collective Bargaining *
- MGT 175. Management of Change and Innovation in Organizations *

* Prerequisite: MGT 101

** Prerequisite: MGT 110

*** Prerequisite: MGT 121

For full course descriptions, visit:
www.hofstra.edu/ucce/genmanagement

HUMAN RESOURCES MANAGEMENT CERTIFICATE PROGRAM

The Human Resources Management Certificate Program (HRMCP) is a one-year, 18-credit program that enables college graduates with bachelor's degrees in any major to retrain for the field of human resources management. Human resource managers help organizations make effective use of employees' skills and provide the link between employees and management. They recruit and select employees, maintain EEO compliances, supervise compensation policies and evaluation systems, coordinate employee benefits, design training programs and play an active role in labor relations activities. As the effective deployment of human capital becomes increasingly important for organizational viability, graduates of the program become eligible for jobs in all types of corporations, nonprofit institutions and government agencies. Additionally, graduates may decide to apply some of these courses toward partial fulfillment of the prerequisites for admittance to an M.B.A. program. This fast-track program is also extremely useful for those who want to develop significant knowledge of human resources management to enhance their current careers.

Required courses:

- MGT 101. Introduction to Management
- MGT 121. Human Resources Management
- MGT 130. Human Relations in Organizations *

Elective courses (choose three):

- MGT 118. Litigation and Alternate Dispute Resolution (ADR) *
- MGT 122. Advanced Topics or Organizational Recruitment and Selection **
- MGT 172. Collective Bargaining *
- MGT 175. Management of Change and Innovation in Organizations *
- MGT 157D. Managing Workplace Diversity *
- MGT 123. Managing Employee Benefits *

* Prerequisite: MGT 101

** Prerequisite: MGT 121

For full course descriptions, visit:
www.hofstra.edu/ucce/hrmanagement

INTERNATIONAL BUSINESS CERTIFICATE PROGRAM

The one-year, 18-credit International Business Certificate Program (IBCP) enables college graduates with bachelor's degrees in any major to retrain for the growing field of international business. Graduates of the program are eligible to work in a variety of exciting and interesting positions in international business (depending on previous training and experience), including jobs abroad as financial managers, import/export managers, foreign subsidiary managers, human resources managers, marketing managers, trade managers and many others.

Required courses:

- IB 150. Introduction to International Business
 IB 154. Analysis of the International Environment and Global Business Research
Prerequisite: IB 150.

Business on Foreign Continents (must take two of four):

- IB 157. Seminar: Special Topics in International Business
 IB 160. African Business
 IB 161. Asian Business
 IB 162. European Business
 IB 163. Latin-American Business
Prerequisite: IB 150.

Must take any two of the following:

- IB 170. International Marketing
 IB 175. Global Business Policies, Planning and Strategies
 MKT 101. Principles of Marketing
 MKT 172. Export/Import Marketing
 FIN 165. Principles of International Financial Management
 FIN 166. International Financial Markets and Investments
 MGT 171. Problems in International Management

For full course descriptions,
 visit: www.hofstra.edu/ucce/intlbusiness

LABOR STUDIES CERTIFICATE PROGRAM

The world of work has, throughout history, been as controversial as it is crucially important in most people's lives. Labor Studies is an interdisciplinary program designed to offer students a broad background in the multiple perspectives on and different analytical approaches to labor issues in an international context. The program coordinates courses from departments throughout the University, and includes opportunities for independent course work and internships with business firms, nonprofit agencies and labor unions. It prepares students for graduate programs in labor and industrial relations and in related areas of business, education, law, public administration and the social sciences, as well as for a wide range of careers in business, government, law, teaching and labor unions.

Required courses:

- LABR 1. Introduction to Labor Studies
 MGT 101. Introduction to Management
 MGT 172. Collective Bargaining
 ECO 141. Labor Economics
 BLAW 114. Labor and Employment Law

Electives (Choose One):

- HIST 157. Labor History
 ECO 121. Economics of Discrimination
 ANTH 115. Class and Culture
 SOC 106. Work, Alienation and Power

Advantages:

- Outstanding courses taught by distinguished full-time faculty.
- Students attend late afternoon and evening undergraduate courses.
- Undergraduate credit option available.
- Highly regarded specific training in the area of labor studies.
- Certificate in Labor Studies from Hofstra University.
- Prepares students for a wide range of careers in business, human resources, government, labor law, unions, teaching and public administration.

For full course descriptions,
 visit: www.hofstra.edu/ucce/labor

MARKETING CERTIFICATE PROGRAM

The Marketing Management Certificate takes students through six courses that prepare them for jobs in a variety of settings, e.g., direct marketing, international marketing, sales management, retail management, marketing research and advertising. The Marketing Media Certificate focuses on television and print advertising. The student takes six marketing and advertising courses, two of which include hands-on television and graphic production experience in Hofstra's state-of-the-art television production studio.

Marketing Management Certificate Program

Required courses:

- MKT 101. Principles of Marketing
- MKT 124. Consumer Behavior *
- MKT 175. Marketing Planning and Product Strategies
Prerequisite: MKT 124.

Elective courses (three courses required):

- MKT 131. Principles of Advertising *
- MKT 140. Sales Management *
- MKT 141. Retail Management *
- MKT 144. Marketing Research
Prerequisite: MKT 124 and statistical knowledge under advisement.
- MKT 149. Public Relations *
- MKT 157. A-Z Seminar: Special Topics in Marketing
Prerequisites: MKT 101, permission of department chairperson, and any additional prerequisites as stated in the course schedule.
- MKT 168. Business-to-Business Marketing *
- MKT 169. Marketing of Services *
- MKT 170. International Marketing

Marketing Media Certificate Program

Required courses:

- MKT 101. Principles of Marketing
- MKT 124. Consumer Behavior
- MKT 131. Principles of Advertising
- MKT 175. Marketing Planning and Product Strategies

Elective courses (two courses required):

- SCO 4. Visual and Sound Aesthetics
- AVF 24. Fundamentals of Video: Studio Production
- FA 27. Computer Graphics

* Prerequisite: MKT 101

For full course descriptions,
visit: www.hofstra.edu/ucce/marketing

ADVANCED GRADUATE CERTIFICATES IN BUSINESS

The Advanced Graduate Certificates in Business enable individuals who already possess graduate degrees in business to either refocus their careers or update and expand upon specific business skill sets. Individuals who possess professional degrees in other areas, e.g., medicine or law, may also find these programs as expedient means of achieving expertise in a particular business function. Eleven areas of specialization are offered: accounting information systems, corporate accounting, taxation, banking, corporate finance, investment management, business computer information systems, general management, human resources management, international business and marketing.

Each of these programs consists of six graduate-level courses for a total of 18 credits (exclusive of prerequisites in some programs). Courses are taught by Zarb School of Business faculty. A maximum of six credits (two courses) may be waived if equivalent courses have been taken at Hofstra or another accredited graduate management program. Students must complete a minimum of 12 of the total 18 credits at Hofstra University while they are enrolled in the program. Upon admission, students are required to meet with a faculty adviser from the Zarb School of Business in order to define a course sequence and schedule. Each student must earn a minimum cumulative average of "B" in order to be awarded a certificate. A program can be completed in as little as one year.

All applicants are required to submit proof of having earned either an M.B.A. or equivalent, or other graduate or professional degrees such as the J.D. or M.D. Generally, individuals whose M.B.A. was obtained from a program that was not or is not currently accredited by the Association to Advance Collegiate Schools of Business-International (AACSB-International), as well as individuals whose graduate degrees are in a non-business discipline, are required to produce scores obtained on the Graduate Management Admission Test (GMAT) in order to be considered for admission. Two letters of recommendation, transcripts of all undergraduate and graduate course work, a statement of professional objectives and a completed application for graduate admission are required of all candidates.

For more information
visit: www.hofstra.edu/ucce

Information Technology and Applications

SELECTING THE RIGHT COMPUTER PROGRAM

Courses are available for the general computer practitioner interested in developing expertise in a variety of software applications or learning new skills and concepts for today's fast-paced computer environment.

STUDENTS MAY TAKE MOST COURSES ON AN INDIVIDUAL BASIS, OR FOR THOSE STUDENTS INTERESTED IN EXTENDED COURSES OF STUDY, SEVERAL CERTIFICATE PROGRAMS ARE OFFERED.

INFORMATION TECHNOLOGY AND APPLICATIONS INFORMATION SESSIONS

MS-10511 Wed Jan 14 6:30-8:30 p.m.
MS-10512 Sat Jan 24 10 a.m.-Noon
MS-10513 Wed Apr 21 6-8 p.m.

Faculty, staff and graduates will discuss the many courses offered through the Information Technology and Applications Department. Questions will be answered regarding our certificate and non-certificate programs.

For reservations or further information:
Call:(516) 463-7300
E-mail:uccecomputers@hofstra.edu

Can we help?

Please contact:
Robert Kratzke, B.S.
Associate Director of Information
Technology and Applications
Telephone: (516) 463-7300 or
E-mail: uccecomputers@hofstra.edu



Detailed descriptions of these programs follow. For assistance selecting a certificate program, call (516) 463-7300. Students may also find the various Information Session helpful for learning about individual computer studies programs.

Student advisement is available Monday through Friday either by phone or in person at University College Offices. Please call (516) 463-7300 to schedule an appointment.

Completion Requirements: Students must demonstrate proficiency in each course before proceeding to the next course (Certificate students see page 92).

NEW! Are you a gamer interested in learning 3D computer animation? Maybe you are interested in changing your job and joining the technology field. Our new Computer Animation and our restructured Certificate in Technology Management might be right for you!

Also now there will be greater flexibility in our certificate programs. If your needs do not fit within one of the existing programs, we will try to custom tailor one that is just right for you.

ATTENTION HIGH SCHOOL STUDENTS:

- Are you prepared for the AP exam in computer science? Take our Java courses and learn the language at the level of a professional programmer. Call for more information.(Note:Minimum age is 14.)
- Are you interested in becoming a gaming artist or computer animator? Take our 3D Computer Animation course. See page 92.

CERTIFICATE: TECHNOLOGY MANAGEMENT

CAREER OPPORTUNITIES:

Programmer, Analyst, Database Administrator

Become a computer professional in one year! Hofstra's unique, intensive, one-year program for college graduates takes students with little or no understanding of computers to a level of expertise expected of an individual with an undergraduate degree in computer science. This fast-track program is designed for those who wish to add significant computer knowledge to their field of expertise or who want careers as computer scientists. Additionally, graduates seeking a Hofstra master's degree in computer science find that this program fulfills most of their prerequisite computer courses.

LIMITED ENROLLMENT

To maintain the high quality of this program, admission is highly selective and limited to those who have an aptitude for (though no training in) computer programming. The Certificate in Technology Management program is approved by the New York State Education Department for training of veterans and by the Stafford Student Loan Program. Students are admitted in January and August.

PROGRAM BENEFITS:

- Complete certificate in one year.
- More than 320 classroom contact hours.
- Fulfills most prerequisites for Hofstra's computer science master's degrees.
- Optional tutoring sessions are available.
- Supportive and comfortable environment.

Certificate requirements:

- Nine required courses.

Admission requirements:

- Bachelor's degree and review by the department.

Required courses:

- Data Analysis and Modeling
- Programming in Visual Basic .NET
- Introduction to Systems Development Life Cycles
- High-Level Language Programming
- Computer Architecture
- Data Structures
- Introduction to Database Concepts and SQL Programming
- Operating Systems
- Systems Analysis/Software Engineering

Completion requirements:

Students must demonstrate proficiency in each course before proceeding to the next (Certificate students see page 92).

For more information about the Certificate in Technology Management, call the Information Technology and Applications office at (516) 463-7300.

PC COURSES

PC BASICS AND INTERNET SKILLS

MS-10011 Kathy Strombelline
Mon-Thu 10 a.m.-1 p.m.
8 sessions Feb 23-Mar 4 \$490

PC Basics is designed to transform non-users of computers into knowledgeable users of the computer as a tool. Beginning with a review of the keyboard, disk drives and printer, students continue with a working understanding of the computer's operating system (Windows 2000/XP) and finish with practical, hands-on experience using a PC and running software applications. In addition, this course offers an in-depth, hands-on look at the Internet and provides the introductory skills necessary to effectively use the Internet for business and personal needs. Selecting an Internet provider and the right connectivity mode, configuring communication software and modems are also discussed.

MICROSOFT WORD

MS-10111 Kathy Strombelline
Mon-Thu 10 a.m.-1 p.m.
8 sessions Mar 8-18 \$490

This course provides hands-on instruction using the basic features of Microsoft Word XP, one of the most widely installed word processing programs, in the context of common business applications. The instructional format provides participants with working knowledge that can be applied to any word processing program. Students learn the concepts of word processing as they develop memo formats; learn to block, move and copy text while writing a legal brief; set up templates for letters; edit manuscripts; use spell check, thesaurus and grammar check to proofread copy; along with other business applications.

Prerequisite: PC Basics and Internet Skills or equivalent.

CERTIFICATE: BUSINESS USES OF COMPUTERS

CAREER OPPORTUNITIES

Office Manager, Accountant, Administrative Assistant, Small Business Owner

Are you re-entering the workforce? After a long absence many people find a lack of computer skills a major obstacle to returning to the workforce. As computers are the predominant tools in the work environment, the ability to use them effectively is necessary for success. The following job readiness courses are designed for individuals planning to return to work or those interested in building confidence in these skill areas. Participants learn the concepts of word processing and spreadsheets in the context of common business and home appropriate applications.

PROGRAM BENEFITS:

- Convenient daytime schedule.
- Learn the latest version of Microsoft Office (XP).
- Complete certificate in one semester.
- Supportive and comfortable environment for learning new skills.
- Hands-on experience, limited to 14 students, with one student per computer.

Certificate requirements:

- Four required courses.

Admission requirements:

- None

Required courses:

- PC Basics and Internet Skills
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

MICROSOFT EXCEL

MS-10211 Kathy Strombelline
 Mon-Thu 10 a.m.-1 p.m.
 8 sessions Mar 22-Apr 1 \$490

Many business applications require using the spreadsheet as a tool to complete several tasks. This course provides an introduction to spreadsheet fundamentals in a business context, including creating budgeting worksheets, using a spreadsheet to calculate loan amortization schedules and developing monthly sales or income reports, along with other applications. While students use Microsoft Excel XP they learn the concepts of spreadsheet applications necessary for specific job requirements. This instructional format provides students with working knowledge that can be applied to any spreadsheet software application.

Prerequisite: PC Basics and Internet Skills or equivalent.

MICROSOFT POWERPOINT

MS-10411 Kathy Strombelline
 Tue-Fri 10 a.m.-1 p.m.
 4 sessions Apr 13-16 \$250

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 XP suite, PowerPoint XP allows you to design high-quality presentations and handouts with powerful easy-to-use tools.

Prerequisite: PC Basics and Internet Skills or equivalent.

WEB SITE DEVELOPMENT AND DESIGN COURSES

INTRODUCTION TO HTML

MS-40011 William Gravert
 Mon, Wed 6:30-9:30 p.m.
 8 sessions Feb 2-Mar 1 \$563
 (No class Feb 16)

MS-40012 Phil Lipsky
 Mon, Wed, Thu 9:45 a.m.-1:45 p.m.
 6 sessions Feb 2-12 \$563

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

Prerequisite: PC Basics and Internet Skills or equivalent.

ADVANCED HTML

MS-40111 William Gravert
 Mon, Wed 6:30-9:30 p.m.
 4 sessions Mar 3-15 \$282

MS-40112 Phil Lipsky
 Mon, Wed, Thu 9:45 a.m.-1:45 p.m.
 3 sessions Feb 18-23 \$282

In this hands-on course students continue to create Web pages using advanced HTML techniques and commands. Topics include creating image maps, frames, using tables, designing interactive forms and adding multimedia elements to Web pages.

Prerequisite: Introduction to HTML.



CERTIFICATE: WEB SITE DEVELOPMENT AND DESIGN

CAREER OPPORTUNITIES
Web Designer, Web Master, Web Programmer, Graphic Designer

Make a place for yourself on the Internet by learning how to design and create a professional Web site. This program covers the technical and aesthetic issues of Web site generation, including programming tools (e.g., HTML, JavaScript, XML, ASP) and premier software packages (e.g., Photoshop, Dreamweaver, Flash). Advanced elective courses are offered to those who wish to enhance their knowledge of the basic tools.

PROGRAM BENEFITS:

- Convenient day and evening schedules.
- Complete certificate in less than one year.
- Supportive and comfortable environment for learning new skills.

Certificate requirements:

- Seven required courses.

Admission requirements:

- PC Basics and Internet Skills or equivalent.

Required courses:

- Introduction to HTML
- Advanced HTML
- Creating Web Graphics With Adobe Photoshop
- Introduction to JavaScript
- Dreamweaver Workshop
- Macromedia Flash Workshop
- Capstone Course in Developing Effective Web Pages

Optional elective courses:

- Advanced JavaScript
- Advanced Macromedia Flash Workshop
- Active Server Pages
- Fundamentals of XML

CREATING WEB GRAPHICS WITH ADOBE PHOTOSHOP

MS-40161 Kathy Mackenzie
 Tue, Thu 6:30-9:30 p.m.
 8 sessions Mar 23-Apr 20 \$563

(No class Apr 6)

MS-40162 Phil Lipsky
 Mon, Wed, Thu 9:45 a.m.-1:45 p.m.
 6 sessions Feb 25-Mar 8 \$563

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

Prerequisite: Advanced HTML.

INTRODUCTION TO JAVASCRIPT

MS-40211 Staff
 Tue, Thu 6:30-10:05 p.m.
 5 sessions Apr 20-May 4 \$496

MS-40212 Phil Lipsky
 Mon, Wed, Thu 9:45 a.m.-1:45 p.m.
 4 sessions Mar 10-17 \$496

JavaScript is a platform-independent, event-driven, interpreted programming language that can enhance the interactivity of Web pages. It can be embedded into Web pages and interpreted by all modern browsers, enhancing the user's experience and extending a Web developer's control over the client's browser. Students learn 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: Advanced HTML.

DREAMWEAVER WORKSHOP

MS-40411 Kathy Mackenzie
 Tue, Thu 6:30-9:30 p.m.
 6 sessions Feb 3-19 \$496

MS-40412 Phil Lipsky
 Mon, Wed, Thu 9:45 a.m.-12:45 p.m.
 6 sessions Mar 22-Apr 1 \$496

Dreamweaver is widely used by Web professionals to improve productivity, facilitate (HTML) editing and develop effective Web sites. While working on projects students develop the important components of a site using Dreamweaver as the main development tool.

Prerequisites: Advanced HTML, JavaScript and Photoshop.

MACROMEDIA FLASH WORKSHOP

MS-40511 William Gravert
 Tue, Thu 6:30-9:30 p.m.
 6 sessions Mar 2-18 \$496

MS-40512 Phil Lipsky
 Mon, Wed, Thu 9:45 a.m.-12:45 p.m.
 6 sessions Apr 12-22 \$496

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

Prerequisites: Advanced HTML, JavaScript, Photoshop and Dreamweaver.

FEELING CREATIVE?

We also offer:

- Introduction to Computers for Visual Arts
- Two-Dimensional Images in Digital Photography

See pages 9-10 for course descriptions.

CERTIFICATE PROGRAM STUDENTS

In order to receive a certificate, students must submit a written request, along with a \$15 processing fee, during the last semester of study.

Address requests to:

Marit Sadaka, Registrar
University College for Continuing Education
250 Hofstra University
Hempstead, NY 11549-2500
(516) 463-5017
See page 92 for additional information.

CAPSTONE COURSE IN DEVELOPING EFFECTIVE WEB PAGES

MS-40911 William Gravert
Tue, Thu 6:30-9:30 p.m.
6 sessions Apr 8-27 \$496

MS-40912 Phil Lipsky
Mon, Wed, Thu 9:45 a.m.-1:45 p.m.
5 sessions Apr 26-May 5 \$496

This capstone course synthesizes skills learned in the Web Site Development and Design Certificate, culminating in the creation of a large-scale Internet project. Students create a Web site using Web graphics and JavaScript. The focus is on creating a Web site that works with all browsers, all screen sizes and various bandwidths. Traffic development is explored, including effective use of search engines, meta tags, newsgroups and point-to-point linking. Students learn how to analyze the effectiveness of a Web site and look at the development of the Web as a marketing tool. Additional topics include banner advertising, world of impressions, click-through, portals and virtual communities.

Prerequisites: Advanced HTML, JavaScript, Photoshop, Dreamweaver and Flash.

ADVANCED MACROMEDIA FLASH WORKSHOP

MS-40561 Izolda Maksym
Tue, Thu 6:30-9:30 p.m.
4 sessions Mar 23-Apr 1 \$330

This course builds on the Flash Workshop and adds the following topics: action script, advanced animation, action panel, control frames, assigning scripts to buttons, movie clip event handlers, drag and drop, dynamic text, controlling sound, text and cursor movement. Other topics are covered as interest and time permit.

Prerequisite: Macromedia Flash Workshop.

ACTIVE SERVER PAGES (ASP)

MS-40611 Staff
Mon, Wed 6:30-9:30 p.m.
6 sessions Feb 23-Mar 10 \$578

Active Server Pages (ASP) is a scripting tool that offers a way of programming dynamic Web sites. ASP is an easy way to control content – with the flexibility to handle complex professional commercial sites – utilizing components, objects and databases. Topics covered include: ASP language fundamentals, server- and client-side scripting, ASP object model, cookies, error handling, scripting objects, record sets and ActiveX Data Objects (ADO) object model.

Prerequisite: Introduction to JavaScript.

FUNDAMENTALS OF XML

MS-40661 Staff
Mon, Wed 6:30-9:30 p.m.
6 sessions Mar 15-31 \$496

HTML is the foundation of the Web as a publishing medium. It has made content accessible but real information is still often buried. In contrast, Extensible Markup Language (XML) is focused on document structure rather than formatting. XML enhances the information in documents. XML is used to make documents smarter, sim-

plify Web automation and integrate applications within or between corporations. Upon completion of this course students understand XML's benefits and drawbacks, where to deploy XML in applications and the impact of emerging technologies. The course is intended for Web developers seeking an introduction to XML and its applications.

Prerequisite: Advanced HTML, JavaScript.

GRAPHIC DESIGN COURSES

BASIC GRAPHIC DESIGN AND ADOBE PHOTOSHOP

MS-60111 Sally Rosenberg
Mon, Wed, Fri 9:45 a.m.-1:45 p.m.
14 sessions Feb 2-Mar 10 \$1199
(No classes Feb 16, 18 and 20)

Adobe Photoshop is a powerful design tool used to create and manipulate graphics for print, Web and multimedia and is the industry standard in a wide range of graphic design fields. This hands-on course introduces students to the major features of Photoshop, including image editing and manipulation, digital image creation from photographs, repair and enhancement of images, basic layering, photo retouching, color correction and combination and collage images. Students are also introduced to digital design and graphic preparation for the Web. The second half of this course covers a range of advanced topics.

Prerequisite: PC Basics and Internet Skills or equivalent.

HAVE A SUGGESTION FOR A NEW COURSE?

Call us at (516) 463-5993
or e-mail us at
ucce@hofstra.edu

**CERTIFICATE:
GRAPHIC DESIGN**

CAREER OPPORTUNITIES

*Graphic Designer, Web Designer,
Computer Artist, Desktop
Publisher*

Graphic design is a blending of art and technology. This program provides in-depth coverage of the aesthetic and technical issues required to successfully navigate the premier software packages, including Photoshop, Illustrator and Quark. In addition, the capstone course integrates your knowledge of all of these programs enabling you to create a high-tech graphics portfolio tailored to your specific interests and needs.

PROGRAM BENEFITS:

- Convenient daytime schedule.
- Complete certificate in one semester.
- Supportive and comfortable environment for learning new skills.
- Hands-on experience with the leading graphic design software.

Certificate requirements:

- Five required courses.

Admission requirements:

- Knowledge of PC environment.

Required courses:

- Basic Graphic Design
- Adobe Photoshop
- QuarkXPress
- Adobe Illustrator
- Capstone Course in Graphic Design

ADOBE ILLUSTRATOR

MS-60311 Sally Rosenberg
Mon, Wed, Fri 9:45 a.m.-1:45 p.m.
10 sessions Mar 15-Apr 5 \$857

Adobe Illustrator is the graphics application favored by professionals to create high-quality digital designs. Graphic designers, Web designers, illustrators and desktop publishers use this application to create logos and other original drawings. Illustrator is particularly useful for creating personalized, private and corporate images that require a high degree of precision. This hands-on course introduces students to the major features and tools of Illustrator including basic digital graphic design. Additional topics include charts, advanced use of gradients, path tools, advanced digital graphic design and projects in Illustrator.

Prerequisite: PC Basics and Internet Skills or equivalent.

QUARKXPRESS

MS-60211 Sally Rosenberg
Mon, Wed, Fri 9:45 a.m.-1:45 p.m.
10 sessions Apr 12-May 3 \$857

Learn QuarkXPress, the industry standard page layout program, to create a broad range of effective print and page design. This hands-on course begins with the basics of setting up a document, and then moves quickly to creating page elements and learning to use various tools, emphasizing the principles of page layout and design. Topics include: scanning and placing photos, text formatting issues, color, incorporating digital graphics, understanding fonts, multipage and bleed documents, and printing to both black and white and color printers. The second half of this course covers a range of advanced topics.

Prerequisite: PC Basics and Internet Skills or equivalent.

CAPSTONE COURSE IN GRAPHIC DESIGN

MS-60411 Sally Rosenberg
Mon, Wed, Fri 9:45 a.m.-1:45 p.m.
5 sessions May 5-14 \$428

Learn to think "outside the box" and put into action the skills acquired from courses in Photoshop, Illustrator and Quark. Reinforce and apply design fundamentals. Produce portfolio projects from concept through creation based on individual career goals.

Prerequisite: Photoshop, Illustrator, and QuarkXPress.

3D COMPUTER ANIMATION

INTRODUCTION TO 3D COMPUTER ANIMATION-PART I

MS-72101 Staff
Sat 9 a.m.-1 p.m.
6 sessions Feb 7-Mar 13 \$595

Learn the secrets behind the magic of *Shrek*, *Toy Story*, and *Monsters Inc.* Using 3D Studio Max, this course shows the basics behind 3D computer animation. Students have the opportunity to create, animate and develop the understanding of what makes up the many computer generated feature films, TV commercials and video games of today.

INTRODUCTION 3D COMPUTER ANIMATION-PART 2

MS-72201 Staff
Sat 9 a.m.-1 p.m.
6 sessions Mar 20-May 1 \$595

(No class Apr 10)

Students further develop the techniques of 3D computer animation using 3D Studio Max. Focus on texture map creation, lighting and modeling. This course shows students how to take their computer design skills to the next level for print work, broadcast, Web site development, video game design or personal home video creation.

Prerequisite: Introduction to Computer Animation.

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For further Information:
Call:(516) 463-7300
E-mail:uccecomputers@hofstra.edu

PROGRAMMING LANGUAGES

INTRODUCTION TO VISUAL BASIC .NET

MS-30611 Anthony DeLouise
Tue, Thu 6:30-9:30 p.m.
8 sessions Feb 3-26 \$673

Visual Basic (VB) is an event-driven, object-oriented programming language that simplifies the creation of Windows applications. Students create custom applications using the VB environment in this hands-on course. 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, as well as object linking and embedding.

Prerequisite: Experience with a programming language.

ADVANCED VISUAL BASIC .NET

MS-30811 Anthony DeLouise
Tue, Thu 6:30-9:30 p.m.
6 sessions Mar 2-18 \$505

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. Alternative design implementations are discussed. Topics include data analysis and database design, SQL, user interface design, designing menu and push button interfaces, using VB Data Control, using Basic code in place of Data Control, interfacing with foreign databases (e.g., xBase, etc.) and creating database reports.

Prerequisite: Introduction to Visual Basic.

INTRODUCTION TO C++ PROGRAMMING

MS-30511 Staff
Mon 6:30-9:30 p.m.
8 sessions Feb 2-Mar 29 \$673

(No class Feb 16)

This course facilitates the transition from procedural to object-oriented programming. Topics include objects, classes, inheritance, overloading, virtual functions, files, streams, class libraries and software design using object-oriented programming in C++.

Prerequisite: Introduction to C Programming or equivalent.

ADVANCED C++ PROGRAMMING

MS-30711 Staff
Mon 6:30-9:30 p.m.
6 sessions Apr 12-May 17 \$505

This course builds on the material covered in Introduction to C++ Programming. Topics include inheritance, polymorphism, virtual base classes, templates and additional abstract data types, including stacks, queues and trees.

Prerequisite: Introduction to C++ Programming.

CERTIFICATE: OBJECT-ORIENTED PROGRAMMING

CAREER OPPORTUNITIES *Programmer, Analyst*

This certificate is awarded upon successful completion of an eight-course curriculum leading to proficiency in current object-oriented programming languages. Students should possess a thorough knowledge of PC operations and usage before considering this certificate program. Some computer programming experience is required. This certificate is highly recommended for mainframe and COBOL professionals retraining and upgrading skills.

Attention High School Students:

Are you preparing for the AP Exam in Computer Science? Take our C++ courses and learn the language at the level of a professional programmer. Call for more information. (Note: Minimum age is 14.)

PROGRAM BENEFITS:

- Make the transition from procedural to object-oriented programming.
- Complete certificate in one year.
- Supportive and comfortable environment for learning new skills.

Certificate requirements:

- Eight required courses.

Admission requirements:

- Some programming knowledge is helpful.

Required courses:

- Introduction to C++ Programming
- Advanced C++ Programming
- Introduction to Java Programming
- Advanced Java Programming
- Introduction to C# Programming
- Advanced C# Programming
- Introduction to Visual Basic.NET
- Advanced Visual Basic.NET

INTRODUCTION TO JAVA PROGRAMMING

MS-31611 Thomas Paul
Wed 6:30-9:30 p.m.
8 sessions Feb 4-Mar 24 \$673

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

Prerequisite: Advanced C++ Programming or Advanced Visual Basic.

ADVANCED JAVA PROGRAMMING

MS-31811 Thomas Paul
Wed 6:30-9:30 p.m.
6 sessions Mar 31-May 5 \$505

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. Other topics include JavaBeans, servlets and distributed computing.

Prerequisite: Introduction to Java.

INTRODUCTION TO C# PROGRAMMING

MS-30211 Thomas Paul
Mon 6:30-9:30 p.m.
8 sessions Feb 2-Mar 29 \$673

(No class Feb 16)

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: Advanced C# Programming or Advanced JavaScript.

ADVANCED C# PROGRAMMING

MS-30411 Thomas Paul
Mon 6:30-9:30 p.m.
6 sessions Apr 12-May 17 \$505

This course expands on the material presented in Introduction to C# Programming. 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.

MICROSOFT DATABASE DESIGN COURSES

INTRODUCTION TO RELATIONAL DATABASE SYSTEMS AND DATABASE DESIGN

MS-52011 Michael Devlin
Tue, Thu 6:30-9:30 p.m.
4 sessions Jan 29-Feb 10 \$330

The efficient management of data requires the use of a relational database management system (RDBMS). This hands-on introduction to this valuable business tool covers the following topics: 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.

Prerequisite: PC Basics and Internet Skills or equivalent.

CERTIFICATE: MICROSOFT DATABASE DESIGN

CAREER OPPORTUNITY:

Database Administrator (SQL Server/Access)

Relational databases are essential for data storage, access and report generation and are indispensable for managing large quantities of data. Trains students in the theory and practice of database management systems. Learn how to design and implement a database, as well as how to program a user interface, maintain data integrity and generate appropriate reports. Systems studied include both the SQL Server and Access databases.

- Complete certificate in two semesters.
- Learn the most powerful tools in corporate software.
- Hands-on experience with the leading database systems.

Certificate Requirements:

Eight required courses.

Admission Requirements:

Knowledge of PC environment.

Required Courses:

- Introduction to Relational Database Management Systems
- SQL Programming
- Introduction to Microsoft Access for Windows
- Advanced Applications of Microsoft Access for Windows
- Introduction to Microsoft SQL Server
- Advanced Microsoft SQL Server
- Introduction to Visual Basic.NET (see page 84)
- Advanced Visual Basic.NET (see page 84).

SQL PROGRAMMING

MS-51411 Michael Devlin
 Tue, Thu 6:30-9:30 p.m.
 7 sessions Feb 12-Mar 4 \$578

Structured Query Language (SQL) is the native programming language of all relational database management systems. This hands-on course covers 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) are covered. Other topics include querying single/multiple rows and columns, subselects, correlated subselects, inner and outer joins, unions, functions, expressions, data processing and more. An overview of report processing with SQL is presented.

Prerequisite: Introduction to Relational Database Systems and Database Design.

INTRODUCTION TO MICROSOFT SQL SERVER

MS-53111 Anthony DeLouise
 Tue, Thu 6:30-9:30 p.m.
 7 sessions Mar 23-Apr 15 \$578

(No class Apr 6)

Microsoft SQL Server is the fastest growing database management system today. This introductory course starts by describing the SQL Server architecture. Followed by an SQL refresher discussion then turns to the management of files and databases, including determining resource requirements and the planning and implementation of security and database permissions. The class performs and automates administrative tasks and creates custom administrative tools. Other topics include backup and restore databases strategies, monitoring and optimizing SQL Server performance and transferring and migrating data into databases.

Prerequisite: SQL Programming.

ADVANCED MICROSOFT SQL SERVER

MS-53211 Anthony DeLouise
 Tue, Thu 6:30-9:30 p.m.
 5 sessions Apr 20-May 4 \$444

This course builds on Introduction to Microsoft SQL Server by covering the following topics: 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

MS-14011 Michael Devlin
 Tue, Thu 6:30-9:30 p.m.
 5 sessions Mar 9-23 \$337

Topics include: identifying database concepts and their application in the Access environment; working in the 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: SQL Programming.

ADVANCED APPLICATIONS OF MICROSOFT ACCESS

MS-14211 Michael Devlin
 Tue, Thu 6:30-9:30 p.m.
 4 sessions Mar 25-Apr 8 \$330

(No class Apr 6)

Topics include querying a database; creating, running and printing results of queries; sorting data in a query; using comparison operators; joining tables and using computing fields in a query. Other topics include maintaining a database, designing forms, tables and report generation, creating validation rules, updating tables containing validation rules, and creating and using indexes.

Prerequisite: Introduction to Microsoft Access for Windows.

ORACLE CERTIFICATION

INTRODUCTION TO ORACLE 9i: SQL

MS-55101 Staff
 Tue, Thu 6:30-9:30 p.m.
 12 sessions Feb 3-Mar 11 \$1,695

This course offers students an extensive introduction to data server technology. The class covers both relational and object relational databases as well as the powerful SQL programming language. Students learn, create and maintain database objects and to store, retrieve and manipulate data. Students learn to retrieve data using advanced techniques such as ROLLUP, CUBE, set operators and hierarchical retrieval. They also learn to write SQL and SQL*Plus script files to generate report-like output using the SQL*Plus tool. Demonstrations and hands-on practice reinforce the fundamental concepts. This course prepares students to take the 1Z0-007 exam. Tuition includes Oracle certified books and materials.

Prerequisite: PC Basics or equivalent.

ORACLE 9i DATABASE: FUNDAMENTALS I

MS-55201 Staff
 Tue, Thu 6:30 p.m.-9:30 p.m.
 12 sessions Mar 16-Apr 27 \$1,695

(No class Apr 6)

This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic database administrative tasks. Students gain a conceptual understanding of the Oracle9i database architecture and how the architectural structures work and interact with one another. Students also learn how to create an operational database and properly manage the various structures in an effective and efficient manner in order to have a well-designed and operational database. Topics are reinforced with structured hands-on practices. This course prepares you for the 1Z0-031 exam.

Prerequisite: Intro to Oracle9i: SQL.



ORACLE 9i DATABASE: FUNDAMENTALS 2

MS-56101 Staff
Mon, Wed 6:30-9:30 p.m.
12 sessions Feb 2-Mar 15 \$1,695
(No class Feb 16)

This course gives the Oracle database administrator (DBA) a firm foundation in fundamental database administrative tasks. Students learn about loading and transporting for databases, and the utilities used to perform these activities. Students are also introduced to networking concepts and configuration parameters, as well as how to solve some common network problems. In hands-on exercises, students configure network parameters so that database clients and tools can communicate with the Oracle database server. This course also addresses backup and recovery techniques, and examines various backup, failure, restore and recovery scenarios. Students also examine backup methodologies based on business requirements in a mission critical enterprise. Students use multiple strategies and Oracle Recovery Manager to perform backups, and restore and recovery operations. This course includes two interactive workshops that provide participants with the opportunity to walk through numerous real-world networking, backup and recovery case studies. Prepares students to take the Oracle (1Z0-032) exam.

Prerequisite: Oracle 9i Database: Fundamentals 1.

ORACLE 9i DATABASE: PERFORMANCE TUNING

MS-56201 Staff
Mon, Wed 6:30-9:30 p.m.
12 sessions Mar 15-Apr 26 \$1,695
(No class Apr 5)

This course introduces participants to the importance of good initial database design, and the method used to tune a production Oracle9i database. The focus is on database and instance tuning rather than specific operating system performance issues. Participants gain practical experience tuning an Oracle database. Using the available Oracle tools, participants also learn how to recognize, troubleshoot and resolve common performance related problems in administering an Oracle database. The class includes a one-day interactive workshop that provides participants with real-world experience including problem diagnosis and performance enhancement. This class prepares students to take the 1Z1-033 exam.

Prerequisite: Oracle9i Database: Fundamentals 2.



CERTIFICATES: ORACLE 9i CERTIFIED ASSOCIATE/ORACLE 9i CERTIFIED PROFESSIONAL

CAREER OPPORTUNITIES
Oracle Database Administrator

Affordable Oracle! Get the industry-coveted Oracle Certified Professional certification. Each course is a preparation for a specific Oracle-administered certification exam. Complete the first two courses and exams to receive Oracle Certified Associate (OCA) designation. Complete the second two courses and exams to receive Oracle Certified Professional (OCP) designation. This is a highly valued credential in the corporate marketplace and is becoming a prerequisite for employment as a database administrator.

PROGRAM BENEFITS:

- All courses use Oracle-certified books and materials (included with tuition)
- Complete certificate in nine months.
- Prepares students for Oracle-administered certification exams and Oracle certification.
- Hands-on experience with the leading corporate database system.
- High success rate in passing Oracle certification exams.

Certificate requirements:
Two required courses (OCA),
Four required courses (OCP).

Admission requirements:
PC Basics or equivalent.

Required courses:

Oracle 9i Certified Associate:

- Introduction to Oracle 9i: SQL
- Oracle 9i Database: Fundamentals I

Oracle 9i Certified Professional:

- Oracle 9i Database: Fundamentals 2
- Oracle 9i Database: Performance and Tuning



PROJECT MANAGEMENT AND IMPLEMENTATION

PROJECT MANAGEMENT

MS-80101 Staff
Tue, Thu 6:30-9:30 p.m.
10 sessions Feb 3-Mar 4 \$663

This course is for anyone who is a project manager, who has been promoted to a project/program management position, is thinking of seeking such a position or simply wants to learn how to manage his/her own workload and time more efficiently. With a curriculum based on the Project Management Institute's (PMI) "Project Management Body of Knowledge" (PMBOK), this course covers the project management processes and phases of the project/program lifecycle with anecdotal discussion and examples added to help in understanding the applicability of the tools and techniques. The course covers: introduction to project management; project management processes; the project plan; and management of project scope, time, cost, quality, human resources, communications, risk, procurement and contracts/contractors.

Prerequisites: Basic PC skills, knowledge of Microsoft Excel.

MICROSOFT EXCEL FOR PROJECT MANAGERS

MS-80201 Staff
Tue, Thu 6:30-9:30 p.m.
2 sessions Mar 9-11 \$133

Microsoft Excel can be used to create interactive reporting tools that are valuable to project managers, their executives and customers. This hands-on course covers many Excel basics and how they can be applied to managing projects. Students create sample project documents (including project status reports, Gantt charts and meeting minute templates) to reinforce what they have learned.

Prerequisite: Project Management.



MICROSOFT PROJECT

MS-80301 Staff
Tue, Thu 6:30-9:30 p.m.
3 sessions Mar 16-23 \$199

Microsoft Project is one of the most commonly used project management tools for planning moderately sized projects and multi-project programs. This hands-on course is designed to teach students how to create project plan components using Microsoft Project as well as how to monitor progress during the course of a project. While working on class assignments, students learn various charting and reporting tools, how to display the critical path and how to link multiple projects together to make a program plan.

Prerequisite: Microsoft Excel for Project Managers.

CERTIFICATE: PROJECT MANAGEMENT AND IMPLEMENTATION

CAREER OPPORTUNITIES

Project Manager, Program Manager

There is a significant lack of technical personnel who have formal training in project/program management. For this certificate, students learn the tools and techniques of good project management, program management and general work management and then apply these techniques to an actual project.

PROGRAM BENEFITS:

- Complete certificate in one semester.
- Learn how to manage workloads more effectively.
- Become familiar with "knowledge areas" of the Project Management Institute's PMBOK (Project Management Body of Knowledge) – a minimum requirement for obtaining certification as a Project Management Professional (PMP).
- Practice learned skills in a controlled class environment by implementing a project.

Certificate requirements:

- Four required courses.

Admission requirements:

- Basic knowledge of Microsoft Excel. Students need not have prior project management or programming experience.

Required courses:

- Project Management
- Microsoft Excel for Project Managers
- Microsoft Project
- Capstone Course in Project Management and Implementation

Advanced courses:

- Controlling Project Risk and Cost
- Mastering the Project Portfolio
- Introduction to Six Sigma

Can we help? Call (516) 463-5993.

CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

MS-80401 Staff
Tue, Thu 6:30-9:30 p.m.
6 sessions Mar 25-Apr 15 \$398

(No class Apr 6)

Put into action the skills learned in the previous three courses. As part of a project team, students develop a plan for a provided five-week project and then work toward this plan. Teams provide an update to "management" in each class based on their project plan and the team's progress. At the end of the course, each team formally presents the project deliverables they produced.

Prerequisite: Microsoft Project.

CONTROLLING PROJECT RISKS AND COSTS

MS-80501 Staff
Mon, Wed 6:30-9:30 p.m.
5 sessions Feb 23-Mar 8 \$375

Two important aspects of project management are cost and risk management. Any failure to manage risks can result in a project that is behind schedule, over budget, or end up in litigation. Almost every project has limited resources (people, money, facilities, equipment) and the successful project manager must achieve the desired results within these constraints. This course also provides experience using the Earned Value technique of managing project progress. It is increasingly becoming more popular as an effective tool for measuring project progress.

MASTERING THE PROJECT PORTFOLIO

MS-80601 Staff
Mon, Wed 6:30-9:30 p.m.
5 sessions Mar 22-Apr 7 \$375

(No class Apr 5)

Are the lack of resources and focus taking your mission-critical project off-track? Project schedules continually slipping? It happens all too often when your organization must constantly pursue new ideas and opportunities to maintain its competitive edge. Take control by managing your projects as the high-stakes portfolio they are. This course gives you an industry-proven approach to making sure that you are investing in the right projects, giving those projects the right resources, and getting them completed at the right time.

INTRODUCTION TO SIX SIGMA

MS-80701 Staff
Mon 6:30-9:30 p.m.
3 sessions Apr 19-May 3 \$275

Six Sigma is a business mind-set that has helped many companies get to the root causes of why processes are inefficient. Employing process improvement and statistical tools Six Sigma is driven by customer requirements and actual business data. Result of Six Sigma cross-functional team methodology may include a reduction in the expenses and increase in customer satisfaction. At the end of this course, students possess an understanding of how Six Sigma differs from past quality programs, what tools and techniques Six Sigma employs and how these can be used in most business and personal situations.

TELECOMMUNICATIONS REGULATION, POLICY AND LAW

MS-80751 Staff
Fri 9 a.m.-5 p.m.
1 session Feb 27 \$350

This course explores the relationships between the development of the telecommunications industry, national growth and its impact on telecommunications policy issues, and national policy making organizations. Included is a discussion of the major regulatory issues, which impact both the telecommunications industry and industrial commerce as well. Also discussed are the options and opportunities afforded by recent regulatory and policy decisions. The prime focus is on regulatory policies and practices in the United States. Some attention is paid to international regulatory bodies such as the ITU and WARC since these have influence on the overseas operations of many domestic corporations.

CORPORATE DISCOUNTS

A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses. Call Business Studies Director Colleen Slattery at (516) 463-7800 for further information.

HAVE A SUGGESTION FOR A NEW COURSE?

Call us at (516) 463-5993 or e-mail us at ucce@hofstra.edu

ADDITIONAL PROGRAMS

CERTIFICATE: NETWORK SECURITY

This certificate is designed for network administrators, technical support personnel and power users who want to gain a solid background in the issues and protocols of network security.

Required courses:

- Local Area Networks
- Network Security
- Wireless Networks
- Network Troubleshooting

CERTIFICATE: GEOGRAPHIC INFORMATION SYSTEMS

Geographic Information Systems (GIS) are an interdisciplinary technology which offer numerous possibilities for the creation, analysis and reporting of locational information. For instance, such systems are used in management of urban facilities, transportation systems, manufacturing and retailing locations, crime data, and zoning plans. GIS helps managers, planners, and policy-makers in an increasing number of ways. The certificate in Geographic Information Systems at Hofstra provides individuals who need to utilize this technology in their professional lives with the skills to acquire, process, analyze and appropriately display geographic data. These courses provide a comprehensive introduction to the

principles, concepts, applications and technologies of GIS.

Required courses:

- Introduction to Geographic Information Systems
- Intermediate Geographic Information Systems

CERTIFICATE: NETWORK ADMINISTRATION (NOVELL CNA/CNE)

These courses are for students interested in obtaining Novell CAN or CNE certification. In order to earn CNA certification, students must take the Netware 5.1 Administration course and pass the associated Novell exam. Additional classes are needed to obtain CNE certification.

Required courses:

- Netware 5.1 Administration
- Netware 5.1 Advanced Administration

INTERCONNECTING CISCO NETWORK DEVICES

This course provides preparation for Cisco Certified Network Associate (CCNA) exam. Network equipment such as repeaters, bridges, hubs, switches and routers are studied comprehensively through lectures and hands-on lab exercises.

Students passing the associated Cisco exam (640-607) earn CCNA certification.

ONLINE COMPUTER COURSES

Whether you are a busy professional who needs just-in-time learning or you simply prefer taking courses at your own convenience, we have the course for you! This set of online courses, taught entirely **via e-mail**, allows students to maintain separate personal schedules, request information and lessons, and ask questions 24 hours a day! Each online course is four to six weeks in length. Students receive their lessons and exercises via e-mail, and have direct contact with their instructor in the same format.

Students must have the following system setup: a computer capable of handling e-mail with attachments, Microsoft Office, and a lot of time to practice course material. Modem baud rate, RAM and hard disk capacity requirements are determined by individual software applications. Students should have experience in e-mail and be able to send and receive e-mail with attachments.

All classes are taught by Harvey Singer. The tuition is exclusive of software and computers.

If you have any further questions about our online computer courses, or simply wish to register, please call (516) 463-7800.

SPRING 2004 ONLINE OFFERINGS:

- | | |
|---------|--|
| BS19001 | Online Basic/Intermediate Microsoft Word / \$114 |
| BS19011 | Online Advanced Microsoft Word / \$114 |
| BS19021 | Online Microsoft Excel / \$114 |
| BS19031 | Online Advanced Microsoft Excel / \$114 |
| BS19041 | Online Microsoft Access / \$114 |
| BS19051 | Online Microsoft PowerPoint / \$114 |

For full course descriptions, visit www.hofstra.edu/ucceonlinecourses

RESOURCES FOR THE BUSINESS COMMUNITY

The center serves the community by providing workshops, seminars, programs, facilities and training for individual projects related to economic development. Various services and resources are offered that provide opportunities for economic growth and job creation for Long Island and the metropolitan region. Among the services and resources offered are:

Center for Entrepreneurship

Join us and explore the opportunities of starting and expanding your own business. Workshops provide the basic skills required to operate and grow a successful business. Training and counseling enable participants to complete a business plan. A Certificate in Entrepreneurship may be earned by completing the following three components:

(1) Workshops

- Successful Entrepreneurship
- Setting Goals: Self-Discovery
- Business Plan Preparation
- Personnel and Operations Management
- Advertising/Presentations
- Appropriate Technology Selection
- Insurance/Legal
- Sales/Networking
- Online Market Research
- Recordkeeping
- Taxes
- Marketing Plan Development
- Financial Management/Excel

(2) Mentoring

(Business Participation)

One-on-one counseling with business owners who share their expertise and experience as entrepreneurs.

(3) Submission of a Business Plan

Workshops begin March 15 and end May 26 and meet on Monday and Wednesday from 6:30 to 9:30 p.m. Fee of \$495 includes manual and all materials (installments available).

**FREE INFORMATION SESSION
THURSDAY, FEBRUARY 26 AT 6 P.M.**



Ivy Singletary, owner of Celebrations Boutique, Inc., East Meadow, NY graduated from the Entrepreneurship Program.

Business Seminars

Presentation of the complete event including topic, speaker, facility, mailing, database, catering, administrative support, moderator and analysis of evaluations.

Economic Report

Newsletter written bimonthly by Dr. Irwin Kellner, Hofstra University's Augustus B. Weller Distinguished Chair of Economics and chief economist for CBS MarketWatch and North Fork Bancorporation. This newsletter discusses topics of current interest, including the economic outlook.

Facilities Rental

Large and small conference rooms are available and accommodate 10 to 150 people.

Market Research and Polling

Custom market research surveys provide data and analysis for products/services: behavior and attitudes concerning shopping/recreation/transportation and more. Business and consumer profiles, market studies and strategic plans developed.

Video Conferencing Facility

Communicate both nationally and globally while remaining on Long Island. Participate in meetings and seminars; market your services and products to other locations.

For additional information, please contact Judith Tyne, Assistant Dean, at (516) 463-6333 or visit our Web site at www.hofstra.edu/bdc.

CERTIFICATE PROGRAM REQUIREMENTS

CERTIFICATE PROGRAM REQUIREMENTS

CERTIFICATE PROGRAMS ARE FEATURED THROUGHOUT THIS *BULLETIN*. THE FOLLOWING REQUIREMENTS APPLY ONLY TO THESE PROGRAMS:

Business Uses of Computers

Deaf Studies

Graphic Design

Higher Education Preparation

Leadership and Management Essentials (LME)

Legal Nurse Consultant

Microsoft Database Design

Object-Oriented Programming

Oracle 9i Certified Associate

Oracle 9i Certified Professional

Paralegal Studies

Project Management and Implementation

Web Site Development and Design

CERTIFICATE PROGRAM TERMS

- Program requirements listed in the *Bulletin* that at the time the first course is taken toward the certificate apply for all future courses applied to that certificate program are in effect when the first course is taken remain in effect for all future courses in this certificate.
- Program administrators may authorize substitutions of specified courses in certain situations (maximum of one course substitution for a four-course certificate program; two course substitutions for more than four-course certificate program).
- All courses to be applied to a given certificate program must be completed with a passing grade. Students must achieve at least a C average. See individual course descriptions for details.
- Certificate programs must be completed within a period of three academic years, or according to specific program requirements. See individual course descriptions for details.
- Regular class attendance is required in order for a course to be applied to a certificate program.
- Courses taken only at Hofstra's University College may be applied to a certificate program at University College. No transfer work or waiver of the total number of courses required is permitted.
- A course can only be applied toward one certificate.
- In rare situations, more than one certificate may be issued to an individual in a given semester.
- To receive a certificate, students must submit a request in writing to the University College Registration Office or complete the online request form within one year of program completion.
- Approval for exception to any of the above requirements must be obtained in advance and in writing. Please consult the department through which your certificate program is offered.

Note: Students meeting the admission requirements are welcome to take any certificate course without participating in a certificate program.

* Students enrolled in certificate programs that require undergraduate or graduate credit courses follow a different set of guidelines.

GENERAL INFORMATION

CLASSROOM LOCATIONS:

You will receive a blue and gold registration confirmation one to two weeks after registration. Classroom locations are usually indicated on your registration confirmation. Buildings are shown on the campus map on the inside front cover. If you do not know your classroom location or meeting place prior to the first day of class, call (516) 463-5993 during office hours.

PARKING PERMITS:

Parking permits must be obtained from the Hofstra Information Center (corner of California Avenue and Hempstead Turnpike). Park only in those areas designated for students. Parking is encouraged on the North Campus. South Campus parking prior to 5 p.m. on weekdays is extremely limited. Hofstra's parking rules are strictly enforced. For additional information call the Hofstra Information Center at (516) 463-6606.

LIBRARY PRIVILEGES:

Each semester University College students have the option of obtaining special library privileges allowing them to borrow books from Hofstra's Axinn Library. Simply register for LS-94021 Library. The fee is \$25 per semester, which entitles students to many of the same library privileges as Hofstra's credit students (except interlibrary loan and CD-ROM usage). Students accept responsibility for all late fines. Students with overdue books lose library privileges until books are returned and fines paid. University College students who want to use library materials without taking them out continue to have free access, except at those times when the Library is not open to the public. Call the Axinn Library at (516) 463-5952.

CANCELLATIONS AND CHANGES:

University College reserves the right to cancel any class, change class schedules, divide a class or change instructors if necessary. Students receive a full refund for any course for which they have enrolled that is canceled by University College (University College Passport holders see column three).

TUITION CREDITS AND REFUNDS:

If you enroll in a course and then find you cannot attend, you may ask us to retain your tuition and use it as a credit for one year for another course in the current or next semester. If you choose a credit, the full tuition (without deductions) is applied to your new course. You must request a tuition credit in writing or by fax before the third class meeting or, for short courses, one working day before the class begins. If you prefer a refund, charges will be deducted as indicated under Refunds.

WITHDRAWALS:

Any student may officially withdraw from a course in person, by mail or by fax. All withdrawal requests must be in writing. Ceasing to attend a class does not constitute official withdrawal, nor does notification of withdrawal by telephone.

REFUNDS:

All refunds are contingent upon date of written notification arriving in our offices at University College Hall. You can guarantee arrival of your letter on the appropriate date by faxing your request during business hours, Monday-Friday. University College's fax number is (516) 463-4833.

- Tuition is refunded in the form in which it was paid, e.g., posted to your credit card account if you originally paid in that fashion. An \$15 processing fee per course is deducted from the refund.
- **FULL-TUITION REFUND:** A full-tuition refund (less a \$15 processing fee) is granted for most courses when a written withdrawal note is received at University College offices at least two business days before the first class meeting. Trip courses utilizing van or bus transportation and courses involving the preorder of admission tickets or other special supplies require that written notification of withdrawal be received at University College offices no later than 10 business days prior to the first class.

- **PARTIAL REFUND:** Beyond two business days after the first class, a partial refund is available for courses that run four sessions or more. For course codes beginning with L, M or X, written withdrawal must be received at University College offices no later than the second scheduled class meeting. For course codes beginning with B, written withdrawal must be received before the third class meeting or lesson. In the cases listed above, 30 percent of tuition is deducted from the refund, plus the cost of special materials.

OTHER REFUNDS:

Legal Studies Certificate Programs:

Upon receipt of withdrawal requests prior to the end of the first week of classes, the University will refund all tuition and fees (less the non-refundable \$35 application fee, the \$350 tuition deposit, and the cost of any books or special materials). Thereafter, refunds will be made as follows:

- Prior to the end of the second week of classes, 70 percent.
- Prior to the end of the third week of classes, 50 percent.
- Beginning the fourth week of classes, no refunds.

Summer Camps:

Call (516) 463-CAMP for details.

Test Preparation Programs:

- Hofstra Test Preparation: Students should call Judith Reed at (516) 463-7600. University College withdrawal policies apply.
- Princeton Review: Students must contact the Princeton Review offices at (631) 271-3400.

University College Passports:

Passport holders may add or drop up to four (4) courses as they wish. Because all these courses are considered "free," there are no additional payments for added courses and no refunds for dropped or canceled courses. Please call (516) 463-7600 if you decide to add or drop a course.

GENERAL INFORMATION

CONTINUING EDUCATION UNITS (CEUs):

The Continuing Education Unit is a uniform and nationally accepted unit of measurement applicable to noncredit continuing education. One CEU is given for every 10 contact hours of participation.

IN-SERVICE CREDIT:

Participants desiring in-service credit must make arrangements with their individual school districts, libraries or employers. University College will provide verification upon request.

FINANCIAL AID:

University College makes a number of financial aid options available to students. For further information, contact Rosanne Martinez at (516) 463-4869.

EXCLUSION FROM UNIVERSITY COLLEGE:

University College reserves the right to exclude any student at any time for conduct regarded by University College as undesirable or disruptive without assigning any other reason. In such a case, a prorated refund will be issued. It is understood and agreed that neither Hofstra University, University College, nor any of its officers, faculty or affiliated instructors shall be held liable in any way for such exclusion. An appeals procedure is available. Contact University College at (516) 463-5013.

TAX DEDUCTION:

Please check with the Internal Revenue Service or your tax advisor for regulations regarding tuition tax deductions.

ATTENTION VETERANS:

Various programs have been approved by the Department of Veterans Affairs for tuition reimbursement to eligible veterans. Call 1-888-GI-BILL-1 (1-888-442-4551) or visit www.gibill.va.gov/education for information. Hofstra University does not guarantee reimbursements and urges veterans to check course approvals.

WEATHER EMERGENCY:

University College may cancel courses due to a weather emergency even when Hofstra University remains open. Therefore, you must call University College offices at (516) 463-5993, Public Safety at (516) 463-6606 or Hofstra's Weather Hotline at (516) 463-SNOW to obtain accurate information.

REGISTRATION INFORMATION

PROCEDURES

You may register by Internet, telephone, fax, mail or in person. For registration discount eligibility, see page 95. To request placement in a wheelchair-accessible classroom, students must call the Registrar at (516) 463-5993 at least seven days prior to the start of class.

TO REGISTER

ONLINE:

Make your course request online by utilizing UCCE's Shopping Cart. Visit our Web site at www.hofstra.edu/ucce, select an eligible course, provide your contact and credit card information, and a registration confirmation will be e-mailed to you typically within one business day. Alternatively, you can download a registration form from our Web site, which you can mail to us.

BY TELEPHONE:

If you wish, you may register using a major credit card by calling (516) 463-5993. Please have your credit card number and expiration date available when calling. Also have available the priority code listed on the registration form.

BY FAX:

Simply complete the registration form as described below; indicate your credit card number and expiration date. University College's fax number is (516) 463-4833.

BY MAIL:

Complete a separate registration form for each person planning to take courses. Registration forms are provided. Photocopies are acceptable if more are needed. Print legibly in pen. Please include a daytime phone number and/or e-mail address so that we can inform you of any last-minute cancellations or changes in course scheduling. Be certain to include the correct course code number for each course. An incorrect course number code results in enrollment in the wrong course. Include any applicable discount(s) in calculating the amount due. You may pay by check made payable to Hofstra University, or by major credit card. Cardholder's name, address and telephone number must be provided if different from student. Credit card number and expiration date must be indicated on the registration form. The full amount is due at the time of registration. Cut the

registration form along the dotted line and mail with full payment to: University College, 250 Hofstra University, Hempstead, New York 11549-2500.

IN PERSON:

At University College Offices: During regular business hours, Monday-Friday, or in the evening, Monday-Thursday, until 7:45 p.m. Please bring check, money order or credit card as University College does not accept cash. University College offices are located on the North Campus at University College Hall. (Refer to campus map on the inside front cover.)

CREDIT CARDS:

University College accepts American Express, Visa and MasterCard.

Can we help? Call (516) 463-5993.

REGISTRATION CONFIRMATION:

You will receive a blue and gold computerized confirmation one to two weeks after registration, which will list your courses, tuition, payment and classroom location(s). If you register early, the room location(s) may not appear. In such cases, you will be contacted by University College to notify you of the location. If you registered late, call (516) 463-5993 (weekdays) for classroom location(s). Bring your confirmation to the first class session.

CONTACT BY E-MAIL:

Course confirmations, class information, room changes, instructor's messages, etc. can reach you more readily by e-mail. Please provide your e-mail address in the space provided on the registration form.

HOFSTRA GIFT CERTIFICATES:

A University College course is a truly unique gift for any time of the year – holidays, birthdays, graduations or anniversaries. When choosing to make a gift of a University College course, do either of the following:

- (1) Designate the course (by code and title) and send a check or credit card information for the full amount; or
- (2) Fill in the amount you would like to give toward a gift course, allowing the recipient to decide on a specific course.

Gift certificates may be applied toward those courses offered during spring, summer and fall semesters. Order gift certificates by calling (516) 463-5017. If you wish to give several gifts, simply duplicate the form for each recipient. Upon receipt of your order, we will mail the recipient a gift certificate.

UNIVERSITY COLLEGE PASSPORT:

Pay \$99 for the University College Passport and receive up to four (4) Passport courses, free library privileges and free course withdrawal privileges. No other discounts apply. To receive your Passport, register for US-94001, and list the Passport courses you wish to take. Use as many registration forms as needed. See pages 4-5 for the list of eligible courses.

University College reserves the right to cancel any Passport course. If you enroll in a course that is subsequently canceled, simply make an additional selection from the dozens of Passport courses offered. In the event that you do not wish to select another Passport course, you will be issued a letter of credit for any Passport course in the following year; there are no refunds for Passport courses. See page 93 for refund policy.

PAYMENT

Payment in full is due at the time of registration. You may pay by check, money order or credit card. A \$25 processing fee is charged for checks that are not accepted by banks or for incomplete payment of tuition by the first day of class. Students whose tuition is paid by their employers are responsible for paying tuition before the first day of class unless the registration is accompanied by a purchase order.

TITLE IX:

Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, marital status, age, national or ethnic origin, or physical or mental disability 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 Director of Environmental Safety in the Plant Department (516) 463-6622 is the individual 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 (516) 463-6976.

DISCOUNT ELIGIBILITY

All discounts must be applied for at the time of registration. General Discounts described below do not apply to credit certificates, Legal Studies*, Professional Engineering*, Summer Camps*, University College Passports, trip courses utilizing van or bus transportation, or courses involving the preorder of admission tickets or other materials.

Only one discount may be taken per course. (*Special discounts apply for these programs)

GENERAL DISCOUNTS:

1. Hofstra alumni, senior citizens, Hofstra matriculated students, Hofstra part-time employees and adjuncts, and spouses and children of Hofstra full-time employees: \$5 discount for each course above \$100; \$10 discount for each course above \$300.

2. Hofstra faculty and staff:

Full-time faculty and staff may take work-related courses without charge on a seat-available basis except when tuition includes special expenses. Requests should be submitted in writing by your department head to the Office of the Executive Director of University College. Full-time faculty and staff may take nonwork-related courses at twice the discount rates listed in General Discount No. 1 above.

CORPORATE DISCOUNTS

Organizations enrolling multiple individuals in a combination of programs or courses may be eligible for a corporate discount. Call Colleen Slattery at (516) 463-7800 for more information.

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