

**UNIVERSITY COLLEGE FOR CONTINUING EDUCATION**  
250 Hofstra University  
Hempstead, NY 11549-2500  
Phone: (516) 463-5993  
Fax: (516) 463-4833  
E-mail: ucce@hofstra.edu  
Web site: www.hofstra.edu/ucce

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## HIGHLIGHTS FOR FALL 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 fall 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](http://www.hofstra.edu/ucce).

### STAY IN TOUCH WITH UCCE

We invite you to explore our new and improved Web site. View the most up-to-date details on our course offerings, seminars, special events and information sessions. Remember, you can save time by registering online for most classes.

Keep in touch with what's new and exciting at UCCE by visiting our Web site often and also by subscribing to our free UCCE e-Newsletter.

[www.hofstra.edu/ucce](http://www.hofstra.edu/ucce)



**NEW**

**THE TENTH ANNUAL PETER E. HERMAN PRIZE LECTURE**

see page 7.

**YOGA TEACHER TRAINING CERTIFICATE PROGRAM**

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**CREATE YOUR OWN MOVIE**

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**ACTING UP: IMAGINATION THROUGH IMPROV**

see page 80.

**NEW**

LOOK FOR THIS SYMBOL THROUGHOUT THIS BULLETIN. IT IDENTIFIES NEW COURSES AND PROGRAMS FOR FALL 2004.

**...A CHOICE THAT CAN CHANGE YOUR LIFE!**

# University College Passport

**AN OPPORTUNITY TO DESIGN YOUR OWN CURRICULUM AND SAVE MONEY!**

**PASSPORT**

Interested in exploring various spheres of interest? Then take advantage of the University College Passport that enables you to register for specially designated Passport courses for a discounted tuition! Each Passport course is designated by a symbol near the course description; not all are on Sunday. The course description lists the Passport value, some count as more than one Passport. 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.

You can register for three courses for \$84 or four courses for \$99 (to receive the maximum savings). When you register, indicate that you want a Passport, course code UF-94001, indicate either \$84 or \$99 for the tuition, then select your courses. Register by telephone (516) 463-5993; further registration information on page 86.

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# PROFESSIONALS AND EXECUTIVES IN RETIREMENT (PEIR)

RF-94111.	Single Membership	\$412 annual fee
RF-94121.	Husband/Wife Membership	\$752 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. In today's world, an increasing amount of attention is 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.

PEIR members may attend some Hofstra University concerts, exhibits and lectures at a significant discount or free; utilize the recreational facilities; and enjoy most library privileges. PEIR members do not pay course registration fees. There is an additional charge for use of the pool at the Swim Center.

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



# Arts, Culture and Leisure

## Can we help?

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



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## ARTS AND CULTURE

### FINE ARTS

#### NEW HORIZONS MUSIC PROGRAM

LF-58011 Franklin Verbsky 12 sessions \$199  
 Thu Sept 23-Dec 16 7:30-10 p.m.  
 (No class Nov 25)

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.

*Bio: F. Verbsky, music director and conductor.*

**THE TENTH ANNUAL PETER E. HERMAN PRIZE LECTURE  
UNBUNDLING MARRIAGE: INTERPRETING THE LEGAL AND  
CULTURAL CHANGES IN FAMILY STRUCTURE**

LF-92091 J.Herbie DiFonzo 1 session Free  
Wed Oct 13 11:30 a.m.-12:30 p.m.

In 1994 Peter E. Herman, seeking a way to support the study of literature, endowed Hofstra's University College for Continuing Education with funds to conduct a 10-year competition open to all University faculty, staff and administrators. We are pleased to announce that the winner of the tenth and final Peter E. Herman Prize for Literary Excellence is at Hofstra University.

Marriage was once defined simply as "one man and one woman united in law for life." But now marriage is emerging as a "bundle" of legal benefits and burdens. The history of domestic relations has produced a cornucopia of family arrangements, and the yield shows no signs of diminishing. At the same time, our yearning for a halcyon past has led many to the erroneous belief that the family formation consisting of two parents and the children of their "til-death-do-they-part" union is the only culturally authentic and "traditional" one. But as 21st century families are exploring new contours, the legal system is equally awash with new concepts of marital and non-marital relationships.

This lecture surveys the contested terrain of family formation today, and suggests that further development will largely be a product of the coming disaggregation of the elements that constitute the state-sanctioned marriage. Marriage is being reformulated in response to a variety of social pressures: from same-sex couples seeking admission; from heterosexual couples seeking to customize their marriages; and from states, municipalities, and private groups crafting alternative versions of marriage-like partnerships. The lecture concludes that marriage is being reshaped into a fluid and multi-factored form, ultimately more responsive to the needs of an ever-more diverse population.

Professor DiFonzo's interests include family law, juvenile justice, torts, comparative law and legal history. From 1995-2003, he served as Director of Hofstra Law School's Criminal Justice Clinic. Following law school graduation, he was selected to serve as an Attorney General's Honors Law Graduate at the United States Department of Justice. He had 17 years of law practice before becoming a full-time professor, including terms as an Assistant U.S. Attorney in the District of Columbia and in the Eastern District of Virginia. He then practiced as a litigator in the areas of criminal defense, family law, professional malpractice and appeals. In all, he conducted more than 30 jury trials and several dozen appeals.



Before joining the Hofstra faculty, Professor DiFonzo taught at the Washington College of Law at American University and at the Chicago-Kent College of Law. He has published broadly on the intersection of family law and juvenile justice. His widely acclaimed book, *Beneath the Fault Line: The Popular and Legal Culture of Divorce in Twentieth-Century America*, was published by the

University Press of Virginia in 1997. His most recent articles include *Unbundling Marriage*; *Legislating in the Shadow of Nature*; *Toward a Unified Field Theory of the Family*; and *Parental Responsibility for Juvenile Crime*. In his spare time, he sings in a choir and plays as much piano and basketball as he can.

**ART MARATHON: GREATS OF AMERICAN ART**

LF-52261 Franklin Hill Perrell 1 session \$118  
Sat Nov 6 10 a.m.-4 p.m.  
(Includes lunch)

This marathon is dedicated to providing you with the knowledge to help develop your appreciation of the greats in American art. Those selected are widely regarded as among the most essential. We begin with the Hudson River Painters (Cole Cropsey and Church), then move on to Realism and Winslow Homer, Stanford White and Louis Comfort Tiffany. From there we look at The Eight and the Ashcan School (Henri, Sloan, Glackens) and the Stieglitz Group of American moderns (O'Keeffe, Dove, Hartley and Marin). Next we examine the era of the W.P.A. and regionalism that gave us Benton, Marsh, Hopper, Davis, Shahan and Soyer. In the New York school, we review the work of Pollock, de Kooning and Gottlieb. Finally we end with Pop Art (Warhol, Lichtenstein, Stella, Oldenberg and Johns). The purpose is to gain enough familiarity with the artists' styles and major works that you will have no trouble differentiating their works in the museums, and a sense of their artistic identities for purposes of conversation.

Bio: F. Perrell, curator, Nassau County Museum of Art.

**HOW TO LISTEN TO OPERA: Aida**

LF-51221 Robert Firpo-Cappiello 1 session \$35  
Sun Oct 17 10 a.m.-Noon  
(Counts as 1 passport)

**PASSPORT**

Where can you find the world's greatest love stories? The first superheroes? A who's who of saints, sinners, gods and monsters? You find them all, and more, on the opera stage. This lively lecture/demonstration class strips away the misconcep-

## ARTS, CULTURE AND LEISURE

tions to introduce you to the stories, the characters and the music that have gripped audiences for centuries. Join us for a spirited session that begins with a brief history and appreciation of opera, from its roots in Renaissance Florence through the 20th century, then introduces listeners to Giuseppe Verdi's masterpiece *Aida*. A combination of lecture, piano demonstration, recorded excerpts and printed materials take you deep into Verdi's romantic tragedy, which will be performed by the Metropolitan Opera in November and December.

*Note: Class does not include performance.*

*Bio: R. Firpo-Cappiello, composer and Emmy Award nominee.*

### HOW TO LISTEN TO CLASSICAL MUSIC:

**NEW**

#### HAYDN'S SYMPHONY NO. 103

LF-51231 Robert Firpo-Cappiello 1 session \$35  
Sun Oct 17 1-3 p.m.

(Counts as 1 passport)

**PASSPORT**

Who's afraid of classical music? This lecture/demonstration prepares participants for a trip to the concert hall by introducing the music of Haydn, the father of the symphony orchestra and one of the most entertaining and accessible composers of the classical era. Emmy-nominated composer Robert Firpo-Cappiello offers a brief history of orchestral music and a lively analysis and appreciation, including lecture, piano demonstra-

tion, recorded excerpts and printed materials, of Haydn's Symphony No. 103, which will be performed by the New York Philharmonic in December.

*Note: Class does not include performance.*

*Bio: R. Firpo-Cappiello, composer and Emmy Award nominee.*

## STUDIO ARTS

### DRAWING FUNDAMENTALS

LF-53201 Judy Cooperman 8 sessions \$235  
Sat Oct 16-Dec 11 1:30-3:30 p.m.

(No class Nov 27)

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 beginner as well as intermediate can be accommodated.*

*Bio: J. Cooperman, M.F.A.*

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

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.

### GEORGE BERNARD SHAW

LF-59151 1 session \$35  
Sun Nov 7 1:30-3:30 p.m.

(Counts as 1 passport)

At this session examine George Bernard Shaw, a crusader for the hearts and minds of men and women. His plays are filled with wit and wisdom. Scenes performed from *Saint Joan*, *Candida*, *Misalliance* and from a tribute to Shaw from Sean O'Casey.

**PASSPORT**

### TENNESSEE WILLIAMS

LF-59091 1 session \$35  
Sun Nov 14 1:30-3:30 p.m.

(Counts as 1 passport)

At this session explore the great playwright and poet of the American Theater. The human condition was at the heart of everything he wrote. Scenes selected from *The Glass Menagerie*, *A Streetcar Named Desire* and *Summer and Smoke*.

**PASSPORT**

### AUGUST WILSON

LF-59231 1 session \$35  
Sun Nov 21 11:30-3:30 p.m.

(Counts as 1 passport)

At this session August Wilson, whose play *Gem of the Ocean* will be seen this season on Broadway, is the subject. 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*.

**PASSPORT**



**PAINTING THE STILL LIFE**

LF-53171 Alice Melzer 8 sessions \$242  
Sun Oct 17-Dec 12 10 a.m.-1 p.m.

(No class Nov 28)

There is great beauty inherent in even the most ordinary objects. But while the still life appears to be a simple matter, it is not. There is a wide range of stylistic perspectives from which to choose, thereby giving great play to the artist's imagination. In this studio workshop we experiment with such issues as selecting a subject, arrangement, background and foreground, and lighting in order to reveal the essence of an object and to make our relationship to it evident to the viewer. As you will see, the still life is a matter of making the ordinary extraordinary.

**PAINTING ON SILK**

**NEW**

LF-53311 Bettina Marks 6 sessions \$250  
Thu Oct 7-Nov 11 7:30-9:30 p.m.

Experience color in its purist form when painting on white silk. Using techniques from the ancient Chinese and Japanese you combine contemporary styling to create unique works of art. Through the use of traditional Japanese bamboo brushes you apply special dyes to create patterns and forms. In each session, you learn new techniques that challenge you to grow artistically. Hand painting on silk has industrial applications, but here we use the technique to experiment with color, shape and brush strokes.

Bio: B. Marks, designer.

**PAINT LIKE THE OLD MASTERS**

**NEW**

LF-53291 Katalin Papp 8 sessions \$235  
Sat Oct 16-Dec 11 10 a.m.-Noon

(No class Nov 27)

Looking to try a different style of painting? Why not pay tribute to the Old Masters that you admire by emulating their painting techniques. Each master has a pallet of colors that make his or her paintings immediately recognizable; think of Gauguin or Lautrec. In this class the instructor demonstrates different color pallets such as Rembrandt, Titian, and Veronese while discussing their work. Participants apply these techniques to oil paint in the style of the chosen master.

Bio: K. Papp, artist; owner of Papp Gallery.

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

LF-53011 Eric Kubinyak 10 sessions \$380  
Thu Sept 30-Dec 9 7-10 p.m.

(No class Nov 25)

(Glazing material and kiln firings included;clay is extra.)

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 cre-

ative 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.*

**PRINTMAKING WITH LINOLEUM RELIEF**

**NEW**

LF-53281 Stephanie Navon Jacobson 5 sessions \$250  
Sun Oct 24-Dec 12 10 a.m.-1 p.m.

(No classes Oct 31,Nov 7 and 28)

In this introductory course you learn a variety of printmaking techniques using linoleum. Using safe, non-toxic water-base inks we create by hand dynamic, interesting prints progressing from simple to complicated patterns. Start with one color and work up to experimenting with multiple colors, as well as using different kinds of paper. Creativity is encouraged in a relaxed, supportive atmosphere. This course is appropriate for anyone, from beginners with little artistic ability to those with experience in printmaking, painting or drawing. Paper is available for purchase from the instructor.

Bio: S. Navon Jacobson, M.F.A.

**JAPANESE BRUSH PAINTING**

LF-53141 Janice Loecher 6 sessions \$99  
Sat Oct 16-Nov 20 11 a.m.-1 p.m.

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. Young adults welcome.

**ARTIST'S GATHERING**

**NEW**

LF-53081 Kate O'Grady 6 sessions \$45  
Tue Oct 5-Nov 9 8-9:30 p.m.

Do you often struggle to find time for your artwork? Would you like to meet fellow artists committed to doing their passions? These weekly sessions are dedicated to bringing like-minded people together. In this non-critiqued group, participants exchange ideas on balancing outside responsibilities, such as work and family, with producing artwork, and share resources to support the arts. Each week you set artistic goals, depending on your needs, and come ready next time to report on your progress. Artists of ALL disciplines (performing, visual, literary, dance and movement) and levels (first time, emerging and mid-career) are encouraged to attend!

Bio: K.O'Grady, M.S.

# ARTS, CULTURE AND LEISURE

## PHOTOGRAPHY

### PHOTOGRAPHY STUDIO: BLACK AND WHITE FOR BEGINNER TO INTERMEDIATE

LF-54101 Steve Gravano 11 sessions \$415  
Fri Sept 24-Dec 10 6:45-9:45 p.m.

(No class Nov 26)

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 films; 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.*

### ADVANCED BLACK AND WHITE PHOTOGRAPHY

LF-54121 Steve Gravano 11 sessions \$415  
Sun Sept 26-Dec 12 10 a.m.-1 p.m.

(No class Nov 28)

At last, a photo studio workshop designed for advanced students. Figure and ground relationships are explored, as well as working with available light and tailoring black and white film to meet individual shooting requirements. Advanced printing techniques for toning and solarizing prints are also a focus. With these techniques as part of their repertoire, serious photographers can push their creativity to new limits on both the emotional and intellectual levels.

*Prerequisite: LF-54101 Photography Studio: Black and White for Beginner to Intermediate.*

**HAVE A SUGGESTION FOR  
A NEW COURSE?**

**CALL US AT (516) 463-5993 OR  
E-MAIL US AT UCCE@HOFSTRA.EDU**

### INTRODUCTION TO DIGITAL PHOTOGRAPHY

LF-54201 Sue Murphy 8 sessions \$265  
Tue Oct 12-Nov 30 7:30-9:30 p.m.

Digital photography offers great potential to amateur and serious photographers. This course uncovers techniques for transforming digital photographic images and creating high-tech fine art images and printouts through the use of computers. Students solve visual and technical problems in digital photography and develop their creativity through various photo editing programs, critiques and evaluations. Students learn the basics of artistic and digital vocabulary, develop skills to evaluate their own work as well as the work of others, and explore the role of the viewer in the creative process. Students assemble images using a computer, employ technology into original images, capture and edit images, and develop slide shows.

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

*Limited enrollment.*

### CREATIVE PHOTOSHOP

**NEW**

LF-54241 Judy Cooperman 8 sessions \$375  
Sat Oct 16-Dec 11 9:30 a.m.-12:30 p.m.

(No class Nov 27)

Designed for those who want to be creative through the medium of Photoshop, this course deepens your understanding and use of this software as an art form. In addition to being a powerful editing tool, Photoshop can be used to construct original images. Each week, participants learn the tools of Photoshop, using the computer as a medium to create art. Topics such as compositing and making collages, using filters, painting and drawing tools, and turning color images into black and white and then hand painting, are covered.

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

*Prerequisite: Knowledge of computers and basic Photoshop or similar software.*

*Bio: J.Cooperman,M.F.A.*

## LITERATURE

### AN APPRECIATION OF WILLA CATHER

**NEW**

LF-55231 Pearl Steinberg 10 sessions \$215  
Fri Oct 8-Dec 17 10 a.m.-Noon

(No class Nov 26)

Willia Cather's novels deserve a second look. She writes of women from past generations with such insight and empathy that we not only get a terrific story, but a new understanding of the history of our country. She loved and appreciated women artists in all fields of endeavor, and one of her books was based on the life of an opera singer. Her women characters were not content to play the role assigned to them by the mores of the period, which often brought them to despair and heartbreak. Some of the books we cover are *The Song of the Lark*, *A Lost Lady* and *My Mortal Enemy*.

*Bio: P. Steinberg,storyteller.*

**JANE AUSTEN'S EMMA**

LF-55491 Robert Keane 1 session \$35  
Sun Oct 17 1:30-3:30 p.m.

**PASSPORT**

(Counts as 1 passport)

“Handsome, clever, and rich” Emma Woodhouse is secure and single at age 21, and enjoying arranging the lives of friends and acquaintances. Convinced of her own vision of life, she plays matchmaker in the lives of others for what she deems their own benefit – until she almost misses the love of her life. Emma is close in character to her creator, and her clueless interference forms the plot of this witty novel of youthful self-assurance gone wrong.

Bio: R. Keane, Ph.D.

**THE PROSTITUTE IN VICTORIAN**

**LITERATURE AND LIFE**

LF-55501 Robert Keane 1 session \$35  
Sun Oct 31 1:30-3:30 p.m.

**NEW**

**PASSPORT**

(Counts as 1 passport)

Prostitution played a key part in Victorian life and the arts. Street women were the victims of poverty and loose morals – their fate was sealed – suicide or starvation on the streets. Authors such as Dickens, Gaskell, and D. G. Rossetti contrasted the doom of the prostitute with the domestic security of the proper woman. Reality suggests many prostitutes moved in and out of the immoral role – offering their bodies when work was not to be had, and giving up prostitution when times were better. This dichotomy is considered from contemporary, factual reports in contrast to literary and artistic portrayals by major writers of the day.

Bio: R. Keane, Ph.D.

**BABE RUTH: A SECOND LOOK AT**

**THE GREAT BAMBINO**

LF-55511 Robert Keane 1 session \$35  
Sun Nov 14 1:30-3:30 p.m.

**NEW**

**PASSPORT**

(Counts as 1 passport)

I knew Babe Ruth. Now I am editing a book of essays on the Bambino. Every year players and fans either hope to invoke the Curse of the Bambino or put it to rest. What is this famous Curse? Babe's career on and off the field is one of success and excess. From a boyhood on the streets of Baltimore and life in a charity school, Babe was suddenly projected into a life of fame. This course presents the man and the myth along with comments on how baseball was played then and now.

Bio: R. Keane, Ph.D.

**INTERESTED IN PARENT CLASSES?  
SEE OUR SATURDAY CLASSES FOR  
YOUNG PEOPLE  
SECTION ON PAGE 80-81.**

**THE LOST YEARS OF KEROUAC IN QUEENS AND LONG ISLAND**

LF-59401 Patrick Fenton 1 session \$35  
Sun Oct 17 1:30-3:30 p.m.

**PASSPORT**

(Counts as 1 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 there 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.

**DOSTOYEVSKY AND ANTI-SEMITISM IN THE**

**SUMMER AT BADEN BADEN**

LF-55111 Azary Messerer 1 session \$35  
Sun Oct 31 1-3 p.m.

**PASSPORT**

(Counts as 1 passport)

*Summer at Baden Baden* by Leonid Tyspkin addresses the enigma of the Jews' love of Dostoyevsky in the face of his vaunted anti-Semitism while drawing parallels between the renowned novelist and the self-hating converted Jew. The novel was published 20 years after it was smuggled out of the former Soviet Union by Azary Messerer, who was then a radio journalist. The discussion of the novel is in the context of Jewish life in post-World War II Soviet Russia, the instructor's friendship with the author, and his adventures as a literary smuggler and refusenik.

Bio: A. Messerer, Ph.D.

**SOCIETY AND CIVILIZATION**

**CIVIL WAR PORTRAITS**

LF-56241 E.A. (Bud) Livingston 4 sessions \$80  
Mon Nov 1-22 6:45-8:30 p.m.

The leaders on both sides of the Civil War were individuals acting under extraordinary circumstances. For each side, men were in positions of military leadership while experiencing their own intellectual and moral struggles with the war. Join us for a fascinating insight into the major players and their roles for the Confederacy: Jefferson Davis, Robert E. Lee, Thomas J. (Stonewall) Jackson, James Longstreet, Braxton Bragg, Jeb Stuart, Joseph Johnston and John Bell Hood; and for the Union: Abraham Lincoln, William H. Seward, George B. McClellan, Ulysses S. Grant, William T. Sherman, Phil Sheridan and George Thomas. Other figures, no less notable, and their roles are also explored.

## ARTS, CULTURE AND LEISURE

### AMERICAN JEWRY AND THE CIVIL WAR

**PASSPORT**

LF-56221 E.A. (Bud) Livingston 1 session \$35  
Sun Oct 17 1-3 p.m.

(Counts as 1 passport)

Here is a fascinating and rarely told tale about the 6,000 Jewish Americans who fought for the Union and the 1,500 who fought for the Confederacy. It is a story rich in vignettes that includes a general, two senators, a cabinet member, President Lincoln's chiropodist, financiers, Medal of Honor winners, the man who bought Monticello, the Southern woman whose portrait is on a U.S. postage stamp and many other strange and interesting characters, facts and stories about Jewish-American participation during the Civil War era.

### NEW YORK CITY AND BROOKLYN DURING THE CIVIL WAR

LF-56231 E.A.(Bud) Livingston 1 session \$35  
Sun Oct 24 1-3 p.m.

(Counts as 1 passport)

**PASSPORT**

During the Civil War, New York City and Brooklyn were America's first and third largest cities, respectively. At that time in New York City, the mayor wanted to secede, a murderer became a war hero, the deadliest riot in American history occurred. Brooklyn was home to an infamous prisoner-of-war camp, a clergyman who sold slaves at his church and a special ship that changed naval warfare forever. Join us to learn more about a fascinating time in New York's history.

### A MEDICAL HISTORY OF THE CIVIL WAR

**NEW**

LF-56271 Alfred Jay Bollet 1 session \$35  
Sun Oct 17 10 am-Noon

(Counts as 1 passport)

**PASSPORT**

The medical history of the Civil War is a subject of considerable importance in part because two-thirds of the 620,000 deaths during the war were due to disease. Excellent records from the time illustrate the nature of medicine, major diseases and surgical experiences of the era just before the discoveries of bacteriology. Learn about the effects of malnutrition, uses of anesthesia and other developments still used today by all armies. Discuss the controversy about amputations and the innovative development of huge hospitals, including the unprecedented role of women.

Bio:A. J.Bollet , M.D., retired professor of medicine; author, *Civil War Medicine, Challenges and Triumphs*.

## HISTORY BUFFS!

Take advantage of our Civil War package. Take three Civil War courses for the special price of just \$90.

### JUST WAR THEORY

**NEW**

LF-57161 John J.Lutz 1 session \$35  
Sun Oct 24 1:30-3:30 p.m.

(Counts as 1 passport)

**PASSPORT**

Is there such a thing as a just war? What would Thomas Aquinas think about the current state of world affairs? Here, we explore the fundamental criteria governing decisions to go to war, as well as the moral limitations that should be applied to the way they are fought. Several specific case studies are examined in order to illustrate the practical application of just war criteria.

Bio:J.Lutz,Ph.D.

## 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 four plays that can provide clues to the solution of our contemporary dilemmas: *Prometheus Bound* by Aeschylus, *Oedipus at Colonus* by Sophocles, and *Hippolytus* and *Bacchae* both by Euripides.

### GREEK DRAMA: PROMETHEUS BOUND

**PASSPORT**

LF-59551 1 session \$35  
Sun Oct 17 11 a.m.-1 p.m.

(Counts as 1 passport)

### GREEK DRAMA: OEDIPUS AT COLONUS

**PASSPORT**

LF-59561 1 session \$35  
Sun Nov 7 11 a.m.-1 p.m.

(Counts as 1 passport)

### GREEK DRAMA: HIPPOLYTUS

**PASSPORT**

LF-59571 1 session \$35  
Sun 11 a.m.-1 p.m. Nov 14

(Counts as 1 passport)

### GREEK DRAMA: BACCHAE

**PASSPORT**

LF-59581 1 session \$35  
Sun 11 a.m.-1 p.m. Nov 21

(Counts as 1 passport)

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

UCCE

**LOVE, SEXUALITY AND THE HUMAN IMAGINATION**

NEW

LF-57201 John J.Lutz 1 session \$35  
Sun Nov 7 1:30-3:30 p.m.

(Counts as 1 passport)

PASSPORT

Love and sex always beguile the human imagination. This topic, which is timeless, can be viewed through the many lenses of cultural mores. Beginning with a brief look at selections from Plato's *Symposium* and *Phaedrus*, this session examines the nature of love and desire in relation to the human imagination.

Bio: J.J. Lutz, Ph.D.

**DISCOVER YOUR PAST: A GENEALOGY WORKSHOP**

LF-59161 Nolan Altman 1 session \$35  
Sun Nov 21 1:30-3:30 p.m.

(Counts as 1 passport)

PASSPORT

Do you think you might be related to royalty? What if Jesse James was really great-great-uncle Jesse? Using actual historical documents and photos from a family history to illustrate the instructor's own search, this course provides you with step-by-step basic information needed to start researching your own family tree. Topics include vital records, census reports, passenger records, specialty records such as Holocaust references and how to use the Internet in genealogical searches. Participants receive handouts to start organizing their family histories.

## WRITING AND COMMUNICATION

### WRITING

**SHORT STORY WRITING**

NEW

LF-61281 Joseph Levens 6 sessions \$225  
Tue Oct 5-Nov 9 8:15-10 p.m.

This course explores concepts in writing contemporary literary fiction. Emphasis is on the craft of drafting and editing short stories, as well as short shorts and novellas. Paths leading to publication in literary and commercial journals are also discussed. Participants share stories they write, and can benefit from classmates' comments. The class is intended for intermediate and advanced writers. However, beginners with a strong desire to learn and improve are certainly welcome.

Bio: J. Levens, editor, *The Summerset Review*.

**PUNCH IT OUT – PUNCH IT UP!**

NEW

LF-61291 Janice Levy 6 sessions \$225  
Wed Oct 13-Nov 17 8-10 p.m.

I think I can ... I think I can ... of course you can! Always wanted to write but never have? Got something "ripe" that needs "seasoning"? Learn the do-wha-diddies of dialog, stir the plot pot, take your characters to lunch. Through "fearless creativity" and free-writing exercises, we rub the sleep from our eyes and wake up our inner writer. F. Scott Fitzgerald said, "all good writing is swimming under water and holding your breath." Grab those unfinished stories from your drawer.

Make the plunge. We take the "t" out of "can't."

Bio: J. Levy, award winning author.

**FINDING STORIES FOR CREATIVE WRITING**

LF-61171 Sandra Mardenfeld 6 sessions \$225  
Sat Oct 16-Nov 20 10 a.m.-Noon

Ever wonder how to find a story, personal or fiction, and target it for publication? This workshop helps you begin that process. You explore story ideas you find interesting and learn how to develop them. Through in-class and take-home exercises, you explore characters, develop story structures and learn how to use your short stories and personal essays. Class covers writing techniques such as fiction narration, description and dialogue in order to create works that are personal and compelling. Practical advice about the writers' marketplace and how to submit proposals to agents and publishers are also covered.

Bio: S. Mardenfeld, freelance writer and editor.

**THE ART OF POETRY**

LF-61261 Aaron Shapiro 4 sessions \$90  
Sun Oct 17-Nov 7 1-2:30 p.m.

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 you have any previous experience with poetry or not, this workshop provides new perspectives on this ancient and often misunderstood art. Though you are not obligated to share your work, we write and discuss poems each session. 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.

### NEW COURSES, PROGRAMS AND EVENTS ...

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ARTS, CULTURE AND LEISURE

# ARTS, CULTURE AND LEISURE

## WRITERS' WORKSHOP

NEW

LF-61271 Sandra Mardenfeld 6 sessions \$225  
Sat Oct 16-Nov 20 12:30-2 p.m.

Ever long for a place to go where other writers like yourself discuss the art of writing and evaluate the group's latest work? Yet, you are afraid of those pretentious writing groups? This workshop helps you rework all those short stories, poems, personal essays or articles you do not know what to do with. Each week, participants bring in their work, nonfiction or fiction, to be read and evaluated in a non-threatening, congenial atmosphere. The class shows you how to evaluate work and suggest editing techniques. Additionally, it offers writing exercises to stimulate your imagination and how-to-get-published hints for those polished pieces.

Bio: S. Mardenfeld, freelance writer and editor.

## SAVE THE DATE!

21st Annual Children's Literature Conference  
Saturday, April 2, 2005  
Co-sponsored by the Society of Children's Book  
Writers and Illustrators (SCBWI)

## SEE THE WORLD: BECOME A TRAVEL WRITER

LF-61231 Sandra Mardenfeld 3 sessions \$98  
Sun Nov 21-Dec 12 1-3:30 p.m.  
(No class Nov 28)

Imagine visiting all the exotic places you have dreamed of seeing and then writing fascinating articles about your trip. Becoming a travel writer is easier than you think. In this three-session class, students learn how to uncover great story ideas, how to conduct interviews, what format travel articles take and how to market their work to travel magazines and newspapers. Through in-class exercises and outside assignments, each student has the opportunity to finish and polish at least two pieces for submission.

Bio: S. Mardenfeld, freelance writer and editor.

## STORYTELLING AS PERSONAL HISTORY

NEW

LF-65611 Kate O'Grady 6 sessions \$135  
Sat Oct 16-Dec 4 10-11:30 a.m.  
(No classes Nov 13 and 27)

Do you love telling stories? The type of stories we tell shape our perceptions – who we are and how we view others and the world we live in. In this workshop we explore the power of a story by learning basic storytelling techniques, then using these techniques to construct and tell your own personal stories. Here, the method of exploration is performance, which becomes an integration of your words, thoughts, and body. No experience is necessary. Come ready to have fun; this is a non-critique-based workshop.

Bio: K. O'Grady, M.S.

## THE STRUCTURE OF ENGLISH: PRACTICAL GRAMMAR

LF-64161 Silvia Montemurro 10 sessions \$268  
Thu Sept 23-Dec 2 6:20-8:10 p.m.

(No class Nov 25)

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.

See also:

*Basic Screenwriting, page 15*

## PUBLISHING

### GETTING PUBLISHED: THE TIME HAS COME

LF-62151 Leonard S. Bernstein 6 sessions \$225  
Tue Oct 5-Nov 9 7-9 p.m.

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, complete articles and stories, submit them to publications, 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.

Bio: L. S. Bernstein, author, *Getting Published*.

### THE LEGAL ASPECTS OF PUBLISHING, PART 2:

#### DEFAMATION, LIBEL, TRADEMARKS AND THE FIRST AMENDMENT

LF-62111 Karen Zubin 1 session \$35  
Sun Nov 14 1-4 p.m.

(Counts as 1 passport)

**PASSPORT**

Does the First Amendment give you the right to publish what you want? This course provides a nonlegal overview of some key legal issues that affect book publishers. We discuss how defamation, libel and invasion of privacy provide guidance and restrictions in determining what is published and examine issues of breach of the author/publisher contract. Also discussed are copyrights and trademarks, how to claim protection by filing, using the correct notices, the fair use exception, infringement and damages, as well as new technologies, e-books, royalties paid and reversion of rights.

Bio: K. Zubin, J.D.

**MODERN LANGUAGES**

**MEDICAL SPANISH**

LF-66211 Carol Barnett 10 sessions \$180  
 Mon Oct 4-Dec 13 6:20-7:40 p.m.

(No class Oct 11)

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.*

**SURVIVAL SPANISH**

LF-66201 Patricia Lopez 8 sessions \$148  
 Thu Sept 30-Nov 18 7-8:30 p.m.

This course is designed for those who need to know the Spanish language for their careers, travel or personal growth. Taught in a style that is fun and 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!

*Note: Textbook required.*

**FILM, TELEVISION AND ACTING**

**BASIC SCREENWRITING**

LF-61141 Robert Martorana 8 sessions \$230  
 Sat Oct 16-Dec 11 10 a.m.-Noon

(No class Nov 27)

The film industry has a constant craving for fresh new ideas; indeed, there has never been a better time for the aspiring screenwriter. In this intensive 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.

*Bio: R. Martorana, screenwriter.*

**HOLLYWOOD FILM SCHOOL:**

**A CRASH COURSE FOR INDEPENDENT FILMMAKERS, PRODUCERS, DIRECTORS AND WRITERS**

LF-65001 Dov Simens 2 sessions \$400  
 Sat, Sun Oct 9-10 9 a.m.-6 p.m.

LF-65002 Dov Simens 2 sessions \$400  
 Sat, Sun Dec 11-12 9 a.m.-6 p.m.

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 know how to make any feature film with budgets ranging from \$5,000 to \$5 million. Topics include producing, writing, talent, guilds and unions, financing, deal making, directing, cameras, shooting, editing, marketing, festivals, distributing and negotiating, as well as digital filmmaking and Web distribution. Participants (high school and older) receive a producer's diploma, graduation certificate and filmmakers' workbook.

*Note: Class is held in Manhattan.*

**COMEDY WORKSHOP COURSE**

**NEW**

LF-65541 Peggy Boyce 7 sessions \$250  
 Sat Oct 16-Dec 4 11 a.m.-1 p.m.

(No class Nov 27)

Turning your life experiences into comedy routines can give you a sense of empowerment and a new perspective on life. This course gives you the foundation and tools necessary to develop comedy routines. Topics include: comedy genres as established by notable comedians and their political/historical implications; formulas necessary to establish a personal routine (setup/punch, comparisons, similes, observations, mimicking, list making, callbacks and sarcasm); comedy choices (political humor, impressions, character, or music); how to explore and determine your comedic style; overcoming stage fright; learning memorization techniques; and how to get started in the industry. Students have the opportunity to develop their own five-minute personal routine.

*Bio: P. Boyce, comedy performer; executive producer, Ladies of Laughter.*

## ARTS, CULTURE AND LEISURE

### YOU'RE ON THE AIR!

LF-65501 Dan Levine 1 session \$59  
 Sat Nov 20 3-5:30 p.m.

Voice-over work is hot today! Here you can learn about an exciting new way to get around the competition from famous actors and actually turn voice-overs into a thriving full- or part-time business. In this session we discuss the voice-over business as a whole, the numerous opportunities, the income potential, and the important "demo" tape and ways to have it produced. Participants step up to a mic and practice recording, and, best of all, hear their results.

*Bio: D. Levine, music producer and Tony Award nominee.*

### HOW TO BREAK INTO RADIO AND TELEVISION COMMERCIAL VOICE-OVERS

LF-65511 Ron Millkie 2 sessions \$225  
 Sat,Sun Dec 4-5 Noon-6 p.m.

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 do not 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.

*Bio: R. Millkie, acting coach; co-author, You Don't Have to Be Beautiful to Be a Model.*

### MAKING IT IN SOAP OPERAS, TELEVISION COMMERCIALS AND FILM

LF-65601 Ron Millkie 2 sessions \$225  
 Sat,Sun Oct 16-17 Noon-6 p.m.

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.

*Bio: R. Millkie, acting coach; co-author, You Don't Have to Be Beautiful to Be a Model.*

**A CHOICE THAT CAN  
 CHANGE YOUR LIFE!**

### NEW

### CINEMA BEDFELLOWS: FRITZ LANG AND DR. MABUSE

LF-65151 Keith Uhlich 4 sessions \$75  
 Sun Oct 31-Nov 21 1-4 p.m.

(Counts as 1 passport)

### 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. The director's career began and ended in Germany, and the character who saw him through was Dr. Mabuse, author Norbert Jacques' diabolic criminal mastermind whom Lang popularized in three films: *Dr. Mabuse: The Gambler* (1922), *The Testament of Dr. Mabuse* (1933), and *The Thousand Eyes of Dr. Mabuse* (1960). In this class we screen each film and, in post-screening discussions and exercises, we examine the films' behind-the-scenes history and the historical periods (Weimar, Nazi, and Post-War Germany) from which they grew.

*Bio: K. Uhlich, writer and movie critic.*

## DEAF STUDIES CERTIFICATE PROGRAM

Hofstra's Deaf Studies Certificate 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 program. Affiliated instructors are both hearing and Deaf. Students with advanced standing can substitute courses and are encouraged to call (516) 463-7600 or contact [ucclibarts@hofstra.edu](mailto:ucclibarts@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)
- Conversational Signing/Advanced 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)
- Visual Gestural Communication  
(counts as 6 elective hours)
- Conceptual Signing  
(counts as 4 elective hours)
- Communication with Persons Who Are Deaf-Blind  
(counts as 4 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 1 THROUGH 7**

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. The basic text is *VISTA, Signing Naturally* published by Dawn Sign Press. Our instructors incorporate additional materials to create a dynamic classroom environment.

**ASL 1**

LF-21111	Staff	9 sessions	\$190
Mon	Oct 18-Dec 13	6:20-8:10 p.m.	

**ASL 2**

LF-21121	Staff	9 sessions	\$214
Mon	Oct 18-Dec 13	6:20-8:10 p.m.	

**ASL 3**

LF-21131	Staff	9 sessions	\$214
Wed	Oct 6-Dec 8	6:20-8:10 p.m.	
(No class Nov 24)			

**ASL 4**

LF-21141	Staff	9 sessions	\$214
Tue	Oct 5-Nov 30	6:20-8:10 p.m.	

**ASL 5**

LF-21151	Staff	9 sessions	\$214
Tue	Oct 5-Nov 30	6:20-8:10 p.m.	

**ASL 6**

LF-21161	Staff	9 sessions	\$214
Thu	Oct 7-Dec 9	6:20-8:10 p.m.	
(No class Nov 25)			

**ASL 7**

LF-22171	Staff	9 sessions	\$214
Thu	Oct 7-Dec 9	8:15-10:05 p.m.	
(No class Nov 25)			

**HANDS-ON INTERPRETING PRACTICE**

LF-21311	Antoinette Sacchetti	9 sessions	\$214
Thu	Oct 7-Dec 9	6:20-8:10 p.m.	
(No class Nov 25)			

This course, oriented to the beginning interpreter, highlights such topics as language analysis, vocabulary selection and preparation for assignments. Students in the Deaf Studies Certificate should note that they are required to make two off-campus observations as well as conduct research and write a report.

*Prerequisite: 100 hours of sign language or permission of the instructor.*



# ARTS, CULTURE AND LEISURE

## USE OF CLASSIFIERS AND SPACE IN ASL

LF-22361 Alesia Holewinski 9 sessions \$214  
Tue Oct 19-Dec 14 8:15-10:05 p.m.

With the knowledge of classifiers a person begins to open the doors to ASL. Classifiers create a whole new atmosphere to storytelling and conversations. There are many different types of classifiers; this semester we cover descriptive, semantic, plural, instrument, body and body-part classifiers. Each type of classifier is reviewed and its practical use in conversation and storytelling is explored. Students practice incorporating these into their everyday communication to help create clear understanding.

*Note: Counts as 18 elective hours.*

*Prerequisite: ASL 3 or equivalent.*

## SIGN LANGUAGE FUN AND GAMES

LS-22371 Alesia Holewinski 1 session \$52  
Sat Jan 29 10 a.m.-1 p.m.

The retreat from the hearing world is a must experience for all those interested in further developing their sign language skills. During this half-day workshop, oriented to ASL 2-, 3-, and 4-Level students, we utilize creative games and recreational approaches as amusing and playful excursions while reinforcing signing skills. Participants immerse themselves in the fascinating world of sign language with no voice allowed, but one that is supportive and fun filled. Join us for what is sure to be both an energizing and educational experience.

*Note: Counts as 4 elective hours.*

## VISUAL GESTURAL COMMUNICATION

LF-23411 Douglas Ridloff 3 sessions \$95  
Mon Nov 1-15 8:15-10 p.m.

Gestural communication develops artistic sign language translation skills and leads to a better understanding of the basic structures of American Sign Language. The workshop is a study of gestures as a form of communication, and as a basis for visual language with an emphasis on the ability to think in pictures. Students develop expressive and receptive communication skills while learning how to describe objects and other topics. Students enhance their expressive and receptive skills through a variety of structured exercises, including interactive group discussions, creating skits and supportive feedback.

*Note: No previous knowledge of ASL necessary. Counts as 6 elective hours.*

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## LEISURE

### 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.*

#### THE EAST VILLAGE

LF-71611 1 session \$35  
Sat Oct 16 (Raindate Oct 23) 2-4:30 p.m.

(Counts as 1 passport)

The East Village is home to the hip and avant-garde, not to mention Afghan, Bengali, Irish, Polish, Russian, Ukrainian and many other cultures. The exodus of artists and intellectuals from Greenwich Village to the East Village in the 1960s brought about a cultural transformation of the area. The architectural gems, and the historical, literary and artistic accumulations make this one of the most interesting corners of Manhattan.



#### SOHO CAST IRON DISTRICT

LF-71631 1 session \$35  
Sat Sept 18 (Raindate Oct 2) 2-4:30 p.m.

(Counts as 1 passport)

See the architecture of two historic districts: Soho and Charlton-King-Van Dam. Once there was a middle-income artisan community with hundreds of single-family federal-styled homes that spread across both neighborhoods; we visit the few survivors. In addition, we view and discuss cast iron and Art Nouveau-styled buildings; the best Italianate style cast iron building where Mary Todd Lincoln shopped; Green Street, which has the highest concentration of cast iron buildings in America; a cast iron building designed by Richard Morris Hunt; a Grand Romanesque-style building and St. Anthony of Pauda church, ending at the landmark, Ear Inn.

**PASSPORT**

**NEW**

**PASSPORT**

**GOURMET AND GARDEN**

**INTRODUCTION TO WINE TASTING**

NEW

LF-72341 Robert Windorf 1 session \$90  
Sat Oct 16 2-3:30 p.m.

Do you enjoy drinking different types of wine, but think learning about wine is intimidating? Join us for a fun introduction to the world of wine and wine tasting. During our class we focus on the "Big Six" varietals of red and white wines. You also learn about the history of wine, how to read wine labels and restaurant wine lists, what to buy in a wine store, and how to pair your favorite foods with delicious and interesting wines. Take your appreciation of the fruit of the vine up a notch!

Bio: R.Windorf, wine educator.



**BORDEAUX, THE KING OF WINES**

NEW

LF-72351 Robert Windorf 1 session \$105  
Sat Nov 13 2-4:30 p.m.

There is little in the world more alluring than a glass of Bordeaux. Centuries of blending mastery, combined with a unique terrain and climate, give birth to this regal wine. Sample several wonderful red and white Bordeaux wine styles from the districts of Medoc, St. Emilion, Graves, Bordeaux Superieur and Sauterne. We also discuss the history of these majestic wines that are made from Cabernet Sauvignon, Merlot, Cabernet Franc, Sauvignon Blanc, and Semillion grapes. You also learn which foods are ideal pairings with these wonderful wines. Bring your friends, as this is a class you won't want to miss.

Bio: R.Windorf, wine educator.

**THE ABCs OF ADULT BASIC COOKING**

LF-72311 June Stoyer 2 sessions \$78  
Wed Oct 6-13 6:30-9:30 p.m.

Tired of take-out? Join us for a fun, intensive and interactive class 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!

Bio: J. Stoyer, Kitchen Coaches, Inc.

**SPORTS AND FITNESS**

**EN GARDE! THE ART OF FENCING**

LF-73151 Enid Friedman 10 sessions \$235  
Mon Sept 27-Dec 6 6:20-7:50 p.m.

(No class Oct 11)

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.

Bio: E. Friedman, Hofstra Fencing Coach.

**KUNDALINI (SPIRIT-RISING) YOGA**

LF-83101 Doris Buxbaum 8 sessions \$160  
Wed Sept 22-Nov 10 6:30-8 p.m.

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.

**CHESS FOR LIFE**

LF-73171 Barry Noble 6 sessions \$125  
Tue Oct 19-Nov 23 7:30-9 p.m.

Chess has been shown to improve memory, concentration and the ability to conceptualize. Participants without knowledge or experience in chess are encouraged to join; through instruction and practice, you learn to develop and sharpen your skills. Led by international master chess educator and highly successful chess coach, you learn: game structure, terms, essential strategies, tricks and traps, position analysis, game analysis, secrets of finding the best move each time, problem-solving, and the chess clock which helps you think deeper and faster (for playing chess, and in life). No experience necessary.

**NEW COURSES, PROGRAMS AND EVENTS ...**

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# ARTS, CULTURE AND LEISURE

NEW

## MASTERING POCKET BILLIARDS (POOL)

LF-73191 Bernie Friend 4 sessions \$100  
Sat Oct 16-Nov 6 1-3 p.m.

Have you ever dreamed of picking up a pool cue and making every shot without missing? In this class, taught in a friendly, easygoing style, you learn all aspects of cue sports. If you have never played the game before or are an advanced beginner, this course teaches the strategies and analytical skills necessary to become an excellent pool player. Topics include: how to properly grip the cue, aim, position play and rules and etiquette.

*Note: Held off campus at a pool hall.*

*Bio: B. Friend, skill level 7, American Poolplayers Association.*

## INTRODUCTION TO ROCK CLIMBING

LF-73161 Glen Malings 3 sessions \$112  
Tue, Thu Oct 5-14 7-9 p.m.

(No class Oct 12)

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.

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

## OUTDOOR CLIMBING ADVENTURE FOR BEGINNERS

LF-73141 Glen Malings 1 session \$100  
Sat Oct 16 7 a.m.-7 p.m.

For details of the location and ability level required, please call (516) 463-7600.

*Note: Carpools available to the outdoor climb location.*

*Prerequisite: Introduction to Rock Climbing or equivalent experience.*

## HOFSTRA'S EVENING SCUBA

LF-73121 2 Instructors 10 sessions \$195  
Tue, Thu Oct 7-Nov 9 Class sessions: Thu, 7:30-10 p.m.  
Pool sessions: Tue, 7:30-10:30 p.m.

(Ed and Jeanne Tiedemann)

(Plus \$70 materials fee to be paid at the first class)

Visit a beautiful underwater world, and see what you now can only dream of. 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: GROUP SWIMMING LESSONS

LF-73021 Arnold Deiner 6 sessions \$158  
Sun Oct 17-Nov 21 1-3 p.m.

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.*

*Bio: A. Deiner, American Red Cross water safety instructor.*

## ADULTS ONLY: INDIVIDUAL SWIMMING LESSONS

LF-73011 Arnold Deiner

\$55 per one hour session held at Hofstra pool. To schedule a lesson, call (516) 463-7600.

*Bio: A. Deiner, American Red Cross water safety instructor.*

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**GOLF PROGRAM**

**BEGINNER AND INTERMEDIATE GOLF**

LF-74111 Gregory Ilg 6 sessions \$195  
 Sat Sept 11-Oct 23 9-10:30 a.m.  
 (No class Sept 25)



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 partici-

pants 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. Dress appropriately for the weather, most of the course is outdoors.

**FALL GOLF OUTING**

LF-74011 1 session \$80  
 Sun Oct 3 9 a.m.

Have fun while you learn and play on a 9-hole course with Greg Ilg. Short-game clinic and prizes included. Dress appropriately for the weather. For information call (516) 463-7600.

**INDIVIDUAL GOLF LESSONS**

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

**INTERESTED IN GOLF CLASSES FOR CHILDREN?  
 SEE OUR SATURDAY CLASSES FOR YOUNG PEOPLE  
 SECTION ON PAGES 80-81.**

**BOATING**

**CANOEING THE NISSEQUOGUE**

LF-75301 Joseph Sklar 2 sessions \$77  
 Wed,Sun Sept 8-12 Class: Wed,7:45-9:15 p.m.  
 River outing:Sun,9 a.m.-3 p.m.

Paddle with us down the Nissequogue River (part of the New York Wild, Scenic and Recreational Rivers System), and pass several 18th-century houses that can only be seen from the water. The honking we hear is that of geese; the only traffic, a family of ducks gliding in front of us. Where the river widens we paddle through tall salt cord grass or phragmites and gardens of water lilies, before heading down narrow channels with thick growth woods on either side. An initial class session provides us with all the skills needed to successfully navigate the river.

*Limited enrollment.*

**KAYAKING**

John Nicolellis, recipient, University College Teacher of Excellence Award.

**KAYAKING: FUNDAMENTALS**

LF-75111 John Nicolellis 6 sessions \$240  
 Mon Sept 13-Oct 25 8-10 p.m.  
 (No class Oct 11)

**KAYAKING: INTERMEDIATE**

LF-75121 John Nicolellis 6 sessions \$240  
 Mon Nov 8-Dec 13 8-10 p.m.

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.

## ARTS, CULTURE AND LEISURE



### BOATING SAFELY THROUGH THE U.S. COAST GUARD AUXILIARY

#### U.S. COAST GUARD AUXILIARY 13-06

LF-75201                                      2 sessions                      \$62  
Sun                                      Sept 12-19                                      9 a.m.-1 p.m.

LF-75202                                      2 sessions                      \$62  
Sun                                      Oct 17-24                                      9 a.m.-1 p.m.

U.S. Coast Guard Flotilla 13-06 conducts boating safety courses for new and experienced boaters. Beginning in 2004 all jet ski and motorboat 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 official safety certificate upon completion of the course. The certificate is good for your lifetime.

## HEALTH AND WELL-BEING

### PARAPSYCHOLOGY

#### PSYCHIC DEVELOPMENT AND SPIRIT COMMUNICATION

LF-93121    Josephine Ghiringhelli    3 sessions                      \$75  
Thu                                      Oct 28-Nov 11                                      7:30-9:30 p.m.

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.

*Bio: J. Ghiringhelli, psychic medium.*

#### SPIRIT OF THE HEART

#### GROUP READING: INDIVIDUAL MESSAGES CONVEYED

LF-93111    Josephine Ghiringhelli    1 session                      \$42  
Thu                                      Nov 18                                      7:30-9:30 p.m.

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.*

## SELF-IMPROVEMENT

#### ACCOMPLISH WHAT YOU WANT

LF-81101                                      Patrick Fletcher                      2 sessions                      \$78  
Sat                                      Oct 2-16                                      9:30 a.m.-1:30 p.m.

(No class Oct 9)

You know what you want, but how are you going to get there? In this seminar you discover the strategies and skills that enable you to achieve the results that you want from life. Learn how to create momentum for yourself in career and personal areas. You explore the mental and emotional states that consistently drive your actions. Transform limiting beliefs into more empowering ones and place yourself in a "peak" state.

*Bio: P. Fletcher, president, The Center for Personal Excellence.*

#### OVERWEIGHT AND STARVING:

NEW

#### UNDERSTANDING THE HUNGER WITHIN

LF-85121                                      Virginia Porcello                      3 sessions                      \$95  
Sat                                      Nov 6-20                                      9:30 a.m.-12:30 p.m.

While obesity and losing weight have always been an issue in this country, it has become the number one topic of discussion in the media. This powerful course takes you on a journey into your inner hungers, developed from the instructor's 20 years of professional and personal insights, and expertise that spawned her new and meaningful understanding of methods that help you explore the emotional connections to your eating behaviors. With compassion and humor you learn the reasons why you "need" to sabotage your efforts to gain control of your behaviors. This course can help those who are contemplating, or have had, bariatric surgery, those tired of grappling with the same 20 pounds, or those who feel their lack of willpower causes them to fail.

*Bio: V. Porcello, Ph.D., CEDS, director, Solutions Program for Eating Disorders.*

**LEARNING TO TAKE RISKS**

**PASSPORT**

LF-81171 Judith Gruber 1 session \$35  
Sun Oct 24 1-3 p.m.  
(Counts as 1 passport)

Taking risks can be an exhilarating experience. In this workshop we explore risk taking, both conceptually and experientially. Learn to develop your willingness and ability to take necessary risks. Topics include the impact of positive and negative beliefs on risk taking behavior; conscious and unconscious intentions of taking risks, and the fear of making mistakes. In this workshop we explore personal risks in new ways so that you can live your life more fully and authentically.

Bio: J. Gruber, C.S.W., president, Money and Self-Empowerment, Co.

**DEALING WITH DIFFICULT PEOPLE**

**PASSPORT**

LF-81191 Michele Lucero 1 session \$35  
Sun Nov 21 1-3 p.m.  
(Counts as 1 passport)

Do you feel you are the same person, yet you experience unexpected troubles in certain situations with some people? Whether you are experiencing problems with family members, co-workers, bosses or friends, this workshop assists you in assessing the situation, understanding why differences occur, the different types of difficult personalities and how to develop strategies for dealing with the difficult people in your life. In addition, participants learn appropriate communication and assertiveness skills.

Bio: M. Lucero, Psy.D.

**NAVIGATING STANDARDIZED TESTS:**

**NEW**

**HOW TO HELP YOUR CHILD**

LF-82111 Michele Lucero 1 session \$35  
Sun Oct 24 1-3 p.m.  
(Counts as 1 passport)

Children today are faced with challenging educational tests, many at young ages. These tests can become a large part of your family life; and in some instances, their results affect your entire neighborhood. There are various techniques that you as a parent can learn to help soothe the emotional effects that these tests cause. In this seminar parents learn techniques and concrete suggestions to help their children.

Bio: M. Lucero, Psy.D.

**ASSERTIVENESS TRAINING**

LF-85191 Arthur L. Seltzer 2 sessions \$55  
Sun Nov 7-14 1-3 p.m.

Learn the difference between aggression and assertiveness, and how assertiveness can be used effectively. Assertiveness techniques offer positive ways to deal with interpersonal relationships and organizational challenges. Many people report that issues such as automobile repair, buying a car, or reconciling a billing complaint by phone are stressful. Gain valuable insight into handling special situations, how to assert yourself

with difficult individuals while controlling anger and minimizing conflicts without confrontation and stress. Participants are encouraged to share actual experiences and situations through role-play exercises and small-group discussions to make the overall presentations more meaningful.

Bio: A. L. Seltzer, M.S.W.

**HOW TO HAVE A TERRIFIC RELATIONSHIP**

**PASSPORT**

LF-82151 Michael Zone 2 sessions \$55  
Sun Nov 7-14 1:30-3:30 p.m.  
(Counts as 1 passport)

Have one of the marriages and relationships that succeed! In this course you learn what your strengths are in any relationship and what growth areas need to be examined. Through the use of assessment tests you uncover your patterns of interaction, communication, conflict and personal values as well as those of your significant other. Learn what to expect in any marriage/relationship, what your obligations are and how to make your relationship successful and long-lasting.

Bio: M. Zone, J.D., M.S.W.

**THE FOUR TEMPERAMENTS AND ELEMENTS**

**NEW**

LF-85181 Robert Stewart 1 session \$35  
Sun Nov 21 1-4 p.m.  
(Counts as 1 passport)

The four temperaments, melancholic, phlegmatic, sanguine and choleric, are the lens through which we view the world. Indeed, they form the basis for the soul's life within the body itself. What foods we crave or despise, how we walk and talk, where we live, the style of our clothes, whom we call our friends and even how we deal with stress are all contingent to some degree on the dominance of one of these temperaments. This workshop is both theoretical and practical. Each participant becomes aware of their own temperament and how to work creatively with some of their self-defeating patterns.

Bio: R. Stewart, R.S.Hom.(NA); C.C.H.

**HOMEOPATHY AND HOLISTIC MEDICINE**

**NEW**

LF-85171 Robert Stewart 1 session \$35  
Sun Nov 7 1-4 p.m.  
(Counts as 1 passport)

Are you confused about health issues? What is it about alternative medicine that may be of benefit to you? How is holistic medicine different from conventional and alternative medicine? Which is most appropriate to your needs? Today, more than ever before, there is a "consumer beware" attitude about health care. This is your chance to learn about homeopathy and holistic medicine from an expert with 25 years of experience who brings insight, knowledge and humor into the presentation. Learn about energy medicine; about the laws of healing; and the relation of mental, emotional and physical well-being.

Bio: R. Stewart, R.S.Hom.(NA); C.C.H.

# ARTS, CULTURE AND LEISURE

## FENG SHUI PRINCIPLES

LF-81261 Sally Collins 1 session \$35  
 Sun Nov 21 1:30-3:30 p.m.

(Counts as 1 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 flow smoothly, and we attract joy, abundance, healthy relationships, incredible opportunities and success in all our endeavors. In this class, we explore yin yang theory, 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.

Bio: S. Collins, executive director, Vibrant Spaces.

## PASSPORT

## DEFENSIVE DRIVING

### DEFENSIVE DRIVING

LF-84101 Salvatore Perdichizzi 1 session \$56  
 Sat Oct 2 9 a.m.-3 p.m.

LF-84102 Salvatore Perdichizzi 1 session \$56  
 Sat Nov 13 9 a.m.-3 p.m.

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.

Bio: S. Perdichizzi, certified instructor

## Archaeological Lecture Series

The Archaeological Institute of America (AIA) Long Island Society 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. Lectures provide members and the public an opportunity to learn the latest developments from archaeologists and related professionals. The following series of lectures are free to the public. We ask that you pre-register for each event by calling (516) 463-5993.

### CYPRUS

LF-59251 Joanna Smith 1 session Free  
 Sun Sept 12 2-3:30 p.m.

Bio: J. Smith, Ph.D.

### MIKVAHS (RITUAL BATHS) IN NEW YORK CITY

LF-59261 Celia Bergoffen 1 session Free  
 Sun Oct 17 2-3:30 p.m.

Bio: C. Bergoffen, Ph.D.

### ANCIENT GREEK NAVAL WARFARE

LF-59271 William Murray 1 session Free  
 Sun Nov 14 2-3:30 p.m.

Bio: W. Murray, Ph.D.

### ANCIENT CHINA

LF-59281 Jason Sun 1 session Free  
 Sun Dec 5 2-3:30 p.m.

Bio: J. Sun, Ph.D.





# Personal Trainer/Health Fitness Instructor Certificate Program

## PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR

### CERTIFICATE, LEVEL 1

LF-19711 Vincent Carvelli 10 sessions \$708  
 Mon Oct 11-Dec 13 7-10 p.m.

Three lab dates: Sat, Sun, Oct 23, 24, 30, 3-8 p.m.

Optional lab review: Sun, Oct 31, 3-5:30 p.m.

Practical exam: Nov 20 or 21

Written exam review: Sat, Dec 11, 9 a.m.-Noon

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. Students learn basic assessment skills and safe, effective and efficient methods of teaching resistance training. The program covers a broad range of studies, including client assessment 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: LF-18811 Human Anatomy and Physiology, or a university-level course in human anatomy and C.P.R. certification (which may be acquired simultaneously with the personal trainer course).*

Bio: V. Carvelli, R.T.S., P.F.S., Director

L. Hegna, C.P.T.H.F.I., A.R.S., Lab Science Coordinator

## HUMAN ANATOMY AND PHYSIOLOGY

LF-18811 Sharon Borzone 6 sessions \$205  
 Tue, Thu Sept 21-Oct 7 6:20-8:10 p.m.

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 principles 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.

Bio: S. Borzone, D.C., chiropractor.

## PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR

### CERTIFICATE INFORMATION SESSION

LF-19701 1 session Free  
 Mon Sept 13 7-9 p.m.

Those interested in the Personal Trainer/Health Fitness Instructor, Level 1 certificate are strongly encouraged to attend this information session. To register for this free session call (516) 463-5993 or visit [www.hofstra.edu/personaltrainer](http://www.hofstra.edu/personaltrainer).

## LEVEL 2 SPECIALTY CERTIFICATE: SPECIAL POPULATIONS

### ASSESSMENT AND EXERCISE PROGRAM

LF-19911 Vincent Carvelli 8 sessions \$510  
 Fri, Wed Sept 17-Oct 13 7-9:45 p.m.

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 responsibility of fitness professionals and prepares fitness professionals 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 complete 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 therapist or musculoskeletal specialist. Services of a health fitness instructor begin when the above-mentioned services have concluded and when the health care practitioner documents that a functional fitness program may commence.

Bio: V. Carvelli, R.T.S., P.F.S., Director

B. Gallagher, D.C., H.F.I.

T. Beltrami, B.S., C.P.T.H.F.I.

## Yoga Teacher Training Certificate Program



Yoga is part of an integrated approach to a healthy life-style. As people age or develop health challenges, they require a gentle approach to health and most likely an education on holistic health principles. Hofstra's Yoga Teacher Training Certificate Program gives deeper meaning to your own life, and prepares you to become a teacher-practitioner of the art of yoga. This program is for those who want to be a

part-time or full-time yoga instructor, or current practitioners of the healing arts who want to learn more. This training certificate program satisfies the national certification of the Yoga Alliance Standards for Registered Yoga Teachers for the 200-hour-level requirement. Suitable for practitioners of all styles of yoga.

Yoga Teacher Training Parts 1 and 2 meet once a week. Each class consists of physical practice, lecture and discussion. Students are required to complete reading assignments and meet attendance requirements. A comprehensive training manual is provided to each student. After successfully completing Part 1 and Part 2, students begin an apprenticeship that completes the third level of Yoga Alliance Standards. Apprentices are personally mentored by Linda Cucurullo and gain the opportunity to deepen their knowledge and hone instructional skills. Apprentices serve as assistant teachers and are supervised while teaching.

### YOGA TEACHER TRAINING INFORMATION SESSION

LF-17731	Linda Cucurullo	1 session	Free
Tue	Aug 31		6:30-8 p.m.

Those interested in this certificate program are strongly encouraged to attend this information session. To register for this free session call (516) 463-5993 or visit [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce).

### YOGA TEACHER TRAINING PART 1

LF-17711	Linda Cucurullo	14 sessions	\$1,500
Sun	Sept 12-Dec 19		1-6 p.m.

(No class Nov 28)

*Prerequisites: LF-18811 Human Anatomy and Physiology or a university-level course in human anatomy and C.P.R certification. (Both may be acquired simultaneously with the yoga teacher training course.)*

### YOGA TEACHER TRAINING PART 2

LS-17721	Linda Cucurullo	14 sessions	\$1,500
Sun	Jan 30-May 15		1-6 p.m.

(No classes Mar 27 and Apr 24)

*Prerequisites: Yoga Teacher Training Part 1 (LF-17711).*

**A CHOICE THAT CAN CHANGE YOUR LIFE!**

# Medical Arts

## Can we help?

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



### 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.

### PREMEDICAL CERTIFICATE INFORMATION SESSION

LF-41101 Roger J.Marti  
1 session Free  
Wed Oct 20  
6:30-8 p.m.

LS-41101 Roger J.Marti  
1 session Free  
Wed Jan 19  
6:30-8 p.m.

Those interested in learning more about the premedical 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.

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 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.

## SUNDAYS AT HOFSTRA

If you are busy all week, Sunday is a great day to take time for yourself. The fall is a great season to take classes. Join us to explore your personal interests or enhance your career. Make your choice, and arrive early to acquaint yourself with classmates and instructors, enjoy refreshments in the reception area, or explore the campus. Don't 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.*

### OCTOBER 17, 2004

**HOW TO LISTEN TO OPERA: AIDA**

Robert Firpo-Cappiello, p. 7

**HOW TO LISTEN TO CLASSICAL MUSIC:**

**HAYDN'S SYMPHONY NO. 103**

Robert Firpo-Cappiello, p. 8

**PAINTING THE STILL LIFE**

Alice Melzer, p. 9

**JANE AUSTEN'S EMMA**

Robert Keane, p. 11

**THE LOST YEARS OF KEROUAC IN**

**QUEENS AND LONG ISLAND**

Patrick Fenton, p. 11

**A MEDICAL HISTORY OF THE CIVIL WAR**

Alfred Jay Bollett, p. 12

**AMERICAN JEWRY AND THE CIVIL WAR**

E.A.(Bud) Livingston, p. 12

**GREEK DRAMA: PROMETHEUS BOUND**

Dimitra Richardson, p. 12

**THE ART OF POETRY**

Aaron Shapiro, p. 13

**ADULTS ONLY: GROUP SWIMMING**

**LESSONS**

Arnold Deiner, p. 20

**MUTUAL FUNDS: BACK TO BASICS AND**

**BEYOND**

Annette Spronz, p. 49

### OCTOBER 24, 2004

**PRINTMAKING WITH LINOLEUM RELIEF**

Stephanie Navon Jacobson, p. 9

**NEW YORK CITY AND BROOKLYN**

**DURING THE CIVIL WAR**

E.A.(Bud) Livingston, p. 12

**JUST WAR THEORY**

John J. Lutz, p. 12

**NAVIGATING STANDARDIZED TESTS:**

**HOW TO HELP YOUR CHILD**

Michele Lucero, p. 23

**LEARNING TO TAKE RISKS**

Judith Gruber, p. 23

**THE FUNDAMENTALS OF SUCCESSFUL**

**NEGOTIATIONS**

Vincent Apicella, p. 49

**IDENTITY THEFT - WHAT IT'S ALL**

**ABOUT?**

Annette Spronz, p. 49

### OCTOBER 31, 2004

**THE PROSTITUTE IN VICTORIAN**

**LITERATURE AND LIFE**

Robert Keane, p. 11

**DOSTOYEVSKY AND ANTI-SEMITISM IN**

**THE SUMMER AT BADEN BADEN**

Azary Messerer, p. 11

**CINEMA BEDFELLOWS: FRITZ LANG**

**AND DR. MABUSE**

Keith Uhlich, p. 16

**WHAT WE CAN LEARN FROM THE**

**DIVORCES OF THE RICH AND FAMOUS**

Annette Spronz, p. 49

**NEW COURSES, PROGRAMS  
AND EVENTS ...**

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FREE E-NEWSLETTER:**

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**NOVEMBER 7, 2004**

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

George Bernard Shaw  
Shirley Romaine, p. 8

**GREEK DRAMA: OEDIPUS AT COLONUS**

Dimitra Richardson, p. 12

**LOVE, SEXUALITY, AND THE HUMAN IMAGINATION**

John J.Lutz, p. 13

**ASSERTIVENESS TRAINING**

Arthur L.Seltzer, p. 23

**HOW TO HAVE A TERRIFIC RELATIONSHIP**

Michael Zone, p. 23

**HOMEOPATHY AND HOLISTIC MEDICINE**

Robert Stewart, p. 23

**THE QUEST FOR BETTER INVESTING**

Annette Spronz, p. 48

**THE INTELLIGENT WAY TO PURCHASE YOUR DREAM HOME**

Gary Marcus, p. 49

**NOVEMBER 14, 2004**

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

Tennessee Williams  
Shirley Romaine, p. 8

**BABE RUTH: A SECOND LOOK AT THE GREAT BAMBINO**

Robert Keane, p. 11

**GREEK DRAMA: HIPPOLYTUS**

Dimitra Richardson, p. 12

**THE LEGAL ASPECTS OF PUBLISHING, PART 2: DEFAMATION, LIBEL, TRADEMARKS AND THE FIRST AMENDMENT**

Karen Zubin, p. 14

**DIVORCE EXPECTATIONS AND REALITY**

Annette Spronz, p. 50

**NOVEMBER 21, 2004**

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

August Wilson  
Shirley Romaine, p. 8

**GREEK DRAMA: BACCHAE**

Dimitra Richardson, p. 12

**DISCOVER YOUR PAST: A GENEALOGY WORKSHOP**

Nolan Altman, p. 13

**SEE THE WORLD: BECOME A TRAVEL WRITER**

Sandra Mardenfeld, p. 14

**THE FOUR TEMPERAMENTS AND ELEMENTS**

Robert Stewart, p. 23

**DEALING WITH DIFFICULT PEOPLE**

Michele Lucero, p. 23

**FENG SHUI PRINCIPLES**

Sally Collins, p. 24

**FUNDAMENTALS OF REAL ESTATE INVESTING: A LEGAL PERSPECTIVE**

Vincent Apicella, p. 50

**LOVE AND MONEY**

Annette Spronz, p. 50

**RESERVE YOUR CLASSES ONLINE NOW!**

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WWW.HOFSTRA.EDU/UCCESHOPPINGCART**

## TEST PREPARATION

### CO-OP, PSAT, SAT, GRE, GMAT, LSAT, ACT AND MCAT, AND LAST 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) or visit [www.princetonreview.com](http://www.princetonreview.com).

## CATHOLIC HIGH SCHOOL ENTRANCE EXAM PREPARATION

### CATHOLIC HIGH SCHOOL ENTRANCE EXAM PREPARATION (CO-OP)

XF-31101	Staff	8 sessions	\$315
Fri	Sept 10-Nov 5		4:30-6:30 p.m.
(No class Sept 24)			

XF-31102	Staff	8 sessions	\$315
Sat	Sept 11-Nov 6		9:30-11:30 a.m.
(No class Sept 25)			

This annual exam determines entrance for September 2005. Exam date is November 13, 2004. Limited enrollment; register early.

## SAT/PSAT PREPARATION

### SAT AT HOFSTRA

XF-31121	Staff	8 sessions	\$408
Sun	Sept 26-Nov 21		5-8 p.m.
(No class Oct 10)			

For test registration information, call (609) 771-7600, or visit [www.collegeboard.com](http://www.collegeboard.com). SAT test dates: May 1 and June 5, 2005.

### THE PRINCETON REVIEW PSAT PREPARATION\*

4 sessions/\$299  
Sat and Sun mornings: Oct 2-Oct 10

### THE PRINCETON REVIEW SAT PREPARATION\*

14 sessions/\$999  
Sat and Sun afternoons: Aug 8-Oct 3  
Sat and Sun afternoons: Sept 12-Oct 31  
Sat and Sun mornings: Nov 13-Jan 16

### THE PRINCETON REVIEW SAT II PREPARATION\*

6 sessions/\$299  
SAT II Writing  
Sundays: Aug 22-Oct 3  
Weekends: Nov 6-28

### SAT II MATH

Sundays: Aug 22-Oct 3  
Weekends: Nov 6-28

**GMAT PREPARATION**

**GMAT AT HOFSTRA**  
 XF-31141 Staff 5 sessions \$665  
 Thu Sept 9-Oct 14 6-10 p.m.  
 (No class Sept 16)

XF-31142 Staff 6 sessions \$665  
 Mon Oct 18-Nov 22 6:15-9:30 p.m.

For test registration and further information about the GMAT, visit [www.gmac.com](http://www.gmac.com) or call (800) GMAT-NOW (462-8669).  
 GMAT test dates: Year-round.



**THE PRINCETON REVIEW GMAT PREPARATION\***  
 8 sessions/\$1,199  
 Sat afternoons: Sept 11-Oct 30  
 Sun mornings: Oct 24-Dec 19  
 Sun evenings: Dec 5-Jan 23, 2005  
 Sat evenings: Jan 8-Feb 26, 2005

**LSAT PREPARATION**

**LSAT AT HOFSTRA**  
 XF-31151 Staff 4 sessions \$615  
 Tue Sept 7-28 6-10 p.m.

XF-31152 Staff 4 sessions \$615  
 Sat Jan 8-29 9 a.m.-1 p.m.

For test registration, dates and other information, call (215) 968-1001, or visit the Law School Admission Council at [www.lsac.org](http://www.lsac.org).  
 LSAT test dates: October 2, December 4, and February 12, 2005.

**THE PRINCETON REVIEW LSAT PREPARATION\***  
 26 Sessions/\$1,249  
 Weekends: Sept 26-Dec 2

**GRE PREPARATION**

**GRE AT HOFSTRA**  
 XF-31131 Staff 6 sessions \$590  
 Sat Sept 11-Oct 23 9 a.m.-1 p.m.  
 (No class Sept 25)

XF-31132 Staff 6 sessions \$590  
 Thu Oct 28-Dec 9 6-10 p.m.  
 (No class Nov 25)

For test registration and other information, visit [www.gre.org](http://www.gre.org) or call (800) GRE-CALL (473-2255).  
 GRE test dates: Year-round.

**THE PRINCETON REVIEW GRE PREPARATION\***  
 8 sessions/\$999  
 Sat mornings: Sept 11-Oct 30  
 Sun afternoons: Oct 24-Dec 19  
 Sun evenings: Nov 29-Jan 30, 2005  
 Sat mornings: Jan 8-Feb 26, 2005

**LAST TEACHER'S EXAM PREPARATION**

**LAST TEACHER'S EXAM**  
 XF-31161 Staff 4 sessions \$510  
 Sun Sept 12-Oct 3 9 a.m.-2 p.m.

For test registration, dates and other information, call (413) 256-2882, or visit [www.nystce.nesinc.com](http://www.nystce.nesinc.com).  
 LAST test dates: October 23, December 18 and February 26, 2005.

**TUTORING AT HOFSTRA**

Individual tutoring by Hofstra Test Preparation instructors is available for most graduate admission exams. \$80 per one hour session. For more information call (516) 463-7600.

**THE PRINCETON REVIEW TUTORING**  
 SAT/PSAT/ACT  
 \$110 per hour  
 LSAT/GMAT/GRE/MCAT  
 \$125 per hour  
 Contact The Princeton Review directly: 800-2Review or [www.PrincetonReview.com](http://www.PrincetonReview.com)

## ACT AND MCAT PREPARATION

### THE PRINCETON REVIEW ACT PREPARATION\*

14 sessions/\$999

Sat and Sun mornings: Oct 16-Dec 5

### THE PRINCETON REVIEW MCAT PREPARATION\*

41 sessions/\$1499

Weekends: Nov 20-April 10, 2005

\* Contact The Princeton Review directly: 800-2Review or [www.PrincetonReview.com](http://www.PrincetonReview.com)



## SPEED READING AND A+ STUDY SYSTEM

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Would you like to be able to complete a book or a standardized test in only a fraction of the time it now takes you? Would you like to learn a simple, easy method to master your textbook and lecture materials? Speed Reading and A+ Study System are two courses designed for your success - whether for school, work, or career and professional advancement. Register for both courses and receive a 10-percent discount.

#### SPEED READING

LF-32201	Richard Feldman	1 session	\$135
Sat	Nov 6		9:30 a.m.-4 p.m.

(Students receive a 30-minute lunch break)

Do you have too much to read in too little time? Learn a revolutionary system that allows you to dramatically cut your reading and study time. Sharpen your concentration so that you can recall what you read in greater detail than ever before. Continue to boost your reading speed by applying new skills to your everyday reading at home, work or school. You must double your reading speed or additional training is provided free of charge by Learning Techniques®. Manual and audio-tape included.

Bio: R. Feldman, Ph.D.

#### A+ STUDY SYSTEM

LF-32211	Richard Feldman	1 session	\$135
Sat	Nov 13		9:30 a.m.-4 p.m.

(Students receive a 30-minute lunch break)

The A+ Study System is a major educational breakthrough for high school and college students of all ages, as well as students in medical, law, business and graduate schools and those in corporate training programs. Learn to apply a powerful new system of understanding, analyzing and remembering to help you learn and study efficiently (and improve test scores). This method emphasizes learning rather than rote memory, and reduces mental effort and study time. Boredom is eliminated through "focused learning." This system is applicable to all types of study materials and has proven so effective that you are guaranteed to improve your grades or additional training is provided free of charge by Learning Techniques®. Bring any textbook to class; a manual is provided.

Bio: R. Feldman, Ph.D.

*(Register for Speed Reading and A+ Study System in the same semester for a 10 percent discount.)*



**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), as adopted by the New York State Board of Professional Engineers and Land Surveyors. These courses are designed for those who qualify under New York State Education Law requirements to take the April 2005 examinations. No degree credit is granted, but Continuing Education Units (CEUs) are earned.

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

**PART A: ENGINEERING FUNDAMENTALS - GENERAL**

EF-09611 28 sessions \$925  
Sat Sept 18-Apr 2 8:30 a.m.-12:30 p.m.  
10.8 CEUs  
(No classes Dec 25 and Jan 1)

**PART B: CIVIL ENGINEERING**

EF-10211 15 sessions \$925  
Sat Dec 4-Apr 2 8:30 a.m.-12:30 p.m.  
6 CEUs  
(No classes Dec 25 and Jan 1)

**PART B: ELECTRICAL ENGINEERING**

EF-10311 15 sessions \$925  
Sat Dec 4-Apr 2 8:30 a.m.-12:30 p.m.  
6 CEUs  
(No classes Dec 25 and Jan 1)

**PART B: MECHANICAL ENGINEERING**

EF-10411 15 sessions \$925  
Sat Dec 4-Apr 2 8:30 a.m.-12:30 p.m.  
6 CEUs  
(No classes Dec 25 and Jan 1)



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To access the UCCE Online Shopping Cart, visit our UCCE Web site at [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce) to find courses of interest to you. Then click on the title of a course within our site to view detailed information about the course. And for those courses available through the Shopping Cart, you'll see the Shopping Cart options above the description. From there, it's just a few clicks to reserve your space in the class or classes that you desire.

Remember, many of our classes fill quickly. The UCCE Shopping Cart is a great way to make sure you reserve the classes you want - right from your home computer! The Online Shopping Cart enables you to reserve space in courses within any of our departments:

- Arts, Culture and Leisure
- Business Studies
- Legal Studies
- Information Technology and Applications
- Saturday Classes for Young People
- Summer Camps

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# Saturday College at Hofstra University

## Can We Help?

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



### SATURDAY COLLEGE INFORMATION SESSIONS

Saturday	October 23	10 a.m.
Saturday	November 13	10 a.m.
Saturday	January 8	10 a.m.

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

(Application fee is waived for candidates who attend an Information Session.)

**SPRING 2005 SEMESTER BEGINS SATURDAY, JANUARY 22.**

## B.S. IN PROFESSIONAL STUDIES A DIVISION OF HOFSTRA COLLEGE OF LIBERAL ARTS AND SCIENCES

### 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 graduate in four years or less (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.

### 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 science, public affairs, and organizational leadership;
- A comprehensive education in liberal arts; and
- 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.

### 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 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.
- 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](http://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

## Can we help?

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



### SEMINARS FOR LEGAL PROFESSIONALS

Stay current with legal issues of the day: alternative dispute resolution, environmental law, elder law and sports law. Check our Web site often for seminar details.

[www.hofstra.edu/uccelegalseminars](http://www.hofstra.edu/uccelegalseminars)

## 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

### PARALEGAL STUDIES INFORMATION SESSION

PF01OH Sept 14 6-7 p.m.

For reservations or additional information:

Call: (516) 463-7900

E-mail: uccelegal@hofstra.edu

“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

**FALL CLASSES BEGIN OCTOBER 2004.**

## TRAIN FOR A REWARDING CAREER

If you have an interest in the 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 in a growing profession!

Working under the direction of attorneys, paralegals are responsible for drafting and reviewing legal documents, analyzing legal decisions, interviewing witnesses and clients, conducting investigations, organizing cases for trials and much more. Recently cited as one of the fastest growing occupations by the U.S. Department of Labor, employment opportunities for paralegals exist in law firms, corporations, banks, insurance companies, government agencies and 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 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 laws of torts and contracts. 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 1**

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 1**

P-1114

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

*Prerequisite: P-1110*

**BUSINESS ORGANIZATIONS 1**

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 and 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](mailto:uccelegal@hofstra.edu).

# Legal Studies: Legal Nurse Consultant Certificate Program

## Can we help?

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



## 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.

### LEGAL NURSE CONSULTANT INFORMATION SESSION

NF01OH Sept 21 6-7 p.m.

For reservations or additional information:

Call: (516) 463-7900

E-mail: uccelegal@hofstra.edu

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

– Lynn Schmitt, R.N., L.N.C.

## 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 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).

**FALL CLASSES BEGIN NOVEMBER 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.



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

### 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.

## 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](mailto:uccelegal@hofstra.edu).

# Business Studies

## Can we help?

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



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## INSURANCE/LICENSES

### LICENSING

#### INSURANCE BROKERS AND AGENTS QUALIFYING COURSE

Approved by New York State Insurance Department

BF-71101            4 Instructors            33 sessions            \$870  
 Mon,Thu            Sept 9-Jan 20            6:30-9:30 p.m.

(No classes Sept 16, Oct 11, Nov 25, Dec 27, Dec 30 and Jan 17)

Instructors: William Cox, Ronald Tucker, Joe Volturo, and Edwin Lambert

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)

BF-71001            Dennis Legg            10 sessions            \$405  
 Wed            Sept 15-Nov 17            6:30-9:30 p.m.

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

### LICENSE EXPIRATION DATES:

**PROPERTY AND CASUALTY BROKER:    OCTOBER 31, 2004**

**PUBLIC ADJUSTERS:                            DECEMBER 31, 2004**

#### PROPERTY AND CASUALTY

**CONSULTANTS (C-3):                        MARCH 31, 2005**

**LIFE ACCIDENT:                                JUNE 30, 2005**

### CONTINUING EDUCATION

#### 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 and 2005, 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 are 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 about 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).

## BUSINESS STUDIES

### THE LEGAL ENVIRONMENT OF INSURANCE (NYCL-204652)

BF-72251 Dennis Legg 1 session \$170  
Sat Sept 25 9 a.m.-5 p.m.  
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).

### PRINCIPLES OF WORKERS' COMPENSATION (NYCR-210040)

BF-72651 John Frizalone 1 session \$170  
Tue Sept 21 9-5 p.m.  
8 C.E.U. credits

This course is designed for today's insurance professional who must meet the needs of their clients Workers' Compensation and Disability challengers 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 complicate the daily risk management of both large and small accounts. The key topics of coverage, underwriting, claims, safety management and fraud awareness are presented in a way that allows you to provide your clients with the most up-to-date techniques for controlling cost and managing risk. Approved for BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

### BUSINESS INCOME COVERAGE: THE KEY TO YOUR CLIENT'S ACCOUNT (NYCR-200701)

BF-72501 Ronald Tucker 1 session \$170  
Fri Oct 1 9-5 p.m.  
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 can expect a detailed analysis of the commercial property business income form and extra expense forms and 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).

### INSURANCE ACCOUNTING FOR THE NON-ACCOUNTANT (NYCL-204303)

BF-72601 Dennis Legg 1 session \$170  
Sat Oct 2 9 a.m.-5 p.m.  
8 C.E.U. credits

The primary aim of this course is to acquaint the insurance professional with the basic economic language of business and accounting. The course provides a working overview of financial statement analysis and the underlying bookkeeping functions for both generally accepted accounting principles and statutory accounting principles. No examination. 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).

### BUSINESS AUTO COVERAGES, INCLUDING GARAGE AND TRUCKERS (NYCR-200702)

BF-72851 Bob Bambino 1 session \$170  
Thu Oct 7 9 a.m.-5 p.m.  
8 C.E.U. credits

This course provides a study of the business auto, garage and truckers coverage forms, as well as some of the common endorsements used in conjunction with each. We review the similarities and differences between each form as well as basic rating examples. No examination. Approved for PC (Property/Casualty Agents), BR (Brokers) and C3 (General Consultants).

### AGENCY OPERATIONS (NYCR-210707)

NEW

BF-72751 Dennis Legg 1 session \$170  
Sat Oct 16 9 a.m.-5 p.m.  
8 C.E.U. credits

This course examines agency operations as they pertain to the agency analysis of information conduits, information maintenance, marketing and automations and e-commerce. Financial considerations, client management, law and ethics are also discussed. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), LB (Life/Accident and Health Brokers), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

### AGENCY DEVELOPMENT (NYCR-210706)

NEW

BF-72801 Dennis Legg 1 session \$170  
Sat Oct 23 9 a.m. - 5 p.m.  
8 C.E.U. credits

This course discusses the fundamental development of the agency, setting a plan, targeting areas, creating company relationships and understanding human resource concerns. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), LB (Life/Accident and Health Brokers), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

#### NEW COURSES, PROGRAMS AND EVENTS ...

KEEP IN TOUCH WITH UCCE NEWS. SUBSCRIBE TO OUR  
FREE E-NEWSLETTER:  
[WWW.HOFSTRA.EDU/UCCENEWSLETTERS](http://WWW.HOFSTRA.EDU/UCCENEWSLETTERS)

**CHARTERED PROPERTY CASUALTY  
UNDERWRITERS (CPCU)**

The CPCU program is recommended for experienced insurance personnel who have a good 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 in addition to the choice of either a commercial or personal risk management and insurance concentration. To complete the education requirements, students must pass eight national examinations.

**CPCU CURRICULUM**

The curriculum consists of 11 courses. You must pass eight courses (five foundation courses, plus three from either the commercial or personal 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 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 from the American Institute by calling 1 (800) 644-2101. For more information about changes to the CPCU program visit [www.aicpcu.org](http://www.aicpcu.org).*

**CPCU 510 FOUNDATIONS OF RISK MANAGEMENT, INSURANCE AND PROFESSIONALISM**

BF-73001	Michael Cojohn, Jr.	15 sessions	\$465
Tue	Sept 14-Dec 21		6-8 p.m.

If you are just beginning your CPCU study, this is a good starting point. It covers the fundamentals of risk management and insurance. This course also incorporates a practical study of professional ethics topics, including a study of the CPCU Code of Professional Ethics.

**CPCU 520: INSURANCE OPERATIONS AND REGULATIONS**

BF-73051	Robert Bambino	15 sessions	\$465
Wed	Sept 15-Jan 5		6-8 p.m.

(No classes Nov 24 and Dec 29)

Through this course, you gain an understanding of the various insurance functions, the interaction of these functions, and the role regulation plays in the process of providing insurance products and services. This is a good starting point for CPCU study. Topics covered include an overview of insurance operations; regulation; distribution systems; underwriting; underwriting property insurance; underwriting liability insurance and package policies; loss control and premium auditing; reinsurance; the reinsurance transaction; ratemaking principles and processes; insurer financial management; claims adjusting; property claims adjusting; and liability claims adjusting.

**CPCU 553: SURVEY OF PERSONAL RISK MANAGEMENT, INSURANCE AND FINANCIAL PLANNING**

BF-73351	Dennis Legg	10 sessions	\$465
Mon	Sept 20-Nov 29		6-9 p.m.

(No class Oct 11)

This course gives the commercial lines specialist a valuable background in personal risk management and insurance. You gain an understanding of risk management, property-liability, and life and health insurance. You also learn about financial planning for families and individuals.

## BUSINESS STUDIES

### CPCU 551: COMMERCIAL PROPERTY RISK MANAGEMENT AND INSURANCE

BF-73251 Maureen Winkler 10 sessions \$465  
Tue Sept 28-Dec 7 6-9 p.m.  
(No class Oct 5)

A study of commercial property risk management and insurance. The course presents a variety of commercial property loss exposures and the insurance coverages and non-insurance techniques used to manage them. Includes study of appropriate forms. Topics covered include property risk management; property risk control; building and personal property coverage forms and options; causes-of-loss forms; other commercial property coverage forms; flood, earthquake, and specialty forms; business income loss exposures; business income and extra expense insurance; inland marine and ocean cargo insurance; crime insurance; equipment breakdown insurance; business owners and farm owners insurance; and surety bonds.



### 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.  
*Note: Study materials for ARM courses should be ordered from the American Institute by calling 1 (800) 644-2101.*

#### ARM 54: ESSENTIALS OF RISK MANAGEMENT

BF-79251 George Massowd 12 sessions \$422  
Tue Sept 14-Nov 30 6-8 p.m.

The structure of the risk management process is emphasized. Students learn the nature, purposes and steps in risk management; identify and analyze the loss exposures of individuals and organizations; examine and apply alternative risk management techniques; and develop and justify decision rules for choosing risk management techniques.

### ASSOCIATE IN CLAIMS (AIC)

The Associate in Claims (AIC) program, 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 a 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 who work with claims.

*Note: Study materials for AIC courses should be ordered from the American Institute by calling 1 (800) 644-2101.*

#### AIC 35: PROPERTY LOSS ADJUSTING

BF-79071 Roy Probeyahn 13 sessions \$422  
Mon Sept 13-Dec 13 6-9 p.m.  
(No class on Oct 11)

This course covers preparing estimates; persons/property insured; causes of loss; residential construction; arson and fraud; amount of recovery; merchandise/time losses; and loss adjusting procedures.

### ASSOCIATE IN COMMERCIAL UNDERWRITING PROGRAM (AU)

Commercial lines underwriters must understand their own business as well as the business of those whose accounts they write. The AU program complements the underwriting skills that are learned on the job and provides information on various resources and options available to commercial underwriters. Additionally, the program helps new and veteran underwriters better service clients, offering a solid foundation in practices with fresh perspectives and thought processes as guidance.

#### AU 66: COMMERCIAL UNDERWRITING: LIABILITY AND ADVANCED TECHNIQUES

BF-79081 Maureen Winkler-Belger 15 sessions \$620  
Wed Sept 8-Dec 22 6-8 p.m.  
(No class Nov 24)

Topics covered include 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.

**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 chapter, 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 some of the core requirements of several different 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 the Associate in Commercial Underwriting (AU).

*Note: Study materials for the Program in General Insurance program should be ordered from the American Institute by calling 1-(800) 644-2101. For more information about the program visit their Web site at [www.aicpcu.org/programs/index.htm](http://www.aicpcu.org/programs/index.htm).*

**INS 21: PROPERTY AND LIABILITY INSURANCE PRINCIPLES**

BF-79401	Helen Henner	12 sessions	\$422
Mon	Sept 27-Dec 20		6-8 p.m.

(No class Oct 11)

This course covers the basic principles of insurance, an overview of the nature and operation of the insurance business, and an introduction to insurance contracts. Other topics that are covered include: What is insurance?, How is it regulated?, Who provides it?, How is financial performance of insurers measured? Also discussed are claims; insurance contracts; property loss exposures and policy provisions; liability loss exposures and policy provisions; underwriting; managing loss exposures, including risk management and marketing.

**CORPORATE DISCOUNTS**

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

**REAL ESTATE**

**REAL ESTATE APPRAISAL**

The Columbia Society of Real Estate Appraiser 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 the state of New York. 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, AQ1 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.

**COLUMBIA SOCIETY: INTRODUCTION TO REAL ESTATE APPRAISAL (RESIDENTIAL R-1)**

BF-51001	Columbia Society Staff	11 sessions	\$350
Tue, Thu	Sept 14-Oct 21		6:30-9:30 p.m.

(No class Sept 16)

This course is designed to expand the student's ability to understand and interpret appraisal concepts, principles, and analysis procedures. Required subjects included in the curriculum are: varying influences on real estate value, legal considerations in appraising, the valuation process, types of value, economic principles as they apply to appraising, real estate markets and analysis, a description of property, applying the highest and best use analysis and federal regulations for appraisers.

## BUSINESS STUDIES

### COLUMBIA SOCIETY: VALUATION PRINCIPLES AND PROCEDURES (RESIDENTIAL R-2)

BF-51011 Columbia Society Staff 11 sessions \$350  
Tue,Thu Nov 2-Dec 9 6:30-9:30 p.m.  
(No class Nov 25)

This course is designed to acquaint students with the application of sound value principles and generally accepted procedures in the preparation of appraisals of residential properties, including single-family and multi-family residences, condominiums and cooperatives. Required subjects included in the course are: appraisal statistical concepts, sales comparison approach, site valuation, cost approach, income approach, valuation of partial interest, and New York state laws and regulations.

### G-1: INTRODUCTION TO INCOME PROPERTY APPRAISAL

BF-51041 Columbia Society Staff 11 sessions \$385  
Wed Sept 22-Dec 15 6:30-9:30 p.m.  
(No classes Nov 24 and Dec 8)

(A Hewlett Packard HP 12C financial calculator is required for this course.)

Required subjects included in this course are an overview of the appraisal process; a review of mathematics as it applies to appraising; the introduction to compounding and discounting and its application to appraising; income capitalization review; how to estimate income through the use of cash flows and revisions; real estate financing and equity analysis; the application of yield rates using both discount and capital recovery rates; and the use of overall capitalization rates.

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

BF-51071 Columbia Society Staff 2 sessions \$310  
Sat Jan 8-15 8:30 a.m.-5 p.m.

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 2 sessions \$210  
Sat Jan 22-29 8:30 a.m.-5 p.m.

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 and USPAP regulations. 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

BF-51251 William Plunkett 12 sessions \$300  
Tue,Thu Sept 28-Nov 4 6-10 p.m.

BF-51252 William Plunkett 6 sessions \$300  
Sat,Sun Sept 11-Oct 3 9 a.m.-5 p.m.  
(No classes Sept 25 and 26)

BF-51253 William Plunkett 6 sessions \$300  
Sat,Sun Oct 9-24 9 a.m.-5 p.m.

This course covers the subjects required by the State of New York, Department of State, Division of Licensing. It consists of 45 hours of lecture, a review and final examination. New York state specifically denies the student the right to fulfill attendance by attending only "makeup" lectures. 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.

### REAL ESTATE BROKER'S QUALIFYING COURSE B-117

BF-51261 William Plunkett 6 sessions \$300  
Sat,Sun Nov 6-21 9 a.m.-5 p.m.

This course covers the subjects required by the State of New York, Department of State, Division of Licensing. It consists of 45 hours of lecture, a review and final examination. In the specific area of real estate, this course studies: real estate office procedures and management, taxes, property management, appraisal, valuation, leases, interest rates and sources of funds, secondary mortgage markets, mortgage banking, subdivisions, developments and condominiums, public housing, urban renewal and rehabilitation, zoning and city real estate appraisal. Broker's license applicants must: 1) be at least 19 years of age, 2) successfully complete the salesperson's course prior to taking the broker's course, 3) attend 45 hours of the broker's course, 4) pass the school and state exams, 5) show satisfactory experience as a salesperson for one year, under the sponsorship of a broker. This course is also approved for 45 hours of continuing education for salespeople.

*Prerequisite: Real Estate Salesperson's Course.*

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](http://www.dos.state.ny.us).

**CONTINUING EDUCATION CREDITS FOR REAL ESTATE SALESPERSONS AND BROKERS**

**REAL ESTATE LEGAL ISSUES**

BF-53101 William Plunkett 8 sessions \$225  
 Mon, Wed Oct 18-Nov 10 6:30-9:30 p.m.

This course covers all legal issues regarding the operation of a real estate office such as license law, law of agency, and federal and state fair housing laws.

**REAL ESTATE TITLE CLOSING**

**TITLE CLOSING FOR BEGINNERS**

BF-51351 Chris Wittstruck 6 sessions \$425  
 Wed Sept 15-Oct 20 6:30-9:30 p.m.

BF-51352 Chris Wittstruck 6 sessions \$425  
 Mon Nov 15-Dec 20 6:30-9:30 p.m.

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 someone without a real estate or legal background.

**HOW TO BECOME A REAL ESTATE TITLE CLOSER**

BF-51401 Marc Ziropiannis 4 sessions \$325  
 Wed Sept 15-Oct 6 6:30-9:30 p.m.

BF-51402 Ira Zankel 5 sessions \$325  
 Tue Oct 19-Nov 16 7-9:30 p.m.

BF-51403 Marc Ziropiannis 4 sessions \$325  
 Wed Dec 1-22 6:30-9:30 p.m.

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.

**NOTARY PUBLIC TEST REVIEW**

LF-34101 John Hadler 1 session \$90  
 Sat Oct 2 10 a.m.-2:30 p.m.

LF-34102 John Hadler 1 session \$90  
 Sat Dec 4 10 a.m.-2:30 p.m.

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.

Bio: J. Hadler, J.D.

**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.CFP-Board.org](http://www.CFP-Board.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.*

## BUSINESS STUDIES

### INSURANCE AND FINANCIAL PLANNING (HS318)

BF-41001 Jay Marks 10 sessions \$415  
Wed Sept 15-Nov 17 6-9 p.m.

This course offers an introduction to financial planning and its techniques. The last chapters offer 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.

### PLANNING FOR RETIREMENT NEEDS (HS326)

BF-41101 Al Althaus 10 sessions \$415  
Mon Sept 20-Nov 22 6:30-9:30 p.m.

This course focuses on retirement planning for businesses, business owners and individuals. The first nine assignments cover qualified plans, nonqualified plans and IRAs; the remaining four assignments cover retirement needs for individual clients. The course emphasizes the practical knowledge needed to select the best retirement plan and to design a plan that meets a client's needs.

## FINANCIAL MODELING

### CHARTERED FINANCIAL ANALYST (CFA) REVIEW COURSE

BF-43601 Dr. Ehsan Nikbakht 4 sessions \$895  
Thu-Sun Oct 28-31  
Thu 2-6 p.m., Fri, Sat 8:30 a.m.-6 p.m., Sun 9 a.m.-5 p.m.  
(Includes study materials)

The CFA (Chartered Financial Analyst) designation is one of the most respected designations in the financial industry. It covers finance and investment principles and has a focus on asset valuation and portfolio management. Analysts, accountants, bankers, and fund managers are among the categories of candidates, but the exam can be taken by anyone that has a 4-year college degree in any discipline. Additional information about the CFA designation can be found at the Web site [www.cfainstitute.org](http://www.cfainstitute.org).

### FINANCIAL MODELING WITH THE MONTE CARLO SIMULATION

BF-43501 Jack Yurkiewicz 1 session \$99  
Fri Oct 15 1:30 p.m.-4:30 p.m.

This seminar covers spreadsheet simulation of finance models. Using a simulation "add-in" to Excel, students will 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 topics we will consider include: option pricing, simulating a portfolio of stocks, evaluating an investment strategy in the stock market, evaluating the value-at-risk (VAR), comparing retirement investment strategies, and others, as time permits. Students receive 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.

*Note: Some knowledge of business statistics would be helpful. Familiarity with Excel.*

## PERSONAL INVESTMENTS

### SMART WOMEN FINISH RICH

BF-42321 Michele Hartley 1 session \$35  
Thu Sept 30 6:30-8:30 p.m.  
(Counts as 1 passport)

NEW

PASSPORT

BF-42322 Michele Hartley 1 session \$35  
Tue Nov 30 6:30-8:30 p.m.  
(Counts as 1 passport)

PASSPORT

This seminar is for women who want to learn how to improve the quality of their financial lives right away. The Smart Women Finish Rich seminar was developed in conjunction with David Bach, the author of the book.

### SIMPLIFYING THE MORTGAGE PROCESS

BF-42071 Marc Zisselman 1 session \$35  
Tue Oct 5 7-9 p.m.  
(Counts as 1 passport)

PASSPORT

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.

### SOCIAL SECURITY IS NOT ENOUGH

BF-42331 Michele Hartley 1 session \$35  
Tue Oct 12 6:30-8:30 p.m.  
(Counts as 1 passport)

NEW

PASSPORT

BF-42332 Michele Hartley 1 session \$35  
Tue Nov 2 6:30-8:30 pm  
(Counts as 1 passport)

PASSPORT

This seminar offers participants the opportunity to learn about social security, understand the requirements of this program and discuss its future. Topics also include how to supplement one's retirement income.

### THE QUEST FOR BETTER INVESTING

BF-14131 Annette Spronz 1 session \$35  
Sun Nov 7 1-4 p.m.  
(Counts as 1 passport)

NEW

PASSPORT

Did you experience loss in the value of your investments for retirement or in your savings to purchase a new home or vacation getaway? Has your child's education fund declined or have you seen a decline in your income from your variable annuity? What should you do with the money that you have left and any new money you are still saving? Take this course and learn the techniques for successful investing.



**MUTUAL FUNDS: BACK TO BASICS AND BEYOND**

BF-14031 Annette Spronz 1 session \$35  
Sun Oct 17 1-4 p.m.

(Counts as 1 passport)

**PASSPORT**

There was Enron, Martha Stewart and SEC Chairman Grasso. Now the mutual fund industry, the favorite choice of the small investor, is under scrutiny. It's time to take a look at what you should know about mutual funds before you send your hard-earned money to another potential sinkhole. All mutual funds are not equal. Factors that differentiate them impact your bottom line. This is what you use to pay for your retirement, your children's education and your future life style. A look at your fund statements will likely show that you have suffered a double whammy – losses and taxes. This course shows you how to profit from your losses and the losses of others. It can be done if you know how.

**RETIREMENT PLANNING**

**NEW**

BF-42351 Michele Hartley 1 session \$35  
Thu Oct 21 6:30-8:30 p.m.

(Counts as 1 passport)

**PASSPORT**

This seminar offers participants the opportunity to learn why it is important to save for retirement, where the typical retirees get retirement income, and how the Tax Relief Act of 2001 can help boost retirement savings through the use of IRAs.

**IDENTITY THEFT – WHAT IT'S ALL ABOUT?**

BF-14121 Annette Spronz 1 session \$35  
Sun Oct 24 1-4 p.m.

(Counts as 1 passport)

**PASSPORT**

The 1990s spawned a new variety of thieves. Their tools? – your everyday transactions and personal information: your bank account and credit card numbers, income, Social Security number or your name, address and phone number. In the course of a busy day you may write a check at the supermarket, charge tickets to a ball game, rent a car, mail your tax returns, order new checks or apply for a new credit card. Chances are you don't give these everyday transactions a second thought. But someone else may. If you are a victim of identity theft it could take years, big bucks and great personal damage to clean up the resulting mess. This class shows you how to protect yourself.

**THE FUNDAMENTALS OF SUCCESSFUL NEGOTIATIONS**

BF-14551 Vincent Apicella 1 session \$55  
Sun Oct 24 1-5 p.m.

(Counts as 2 passports)

**PASSPORT**

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.

**WHAT WE CAN LEARN FROM THE DIVORCES OF THE RICH AND FAMOUS**

BF-14041 Annette Spronz 1 session \$35  
Sun Oct 31 1-4 p.m.

(Counts as 1 passport)

**PASSPORT**

While you may not be able to afford the attorneys hired by the rich and famous, the strategies and techniques they use are available to anyone who knows about them. If you are contemplating or are already in the divorce process, here is an inexpensive way to get the insight used by the attorneys you can not afford.

**THE INTELLIGENT WAY TO PURCHASE YOUR DREAM HOME**

BF-14401 Gary Marcus 1 session \$35  
Sun Nov 7 1-4 p.m.

(Counts as 1 passport)

**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 covered in this intensive session.

**WHAT SHOULD I DO WITH MY MONEY?**

BF-42121 David Savetz 1 session \$35  
Wed Oct 13 6:30-9:30 p.m.

(Counts as 1 passport)

**PASSPORT**

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. Asset allocation as well as strategies designed to help potentially maximize returns while minimizing risks are discussed.

**SMART COUPLES FINISH RICH**

**NEW**

BF-42361 Michele Hartley 1 session \$35  
Thu Nov 11 6:30-8:30 p.m.

(Counts as 1 passport)

**PASSPORT**

This seminar is for couples who want to learn how to improve the quality of their financial lives.

## BUSINESS STUDIES

**DIVORCE EXPECTATIONS AND REALITY** **NEW**  
BF-14061 Annette Spronz 1 session \$35  
Sun Nov 14 1-4 p.m.

(Counts as 1 passport)

Divorce is very difficult financially, emotionally and socially. If you are already in the divorce process, you know that there are many decisions to be made. If you are contemplating divorce, it is advisable to be prepared for what to expect. This course, taught by a certified divorce financial planner, examines the financial issues of divorce as they are treated in New York state.

**ESTATE PLANNING**  
BF-42341 Michele Hartley 1 session \$35  
Thu Nov 18 6:30-8:30 p.m.

(Counts as 1 passport)

This seminar offers participants the opportunity to learn why estate planning is so important, what happens to an estate upon death, how living trusts work and what you need to know about wills.

**FUNDAMENTALS OF REAL ESTATE INVESTING: A LEGAL PERSPECTIVE**

BF-14021 Vincent Apicella 1 session \$55  
Sun Nov 21 1-5 p.m.

(Counts as 2 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; alternatives to evictions and more.

**LOVE AND MONEY** **NEW**  
BF-14161 Annette Spronz 1 session \$35  
Sun Nov 21 1-4 p.m.

(Counts as 1 passport)

We have always known men and women are different when it comes to money matters. Now, the latest studies in behavioral psychology have confirmed this to be so. A major secret for marital success is how a couple deals with romance and finance. Research shows there is common ground between husbands and wives as well as striking and surprising differences. The instructor, a certified divorce financial planner, can speak from both sides of this "coin."

## SECURITIES LICENSING

**SERIES 7 (STOCKBROKER REGISTERED REPRESENTATIVE) EXAM PREPARATION COURSE**

BF-43201 John Haffey 15 sessions \$610  
Thu Sept 30-Jan 20 6:30-9:30 p.m.

(No classes Nov 25 and Dec 30)

Become a stockbroker and be part of the fast-paced and lucrative securities market. This course prepares you to take the Registered Representative Examination (Series 7) and achieve a securities license. Taught by a securities professional, you learn all the areas upon which the examination is based. Topics include government, money-market and equity securities, options and margins, underwriting techniques, trading securities and settlement, client accounts, bonds, DPPs, investment companies, variable contracts, retirement plans, financial analysis, rules and regulations, taxation and much more.

*Note: Textbook must be purchased prior to the first class and are available at the Hofstra Bookstore. A student must be sponsored by a broker/dealer to take the exam.*

**SERIES 63 (UNIFORM SECURITIES AGENT STATE LAW)**

**EXAM PREPARATION COURSE**  
BF-43101 John Haffey 1 session \$80  
Mon Oct 4 6:30-9:30 p.m.

To be registered as a uniform securities agent and be qualified to sell securities in New York, a person must pass the Series #63 exam. This course is designed to introduce you to the relevant aspects of the exam and increase your chance of achieving a successful outcome. Taught by a securities professional, the course includes the following topics: registration of securities; exempt securities and transactions; registration of broker-dealers, agents and investment advisers; prohibited fraudulent and manipulative practices; and rules and regulations regarding the trading of securities.

*Note: Textbook must be purchased prior to the first class and are available at the Hofstra Bookstore.*

**SERIES 6 (INVESTMENT COMPANY/VARIABLE CONTRACT PRODUCTS REPRESENTATIVE) EXAM PREPARATION COURSE**

BF-43301 John Haffey 6 sessions \$275  
Mon Oct 18-Nov 22 6:30-9:30 p.m.

To be registered as an investment company/variable contract products representative with the NASD and be qualified to sell investment company securities and variable contracts, a person must pass the Series 6 exam. This review course is taught by a securities professional and exposes students to all the areas upon which the examination is based. Topics include: securities and securities markets, investment companies, prospectus regulations, annuities and variable suitability, rules and regulations, client accounts, investment recommendations and brokerage office procedures.

*Note: Textbook must be purchased prior to the first class and are available at the Hofstra Bookstore.*

**THE RETIREMENT PLANNING WORKSHOPS**

NEW

These workshops have been created by The Retirement Network, a group of professionals in finance, psychology and public health who have gone through the retirement planning process. The workshops are totally impartial and include interactive exercises, group discussions, role plays, and presentations. They provide you with the knowledge, insights and tools necessary to make sound judgments about planning your retirement.

Topics include:

- Developing your own budget - to help ensure that your money lasts as long as you live
- Managing your assets and investments to maximize your income and minimize your risks
- A list of money saving “tips”
- The four perspectives of pre-retirement and seven retirement stages
- Helping you to anticipate and resolve relationship challenges
- Teaching you how you can prevent chronic illness and promote well-being as you age
- Managing your assets and living within your means
- Managing your health by preventing disease and promoting mental and physical wellness.

These workshops are specifically designed for people planning to retire within the next 10 years and those already retired who have concerns or want to improve their quality of life.

You can sign up for any one, two or all three sessions.

**WHAT WILL I DO? HOW WILL I FINANCE IT?**

BF-91061 The Retirement Network Staff 2 sessions \$179  
Sat Oct 2-9 9 a.m.-Noon

BF-91062 The Retirement Network Staff 2 sessions \$179  
Mon,Thu Nov 8-11 6-9 p.m.

Plan all aspects of your retirement. Learn how your current perspective on retirement, the transition from work to retirement, and the seven stages of retirement affect your success in this new and exciting phase of your life. Learn how to manage your finances preparing for and during retirement. Then take these insights you have gained and develop your complete retirement plan to help ensure a fulfilling, worry-free and happy retirement!

**RELATIONSHIPS AND RETIREMENT**

BF-91071 The Retirement Network Staff 1 session \$79  
Sat Oct 16 9 a.m.-Noon.

BF-91072 The Retirement Network Staff 1 session \$79  
Mon Nov 15 6-9 p.m.

Relationships play a key role in the success of your retirement years. Learn how they impact your decisions in planning for and living your retirement. Explore key relationship scenarios in group discussions and role plays. Learn how two-way communication can help prevent and resolve problems.

**KEEPING HEALTHY IN RETIREMENT**

BF-91081 The Retirement Network Staff 1 session \$79  
Sat Oct 23 9 a.m.-Noon

BF-91082 The Retirement Network Staff 1 session \$79  
Thu Nov 18 6-9 p.m.

Set goals for your health and learn about the major issues affecting how you care for yourself as you age in retirement. We discuss major diseases and the role you can play in helping to prevent them. Nutrition, exercise, body mass index and longevity are just a few of the health aspects we will cover.

**IN ADDITION TO OUR RETIREMENT WORKSHOP SERIES WE ALSO OFFER:**

**AM I READY TO RETIRE? WHAT WILL I DO WHEN I RETIRE?**

BF-91091 Stan Broitman 2 sessions \$179  
Tue Oct 12- 26 6:30-9:30 p.m.  
(No class Oct 19)

BF91092 Stan Broitman 2 sessions \$179  
Tue Nov 9-23 6:30-9:30 p.m.  
(No class Nov 16)

Explore the “new retirement.” Learn the 15 factors (attitude toward retirement, financial security, projected life satisfaction, life meaning, family/relationship issues, work reorientation, etc.) that tell you whether you, personally, are ready for retirement. You will complete a 120-question profile and receive a 23-page interpretive report of your retirement readiness.

Bio: S. Broitman, Retirement Coach, CSA

**CARING FOR A SENIOR?**

**SEE OUR LIVING IN A SENIOR WORLD SECTION ON PAGE 56.**

# RACEHORSE OWNERSHIP INSTITUTE

The Racehorse Ownership Institute at Hofstra University is the only program offered by a major American university dedicated solely to the education, advancement and assistance of thoroughbred and standardbred racehorse owners. The R.O.I. is a division of the Business Studies Department of University College for Continuing Education at the Hempstead, Long Island campus.

Hofstra is located at the historic and modern epicenters of the thoroughbred and standardbred racing industries. The campus is less than one mile from the former site of Roosevelt Raceway, the “world capital of harness racing” from 1940 through the 1980s, and down the street from “Newmarket,” the former site of America’s first racetrack, established in 1665. Hofstra is five miles east of the prestigious Belmont Park racetrack, and a short drive from “America’s Leading Harness Track,” The Meadowlands racetrack in East Rutherford, New Jersey. The R.O.I. draws from this unique geographic advantage, providing racehorse owners with the ability to interact with top professionals at some of the world’s top racing venues.

The R.O.I. provides educational opportunities for both prospective and seasoned racehorse owners of both breeds. Our previous course offerings have attracted enrollment from as far away as Arizona and Nevada, and as close as New York City. Classes are offered on nights and weekends to accommodate the needs of the racehorse investor.

Chris E. Wittstruck, an attorney, thoroughbred and standardbred owner, racing writer and commentator, and a seasoned continuing education instructor, coordinates the Institute. Mr. Wittstruck draws upon his vast study, research and experience to provide presentations that are intensive, intellectual, current and practical.

The Institute’s mission is to provide complete and objective information regarding the issues critical to the equine investor. The courses are **not** “pep rallies.” Each offering presents, “the good, the bad and the muddy” in a balanced format. It is uniformly recognized that investing in racehorses is a **highly speculative investment** and not for everyone. Consequently, information dissemination and review are the hallmarks of the Institute, not salesmanship.

In that same vein, the R.O.I. is NOT an infomercial. No particular partnership, syndicate or product is sold at any seminar. Neither the coordinator nor guest speakers have any pecuniary interest in a student’s entry into racehorse ownership. While information regarding initial ownership is provided upon request, the materials presented represent a broad array of investment possibilities which are neither discussed nor rated in class. Each student is highly encouraged to discuss an initial or repeat foray into ownership with his or her attorney, accountant, certified financial planner, or other investment adviser.

Finally, in a constant effort to satiate the concerns and curiosities of the racehorse owner, the R.O.I. encourages suggestions regarding topics for future offerings, and comments regarding improvement of current offerings. The Racehorse Ownership Institute at Hofstra University is here to serve YOU! Please do not hesitate to contact us regarding any aspect of the Institute.

## NEW PROSPECTIVE OWNER SEMINARS:

NEW

### GET INTO AMERICA’S FIRST SPORT: HARNESS RACING!

BF-42311	Chris Wittstruck	2 sessions	\$175
Sat,Sun	Sept 18-19		

Sat, 8:30 a.m. sharp!-4:30 p.m. in Goshen, NY  
Sun, 9 a.m.-3:30 p.m. at Hofstra University

Harness racing is experiencing a resurgence! With the advent of video lottery terminals (VLTs) in New York and favorable legislation pending in New Jersey and other jurisdictions, the purse structure for harness racing will only get better! This course is designed to give both the casual fan and “trotting” enthusiast a weekend to remember. The class starts early Saturday morning in picturesque Goshen, New York, with a full tour of the Harness Racing Hall of Fame and Museum, as well as the adjacent Historic Track – the oldest harness oval in the nation (1838) and on the National Register of Historic Places. Later, we caravan a short distance to bucolic Wallkill, home of state-of-the-art Blue Chip Farms, for a tour and discussion of the standardbred breeding industry. Blue Chip, the biggest racehorse breeder in New York state, gives us a look at one of their top stallions and some yearlings that are to be sold in the fall.

On Sunday, a six-hour seminar on Hofstra’s campus exhaustively details the risks and benefits of racehorse ownership and explains how to invest in standardbreds and become a harness racing owner.

Tuition covers all admission fees and Saturday lunch. Students are responsible for their own transportation. Detailed instructions are provided.

**INTRODUCTION TO RACEHORSE OWNERSHIP FOR THE SMALL INVESTOR**

BF-42191	Chris Wittstruck	2 sessions	\$175
Sat,Sun	Nov 6-7	Sat,9:30 a.m.-4:30 p.m.	
		Sun, 9:30 a.m.-1:30 p.m.	

This course examines in detail the benefits and risks of racehorse ownership as an alternative investment vehicle. The timing could not be better! New York is on the verge of installing video lottery terminals (slots) at racetracks, thus ensuring a much enhanced purse structure for owners. Racing syndicates (partnerships) for the small investor are being formed at a rapid pace. Topics include forms of ownership, licensing, acquisition of horses, hiring of professionals, insurance, tax issues, training expenses and related areas

**ADVANCED SEMINARS:**

NEW

**TAXATION AND THE RACEHORSE OWNER, WITH SPECIAL EMPHASIS ON THE JOBS AND GROWTH TAX RECONCILIATION ACT OF 2003**

BF-42221	ROI Instructors	1 session	\$45
Mon	Sept 13	6:30-9:30 p.m.	

Successful ownership involves much more than just winning races. The key to maximizing profits and meliorating loss is a firm knowledge of how the federal income tax code, regulations and recent cases impact the racehorse investor. Can you deduct your losses? Are you in a business or hobby? How should you keep records? What is "depreciation" and how is it computed? What is an "expensing allowance"? How does recent federal tax legislation enhance your chances of realizing a positive "bottom line"? As this is an ever-changing area, the course is a must for both the veteran and neophyte owner.

**FORMATION AND MAINTENANCE OF LLCs, LLPs AND SEC REGULATION OF RACING SYNDICATES**

NEW

BF-42231	ROI Instructors	1 session	\$45
Mon	Sept 20	6:30-9:30 p.m.	

This course is designed to assist the small investor, as well as present and potential syndicators understand the myriad laws and regulations that affect various forms of racehorse ownership. The practical and legal aspects of each structure is examined, together with the ins and outs of proper formation. The role of the general partner and LLC manager are discussed, together with an examination of their rights and responsibilities vis-à-vis the "limited partners" and "members." Our main focus is a detailed discussion of a typical operating agreement. Finally, the treatment of racehorse investment as a "securities offering" is contemplated.

**THE VIDEO LOTTERY TERMINAL: ITS IMPACT ON RACING, THE OWNER AND THE BREEDER**

NEW

BF-42241	ROI Instructors	1 session	\$45
Mon	Sept 27	6:30-9:30 p.m.	

"Slots are coming!" In some jurisdictions VLTs are already up and running. So what? What is the impact of present/potential "racino" revenue on the purse structure at racetracks around the country? Where should you race your horse to achieve maximum benefit? This seminar discusses not only the actual and projected benefits for owners and breeders in New York state, but also an up-to-the-minute review of legislative and judicial doings in those states selected by students prior to class. Early enrollment is suggested.

NEW

**MUSHROOMS AND STAPLES: SEEKING OUT A BETTER RELATIONSHIP WITH YOUR TRAINER**

BF-42251	ROI Instructors	1 session	\$45
Mon	Oct 4	6:30-9:30 p.m.	

The relationship between owner and trainer is of immeasurable importance to investment success. A clear understanding of your trainer's obligations and functions is critical. Knowing when and how to communicate is substantial. Is the trainer your employee? partner? friend? Does your trainer care for you? your horse? Both? How do you properly question billings? When is it time for a new trainer? An extensive opportunity for questions and answers is presented.

NEW

**OWNER, WE HAVE A PROBLEM: MAKING CRITICAL DECISIONS WHEN PRESENTED WITH ILLNESS AND INJURY**

BF-42261	ROI Instructors	1 session	\$45
Mon	Oct 18	6:30-9:30 p.m.	

We invest in fragile animals. When the "bad news" comes, the only way to deal with it rationally is to be fully informed regarding the nature and extent of the episode, the treatment options and their relative economics, and when to decide it's "over," at least as far as racing is concerned. This course deals with the three questions: "How bad?" "How long?" and "How much?" Diagnostic and surgical procedures are discussed, along with tips on how to weigh and assess the proper actions to take. The pros and cons of medication are set forth, along with issues such as "turn-out," breeding and retirement.

NEW

**CURRENT TOPICS REGARDING BREEDING OF THE RETIRED RACEHORSE**

BF-42271	ROI Instructors	1 session	\$45
Mon	Oct 25	6:30-9:30 p.m.	

This seminar examines the present state of the racehorse breeding industry. Topics discussed include the dangers presented by inbreeding, tax advantages and depreciation of breeding stock, artificial insemination, frozen semen and embryo transfer in standardbred breeding, and the projected future economic condition of the breeding industry. This course is an important discourse for the breeder, those contemplating purchase of breeding stock, and owners of soon-to-be retired racehorses.

## BUSINESS STUDIES

### **SUCCESSFULLY BUYING AT AUCTION: WHAT'S BEFORE AND AFTER IS WHAT'S IMPORTANT**

BF-42281 ROI Instructors 1 session \$45  
Mon Nov 1 6:30-9:30 p.m.

Bidding at auction is easy! All that is needed is a hand and lots of money. Successful racehorse acquisition requires much more. This seminar provides an in-depth discussion regarding the things that must be done before and immediately after the actual auction sale. The contracting and role of the blood-stock agent is emphasized, as are items such as understanding the sales catalogue, valuation of selections based upon pedigree, conformation and economic forecasts, invoking warranty remedies, X-ray and diagnostic repositories and their use, insurance, and establishment of a realistic post-sale budget. An itinerary of the major domestic sales are outlined.

### **INFORMATION PLEASE ... HOW TO OBTAIN ALL THE**

#### **INFORMATION THE SUCCESSFUL OWNER REQUIRES**

BF42291 ROI Instructors 1 session \$45  
Mon Nov 8 6:30-9:30 p.m.

The successful racehorse owner is an educated one! Having a fluency regarding items and issues enhances the communications flow between the owner and employed professionals. The Internet provides a seemingly endless amount of sites and links, most of them free, offering information on virtually every aspect of racing, breeding and related industries. This seminar provides not only an exhaustive compilation of these Web sites, but also a "hands-on" explanation of how to utilize many of these sites to obtain the critical information they contain. This course is a must for 21st-century racehorse owners!

## **PAYROLL PROFESSIONAL LEARNING SERIES**

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)

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

### **COURSE 1: PRIMARY PAYROLL SKILLS**

BF-63101 Dom Giordano 8 sessions \$406  
Sat Oct 2-Nov 20 9:30 a.m.-12:30 p.m.

(Includes course materials)

Primary Payroll Skills introduces payroll fundamentals to workers who are new to the field and have limited experience in payroll administration, as well as to 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**

BF-63201 Dom Giordano 8 sessions \$406  
Sat Dec 4-Feb 5 9:30 a.m.-12:30 p.m.

(No classes Dec 25 and Jan 1)

(Includes course materials)

Essential Payroll Skills expands knowledge and application skills in the federal law and regulatory compliance area. 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. Professionals who are serious about earning the FPC and CPP designations may find this an effective way to study for the examinations. 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.

### **COMING IN SPRING 2005:**

### **COURSE 3: ADVANCED PAYROLL SKILLS**

BS-63301 Dom Giordano 8 sessions \$406  
Sat Feb 19-Apr 16 9:30 a.m.-12:30 p.m.

(No class Mar 26)

(Includes course materials)

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.

[www.hofstra.edu/ucce](http://www.hofstra.edu/ucce)

# CERTIFIED EMPLOYEE BENEFITS SPECIALIST (CEBS)

In the employee benefits and compensation field, the oldest and most respected professional credential is CEBS - the Certified Employee Benefits Specialist. CEBS was established in 1977 through a partnership of the International Foundation of Employee Benefit Plans and The Wharton School of the University of Pennsylvania. The International Foundation, the largest educational organization in the employee benefits field, is responsible for the overall administration of the program. The Wharton School, one of the pre-eminent business schools in the United States, oversees academic content and standards.

CEBS offers you the opportunity to earn designations in three distinct areas of specialization: group benefits, retirement and compensation. The Group Benefits Associate (GBA), Retirement Plans Associate (RPA) and the Compensation Management Specialist (CMS) form the core of the CEBS curriculum. Earn a designation in each of the specialty tracks and, at the same time, receive credit that will qualify toward earning the CEBS designation, which now carries an eight-course requirement (six required courses plus two electives.) For more information about the Certified Employee Benefits Specialist (CEBS) Program visit the CEBS Web site at [www.ifebp.org/cebs](http://www.ifebp.org/cebs). A class can be scheduled at any off-site location for 5 or more students.

## CEBS 1: EMPLOYEE BENEFITS: CONCEPTS AND HEALTH CARE BENEFITS

BF-62051      Dominick Raneri      15 sessions      \$330  
Mon      Sept 20-Jan 10      6-8 p.m.  
(No classes Oct 11 and Dec 27)

This course begins with an overview of the environment of employee benefit plans and then addresses issues pertaining to health care and health care plans. Specifically, topics covered include managed care, maintaining and improving employee health and a number of specialized health benefits. Timely topics of health care benefits for retirees and long-term care are also covered. This course concludes with coverage of disability and workers' compensation issues.

## CEBS 4: RETIREMENT PLANS: DEFINED BENEFIT APPROACHES AND PLAN ADMINISTRATION

BF-62201      Dominick Raneri      15 sessions      \$330  
Wed      Sept 22-Jan 19      6-8 p.m.  
(No classes Nov 24, Dec 8 and 29)

This course begins with an analysis of defined benefit features and an analysis of the differences between defined benefit and defined contribution plans. An overview of the retirement aspects of Social Security and Medicare is also presented. Other topics include plan design, actuarial aspects, investments of plan assets and plan termination insurance. In addition, complex issues such as hybrid plans, early retirement incentives and special retirement plans for executives are discussed.

## COMP 2: EXECUTIVE COMPENSATION AND COMPENSATION ISSUES

BF-62451      Gregg Nevola      15 sessions      \$330  
Tue      Oct 5-Jan 18      6:30-8:30 p.m.  
(No class Dec 28)

This course presents an overview of executive compensation issues and practices. The course begins with an explanation of various organizational approaches in determining which employees comprise the executive group. The course proceeds to describe the various components of executive compensation, including direct pay, employee benefits, perquisites, short-term incentives, and long-term incentives. Design considerations in using these alternate forms of pay and the business objectives they seek to achieve are discussed. The crucial design element of balancing current versus deferred incentives is addressed along with performance measurements and standards used in determining compensation awards. Tax and financial considerations are examined and put into context when applied to certain pay techniques such as the use of nonqualified plans and stock option grants. The role of the board of directors in establishing and monitoring executive compensation and the increased public scrutiny and accountability for excessive pay awards are discussed.



# CERTIFIED PURCHASING MANAGER (CPM)

The Certified Purchasing Manager (C.P.M.) program is a four-module program that helps participants prepare for the four C.P.M. examinations as administered by the Institute for Supply Management (ISM). The program is designed for new and experienced purchasing agents, managers, buyers and those who wish to obtain the C.P.M. 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](http://www.ISM.ws).

*Note: Courses do not have to be taken in sequence.*

### MODULE 3: VALUE ENHANCEMENT STRATEGIES

BF-61301 Thomas Myles 6 sessions \$284  
Tue Sept 28-Nov 2 6-8 p.m.

This module contains 16 tasks and includes sections on sourcing analysis, supply and inventory management, value enhancing methods, and forecasting and strategies. These are the areas of study needed to pass the national exam.

### MODULE 4: MANAGEMENT

BF-61401 Thomas Myles 6 sessions \$284  
Tue Nov 9-Dec 14 6-8 p.m.

This module contains 14 tasks and includes sections on management, organization and human resource management. These are the areas of study needed to pass the national exam.

**READY TO PLAN  
YOUR RETIREMENT?**

**SEE OUR RETIREMENT PLANNING  
SECTION ON PAGE 51.**

# LIVING IN A SENIOR WORLD

NEW

Today's seniors are active decision makers – young at heart and young in spirit. As America gets older it is creating new challenges. Half of America will eventually require some form of extended professional senior care. The stress of providing care for loved ones can affect your health and well-being. Here are some courses that might assist you in making some difficult decisions.

### ADMINISTRATION OF A 24-HOUR RESIDENTIAL FACILITY

BF-91011 Susan Edwards 2 sessions \$99  
Mon Oct 4-11 6:30-9:30 p.m.

This course raises conscious awareness that people with various impairments live within the community. This applies to the healthcare industry, which provides a 24-hour service such as a hospital, nursing home, assisted living, adult home and group homes for the special population. Understand the social and political history of providing services and integrate programs in the past. It demonstrates what impact this makes upon the community and expands to a more global view of healthcare, medicaid, private, non-profit agencies vs. state operated facilities. This is achieved by reviewing the operation, administration, management and clinical team of a 24-hour residential facility.

### THE SANDWICH GENERATION

BF-91021 Susan Edwards 2 sessions \$99  
Mon Oct 18-25 6:30-9:30 p.m.

The aging population is increasing, which has contributed to the new era of the "sandwich generation." The once famous baby boomers are now finding themselves in the middle of caring for their own children and their aging parents, increasing demands on this already hectic generation. This course discusses the impact this social phenomenon has upon the caregiver, the community, and the health care profession. Multiple healthcare resources for the elderly are discussed.

### AGING WITH DEVELOPMENTAL DISABILITIES

BF-91031 Susan Edwards 2 sessions \$99  
Mon Nov 8-15 6:30-9:30 p.m.

People with developmental disabilities have significant physiological, functional, and psychological changes as they age. This course addresses these issues and examines ways for families, community practitioners and advocates to meet the varied needs of this growing population. Programs for this population are discussed and explored.



# PROFESSIONAL MEDICAL BILLING AND MEDICAL CODING

NEW

Health care has become one of the fastest-growing industries in the United States today. Because of the creation of managed care, physicians need employees who understand the policies and procedures of insurance billing. This demand has turned medical billing into one of the most sought-after careers in the nation.

The responsibilities of a professional medical billing and coding administrator include:

- Accurately coding diagnoses and procedures.
- Completing claim forms.
- Promptly billing insurance companies.
- Adhering to each insurance carrier's regulations.

With the proper training, you could have the skills to accurately code patients charts, process medical claims efficiently, handle patient invoices and secure reimbursements.

## MEDICAL TERMINOLOGY (MBC 101)

BF-23401 Staff 10 sessions \$300  
 Mon,Wed Sept 13-Oct 13 6-9 p.m.  
 (No class Sept 16)

BF-23402 Staff 10 sessions \$300  
 Mon-Thu Sept 13-29 9 a.m.-Noon  
 (No class Sept 16)

Learn the prefixes, roots and suffixes used in medical terminology in today's health care industry. An additional concentration is placed on an overview of anatomy and physiology.

## MEDICAL CODING (MBC 102)

BF-23411 Staff 15 sessions \$600  
 Mon,Wed Oct 18-Dec 13 6-10 p.m.  
 (No class Nov 24)

BF-23412 Staff 15 sessions \$600  
 Mon-Thu Oct 4-28 9 a.m.-1 p.m.  
 (No class Oct 11)

Learn the methods of coding using ICD-9-CM, CPT-4, and HCPCS codes. An overview of hospital coding is also presented.

## MEDICAL DOCUMENT ANALYSIS (MBC 103)

BF-23421 Staff 10 sessions \$300  
 Mon,Wed Jan 3-Feb 7 6 p.m.-9 p.m.  
 (No class Jan 17)

BF-23422 Staff 10 sessions \$300  
 Mon-Thu Nov 1-16 9 a.m.-Noon

Learn the different forms and reports used in documenting a patient's chart. An introduction to insurance is presented with a concentration on CMS 1500 and 1450 forms for claim filing.

## MEDICAL INSURANCE ANALYSIS (MBC 104)

BF-23431 Staff 10 sessions \$300  
 Mon,Wed Feb 14-Mar 16 6-9 p.m.  
 (No class Feb 21)

BF-23432 Staff 10 sessions \$300  
 Mon-Thu Nov 22-Dec 9 9 a.m.-Noon  
 (No classes Nov 25, Dec 8)

Learn the policies and procedures of insurance programs such as Medicare, Medicaid, Workers' Compensation, and No-Fault. Commercial insurance plans are also covered in order to understand the medical reimbursement process.

# HOW TO SUCCEED IN BUSINESS

## SMALL BUSINESS MANAGEMENT

### HOW TO DEVELOP A STRATEGIC PLAN FOR YOUR SMALL BUSINESS

BF-11301 Madison Gross 1 session \$49  
 Sat Sept 11 9:30 a.m.-12:30 p.m.

Planning helps small business owners identify future opportunities and uncover market needs. Learn how to increase the chance of success in your business by using planning techniques, that help you make better decisions. 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 leadership for projects; improve decision-making ability; and formulate a design to keep your plan on track.

## BUSINESS STUDIES

### STARTING YOUR OWN BUSINESS

BF-11601 Sandra Johnson 2 sessions \$85  
Tue Oct 19-26 7-9 p.m.

Fact: Fifty percent of all new businesses fail within the first year of operation. Planning ahead can help prevent this catastrophe. This course is designed for individuals who are planning to start their own business. Topics include incorporation vs. sole proprietorship, preparing a business plan, record keeping, marketing, taxes and more.

### MANAGEMENT SKILLS FOR SUPERVISORS

BF-12401 Madison Gross 1 session \$49  
Sat Oct 9 9:30 a.m.-12:30 p.m.

Are you a new supervisor or about to become one? Experienced, but looking for helpful hints to become more effective on the job? This course walks you through the steps to improving relationships with your employees as well as your supervisor; how to effectively use a variety of leadership styles to get things done through others; how to improve your skills as a communicator; how to give instructions and training; what you must do when communications and relationships break down; and how to use employee appraisal to motivate subordinate. Students also discover ways to better manage time and enhance their professional performance.

### THE NUTS AND BOLTS OF ACCOUNTING

BF-21051 Paula DeScisciolo 4 sessions \$129  
Wed Sept 29-Oct 20 6:30-8:30 p.m.

Accounting, the “language of business,” helps leaders and managers plan, direct, control, evaluate and modify operations and processes. This course covers the “nuts and bolts” of accounting, accounting for transactions, elements of the accounting equation, basic accounting concepts, and the three financial statements (balance sheet, income statement and statement of cash flows), as well as an introduction to financial analysis. Concepts presented are reinforced through group exercises and discussions.

### FINANCE: DOLLARS AND SENSE!

BF-21101 Paula DeScisciolo 4 sessions \$129  
Wed Oct 27-Nov 17 6:30-8:30 p.m.

Managers and leaders must create value for a company while minimizing financial risk. This course focuses on the options available to managers to achieve this goal. Topics include: budgeting as a useful tool to complement the strategic plan, evaluating risk-based investment alternatives, exploring asset management model and identifying funding sources through capital markets.

## SMALL BUSINESS IDEAS

### HOW TO START AND SUCCESSFULLY OPERATE A HOME INSPECTION BUSINESS

BF-11551 F. Michael Franzese, Jr. 5 sessions \$230  
Wed Oct 6-Nov 3 6-8 p.m.

The real estate inspection profession 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, the inspection profession 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 how to set up and operate an office; licensure requirements; 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.

NEW

### HOW TO BUY AND SELL OVER THE INTERNET

BF-16151 Abe Mantell 1 session \$59  
Sat Oct 2 9:30 a.m.-1:30 p.m.

This hands-on course introduces the most common auction sites on the Internet: eBay, Yahoo, Amazon, etc. First we examine all relevant aspects of buying, from searching for items according to statistics, to bidding and completing a transaction. Then we discuss all aspects of selling, from posting items to finalizing the sale. Also included is an introduction to electronic forms of payment to help expedite the buying and selling process.

## CAREER DEVELOPMENT

### WHAT WERE YOU BORN TO DO?

BF-11611 Susan Eckert 1 session \$49  
Thu Oct 7 6-9 p.m.

BF-11612 Susan Eckert 1 session \$49  
Wed Nov 17 6-9 p.m.

Eighty percent of Americans are unhappy in their current jobs/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 type provides clues (utilizing Meyers-Briggs Type Inventory); personal strengths, talents and skills; how to get clues to the “ideal” career by exploring childhood daydreams; 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.

**DEVELOPING EFFECTIVE LEADERSHIP SKILLS**

BF12301 Madison Gross 1 session \$49  
Sat Oct 2 9:30 a.m.- 2:30 p.m.

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 to not only get the job done, but to inspire others to perform at the highest possible level. Discover techniques that make today's leaders successful, and how to maximize your potential to move the organization as well as yourself!

**DEVELOP YOUR CRITICAL THINKING SKILLS**

**NEW**

BF-12801 Jackie Cara 2 sessions \$89  
Tue Oct 12-19 6:30-9:30 p.m.

BF-12802 Jackie Cara 2 sessions \$89  
Tue Nov 9-16 6:30-9:30 p.m.

In life, in business, in everything you do, learning to evaluate what you hear and read with a critical ear and mind is key to learning who and what information to trust, developing your own strategy for dealing with life situations and preparing your point of view. Learn this helpful skill through the critical analysis of current events, lively debate and open discussions. Using basic tools and tips, you can be a critical thinker, get the right facts and make educated choices and decisions about anyone and anything you encounter. This class is designed for individuals seeking a better understanding of the news and print media; current events; politics including the presidential debates and elections; law and cases in the news; and negative advertising. This class is also helpful for those seeking techniques to evaluate the information given to them on a daily basis in their home or work environment.

**TRAINING THE TRAINER**

BF-14501 Madison Gross 1 session \$49  
Sat Oct 16 9:30 a.m.-12:30 p.m.

Whether you are a new or experienced corporate trainer or about to become one, if you train or teach adults, or are considering entering the training field for the first time, this course provides a foundation in training. Learn the importance and benefits of training to an organization; how to set realistic training goals and objectives; how to implement the most currently employed 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.

**COMMUNICATION IN BUSINESS**

**HOW TO MAKE YOUR NEXT PRESENTATION A GREAT ONE**

BF-12251 Madison Gross 1 session \$49  
Sat Sept 18 9:30 a.m.-12:30 p.m.

An experienced "presentations 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. You learn tips for 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; how to overcome stage fright; 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.

**BUSINESS WRITING**

BF-12001 Richard Atkins 1 session \$85  
Sat Oct 23 9 a.m.-4 p.m.

BF-12002 Richard Atkins 3 sessions \$85  
Wed Nov 3-17 7-10 p.m.

Composing e-mails, letters and memos can sometimes cause distress. This course examines and addresses the most common areas of concern for all writers. Topics covered include: grammar/parts of speech; agreement; vocabulary/word choice; composing complete, concise sentences; sentence structure; mechanics; numbers; spelling; capitalization; punctuation; and organization.

**INTRODUCTION TO TECHNICAL WRITING**

BF-12111 Brad Manzo 4 sessions \$99  
Tue Sept 21-Oct 12 7-9 p.m.

Technical writing is a broad term that includes everything from computer software manuals to highly technical manuals for engineers. If you have strong writing and computer skills, you can take advantage of the numerous job opportunities this field presents. In this course, students learn the basics of technical writing, such as writing style and grammar, as well as the business side of technical writing.

**HAVE A SUGGESTION FOR  
A NEW COURSE?**

**CALL US AT (516) 463-5993 OR  
E-MAIL US AT UCCE@HOFSTRA.EDU**

## BUSINESS STUDIES

### COLD CALLING TECHNIQUES (THAT REALLY WORK!)

BF-12141	Jeff Goldberg	1 session	\$59
Wed	Oct 13	6:30-9:30 p.m.	

BF-12142	Jeff Goldberg	1 session	\$59
Fri	Nov 5	1-4 p.m.	

One of the greatest challenges in any sales career is positioning yourself in front of potential clients. In fact, a study of top sales performers (those earning \$100K or more for 10 consecutive years) found that these individuals devote 45 percent of their time to prospecting for new clients. Let's face it: You could be the greatest salesperson in the world, but you must be able to find people to speak with about your product/service, or you will not sell a thing. This course, based on the best-selling book of the same name, teaches you where to find leads, how to get referrals, how to develop your opening statement, how to get through to more people, how to leave voice mail messages that get your call returned, how to turn around objections and how to sit down in front of more people who might have an interest in doing business with you. Sales is a numbers game, and the name of the game is getting yourself in front of as many potential buyers as possible. The methods taught in this course have been learned and successfully implemented at thousands of companies worldwide, including Aetna, Nextel, Sprint PCS and Time Warner Cable. As a direct result of this workshop, companies have reported increases in sales by as much as 30 percent and increases in appointments from 33 percent to a high of 81 percent! Whether you are a salesperson who needs to make more appointments or a sales manager looking for new ways to help your team, this course is for you.

### SUCCESSFUL JOB INTERVIEWING

BF-12201	Anthony Cedrone	4 sessions	\$129
Wed	Oct 13-Nov 3	6-8 p.m.	

This course is designed to give you confidence when interviewing for a job. Learn interviewing techniques, how to answer questions, how to be the selected candidate. Discuss important strategies to use before, during and even after the interview. Take control of the situation and give yourself that competitive edge!

### BASIC ELEMENTS OF E-COMMERCE

BF-13221	Peter Lubell	1 session	\$99
Fri	Oct 15	12:30-4:30 p.m.	

BF-13222	Peter Lubell	1 session	\$99
Sat	Nov 13	9 a.m.-1 p.m.	

The availability of low-cost, reliable and worldwide communications is the basis of a rapidly growing area of business known as electronic commerce. Learn about the significant

NEW

NEW

parameters of e-commerce and how to use them to your advantage to either restructure an existing business or develop a new one. Using multimedia materials drawn from contemporary experiences, this course teaches you the strategies and tactics that apply to this dynamic and potentially rewarding enterprise. This course gives the participant an understanding of the fundamentals of e-commerce through a multimedia presentation, the goal of which is to provide the student with the ability to analyze, strategize and develop a plan of action for entry into the e-commerce environment.

## SECURITY IN BUSINESS

NEW

### WHAT CONSTITUTES INCIDENTS OF WORKPLACE VIOLENCE?

BF-24101	Felix Nater	1 session	\$39
Wed	Oct 6	6:30-8:30 p.m.	

This course acquaints supervisors, managers, and safety and security personnel with definitions of workplace violence incidents. This knowledge enables such individuals to take appropriate responsive and sensitive action with regard to a victim's complaints. Participants are shown vivid examples of the contributory behavior and how this behavior is taken for granted because of the operational concerns. Awareness of what constitutes workplace violence helps identify the problem, clarify the response and ensure a safe environment for all.

NEW

### DOES YOUR COMPANY HAVE AN ADEQUATE SECURITY PLAN?

BF-24111	Felix Nater	1 session	\$39
Wed	Oct 13	6:30-8:30 p.m.	

This course teaches human resource managers and security directors how to identify security strengths and weaknesses as they relate to the implementation of policies and programs. It also delves into the benefits of the policy including employees in the process. Participants are exposed to the process used to develop and implement a workplace violence prevention security policy. Participants receive and the class examines, a survey used to measure a company's current security posture. In addition, we address suggestions offered by OSHA and other organizations on workplace violence.

NEW

### SECURITY CONCERNS FOR THE HEALTH CARE INDUSTRY

BF-24121	Felix Nater	1 session	\$39
Wed	Oct 20	6:30-9:30 p.m.	

This course acquaints the health care professional with protective measures to consider in developing a workplace security program. It attempts to show participants how health care professionals are at greater risk by virtue of their exposure to patients, distressed family members and other environmental factors. The health care worker's environment has unique safety and security considerations for the institution and the field worker. The course helps acquaint participants with risk factors to minimize hazards through awareness and manage-

ment's responsibility in providing a safe and secure workplace. This course is designed for doctors, nurses, employee assistance providers, custodians and security personnel. Others could benefit from the general nature of the course's content as well.

NEW

**THE HUMAN RESOURCES DIRECTOR AS THE GATE KEEPER**

BF-24131 Felix Nater 1 session \$39  
Wed Oct 27 6:30-9:30 p.m.

This course is designed for human resource managers and security directors. It presents suggestions for developing a workplace violence prevention policy and discussion of the permissive environment as a contribution to a hostile workplace. The importance of collaboration among the various departments is explored to ensure that security awareness is part of all employees' initial orientation and is reinforced through ongoing training programs. Also presented are the reasons for why incidents are underreported and who the workplace predator could be. The course emphasizes the importance of creating corporate accountability and an empowered workplace.

**HUMAN SERVICES**

NEW

NEW

**JOB BURNOUT AND STRESS IN THE HUMAN SERVICE FIELD**

BF-23501 Cathy Cousear 2 sessions \$79  
Tue, Wed Oct 5-6 6:30-8:30 pm

Working professionals are at the highest risk for job burnout. This interactive class helps workers recognize the early signs of job burnout and learn techniques and strategies to prevent it. Topics include relaxation and meditation techniques, time management, developing a support system and recapturing your creativity.

NEW

**A CAREER IN HUMAN SERVICES**

BF-23511 Cathy Cousear 2 sessions \$79  
Wed Oct 20-27 6:30-8:30 p.m.

Explore a career in the human service field by learning about various possible job opportunities and targeting prospective employers. Students complete a skills assessment and discuss the job search process. Students receive printed materials, including a list of helpful directories and information on job sources. This workshop is valuable to those who recently have been laid off, career changers and new graduates.

**AN OVERVIEW OF HIPAA REGULATIONS**

NEW

BF-3521 Cathy Cousear 2 sessions \$79  
Wed Nov 3-10 6:30 p.m.-8:30 p.m.

Regulations issued under HIPAA that protect the privacy of health information for all Americans went into effect April 14, 2003. Agencies are legally responsible to protect the confidentiality of health information for all people who receive services. This course provides a brief overview on HIPAA, detailed information on privacy notices, additional HIPAA forms and policies and procedures.

**TIME MANAGEMENT**

NEW

BF-23531 Cathy Cousear 1 session \$39  
Wed Nov 17 6:30-8:30 p.m.

Human service workers often must juggle paper work and provide services simultaneously. This course helps you cut through the clutter, determine if you are really as busy as you think, learn to create realistic to-do lists, make decisions and learn how to stick to them.

**SUPERVISION 101**

NEW

BF-23541 Cathy Cousear 6 sessions \$179  
Thu Oct 7-Nov 11 6:30-8:30 p.m.

A basic supervision course for anyone who supervises staff in the human service field. Topics include delegating, conflict resolution, running staff meetings, team building, constructive criticism, assertiveness, motivating staff, communication and time management. This is a great course for both new and experienced supervisors.



# Noncredit Certificate

## 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. In addition, the basic information acquired in the courses below provides all the training necessary to compete for entry-level positions in most phases of travel – airlines, cruise lines, travel agencies and sales.

The introductory course, Travel Career Training, covers the fundamentals of travel planning, including scheduling, ticketing, tour and cruise planning, and other essential travel agency operations. The second course, Reservation Computer Training, provides skills necessary to sell all types of travel through the major airline reservation systems.

### TRAVEL CAREER TRAINING

BF-24001 Staff 5 sessions \$191  
Tue, Thu Sept 21-Oct 5 6:30-8:30 p.m.

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

BF-24051 Staff 12 sessions \$670  
Tue, Thu Oct 12-Nov 18 6:30-9:30 p.m.

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 (PNR), and booking a rental car and hotel reservations. 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.*

# Center for Corporate Training



Hofstra's University College is the largest provider of continuing education courses on Long Island with over 20,000 participants and 1,500 course offerings. The Center for Corporate Training (CCT) was organized to customize programs for corporations, small businesses, and nonprofit and governmental agencies in the field of professional development. CCT provides our clients with business solutions that integrate management and technology in the context of their environment while maintaining excellence, quality, and respect for each other and our clients.

### WHY PARTNER WITH CCT AT HOFSTRA?

- Our client relationships are business partnerships, which enable us to deliver services that maximize productivity and enhance workflow.
- Our instructors have an in-depth knowledge of key industries including financial, insurance, real estate and much more.
- We are extremely service oriented: "what" we do is as important as "how" we do it.
- We offer a variety of services to provide a "Total Solution-Single Source."

### MORE REASONS...

We have the ability to:

- Offer seminars in technology and management topics.
- Teach management techniques that utilize technology tools.
- Facilitate executive meetings with technology considerations.
- Develop education materials and seminars that model business and management workflow.

Our access to experienced instructors is unprecedented. We can customize a program to meet almost any corporate training need. For more information please contact Colleen Slattery, Business Studies Director at (516) 463-7800 or uccebusiness@hofstra.edu.

## Business Certificate Information Session

**WEDNESDAY, OCTOBER 20, 2004**

**6-8 P.M. • UNIVERSITY COLLEGE HALL • NORTH CAMPUS**

Our Business Certificate Programs enable college graduates in any field to change or enhance their careers by completing 18-credit programs. Each Certificate Program consists of a six-course program, which may be completed in one year during the day and/or evening, full or part time (including summer sessions) and cover a full range of possibilities in business as well as computers. 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 fall, January, spring and summer semesters. On the following pages are descriptions of these programs. If one or several interest you, attend our Business Certificate Information Session, where representatives and advisers from each area will be on hand to describe the programs and answer questions. Students who expect to enter the program should first contact the Business Studies Department at (516) 463-7800.

### INFORMATION SESSION CODES

#### COMPUTERS

BF-38001 Certificate in Business Information Systems

#### BUSINESS

BF-31001 Accounting Certificate  
 BF-32001 Finance Certificate  
 BF-33001 Marketing Certificates  
 BF-36001 International Business Certificate  
 BF-35001 Human Resources Management Certificate  
 BF-34001 General Management Certificate  
 BF-37001 Labor Studies Certificate



#### ADVANCED GRADUATE CERTIFICATE PROGRAMS INTRODUCTORY CONFERENCE

BF-31011 Advanced Taxation Certificate  
 BF-32011 Advanced Finance Certificate  
 MF-38011 Advanced Certificate in Information Systems  
 BF-33011 Advanced Marketing Certificate  
 BF-36011 Advanced International Business Certificate  
 BF-35011 Advanced Human Resources Certificate  
 BF-34011 Advanced General Management Certificate

Please know that our Business Certificate Information Session requires a reservation but is free. 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](http://WWW.HOFSTRA.EDU/UCCE/BUSINESSSTUDIES)**

## Accounting Certificate Program

Hofstra University's Department of Accounting, Taxation and Legal Studies in Business is accredited by AACSB International (The Association to Advance Collegiate Schools of Business). AACSB accreditation represents the highest standard of achievement for accounting departments in 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 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 or redirect their careers.

### REQUIRED COURSES:

ACCT 101. Financial Accounting  
 ACCT 102. Managerial Accounting  
*Prerequisite: ACCT 101. Credit given for this course or ACCT 2, or 20, or 201.*

ACCT 123. Financial Accounting Theory and Practice and ACCT 124.  
*Prerequisite: ACCT 2, or 20 or 102.*

ACCT 143. Income Tax Accounting and ACCT 144.  
*Prerequisite: ACCT 2 or 20 or 102.*

The following electives are also available upon approval of the adviser (Not all electives are offered each semester):

ACCT 125. Accounting Entities (Advanced)  
 ACCT 127. Computer-based Accounting and Tax Systems  
 ACCT 131. Cost Accounting Systems  
 ACCT 133. Auditing Theory and Practice

**FOR FULL COURSE DESCRIPTIONS, VISIT: [WWW.HOFSTRA.EDU/UCCE/ACCOUNTING](http://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 challenge 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).

### 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:

BCIS elective with adviser approval.

**FOR FULL COURSE DESCRIPTIONS, VISIT: [WWW.HOFSTRA.EDU/UCCE/CBIS](http://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.

### 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 ONE AREA OF CONCENTRATION: INVESTMENT, CORPORATE OR BANKING. THREE ELECTIVES MUST BE SELECTED IN YOUR CHOSEN 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 (see investment concentration)

### 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 157. A-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

### ELECTIVE COURSES (CHOOSE THREE):

- MGT 118. Litigation and Alternate Dispute Resolution (ADR)\*  
MGT 122. Advanced Topics or Organizational Recruitment and Selection\*\*  
MGT 123. Managing Employee Benefits\*  
MGT 130. Human Relations in Organizations\*  
MGT 157D. Managing Workplace Diversity\*  
MGT 172. Collective Bargaining\*  
MGT 175. Management of Change and Innovation in Organizations\*

\*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: IB150.*

### 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: IB150.*

### 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, non-profit 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 a 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 Programs

The Marketing Management Certificate takes students through six courses that prepare them for jobs in a variety of settings, including direct marketing, international marketing, sales management, retail management, marketing research and advertising. The Marketing Media Certificate focuses on television and print advertising.

### MARKETING MANAGEMENT CERTIFICATE PROGRAM

#### REQUIRED COURSES:

- MKT 101. Principles of Marketing
- MKT 124. Consumer Behavior\*
- MKT 175. Marketing Planning and Product Strategies\*\*

#### ELECTIVE COURSES (THREE COURSES REQUIRED; NOT ALL ELECTIVES ARE OFFERED EACH SEMESTER):

- MKT 131. Principles of Advertising\*
  - MKT 140. Sales Management\*
  - MKT 141. Retail Management\*
  - MKT 144. Marketing Research
- Prerequisite: MKT124 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

\* Prerequisite: MKT 101.

\*\* Prerequisite: MKT 124.

### 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; NOT ALL ELECTIVES ARE OFFERED EACH SEMESTER):

- SCO 4. Visual and Sound Aesthetics
- AVF 24. Fundamentals of Video: Studio Production
- FA 27. Computer Graphics

**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 of interest as expedient means of achieving expertise in a particular business function. Nine areas of specialization are offered: taxation, banking, corporate finance, investment management, business computer information systems, general management, human resources management, international business and marketing.

Each of these Advanced Graduate Certificates in Business 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 required for the certificate in residence at Hofstra University while they are enrolled in the program. Upon admission, students are required to meet with a faculty adviser from the appropriate department within 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 certificate 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/UCCEBUSINESSSTUDIES](http://WWW.HOFSTRA.EDU/UCCEBUSINESSSTUDIES)**

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UCCE

# Information Technology and Applications

## Can we help?

Please contact:  
Kenneth Newman, D.M.D.  
Director of Information  
Technology and Applications  
Telephone: (516) 463-7300  
E-mail:  
uccecomputers@hofstra.edu



## INFORMATION TECHNOLOGY AND APPLICATIONS INFORMATION SESSIONS

MU-10511 Tue Aug 10 7-9 p.m.  
MF-10511 Wed Oct 20 6-8 p.m.

Learn about the latest course offerings and career opportunities through the Information Technology and Applications Department. Find out about the many certificate programs, vendor certifications, and individual courses available to gain a competitive advantage for your career and/or your company.

For reservations or further information:  
Call: (516) 463-7300  
E-mail: uccecomputers@hofstra.edu

INFORMATION TECHNOLOGY

## 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 relevant to today's fast-paced computer environment.

**STUDENTS MAY TAKE MOST COURSES ON AN INDIVIDUAL BASIS. FOR THOSE INTERESTED IN EXTENDED COURSES OF STUDY, SEVERAL CERTIFICATE PROGRAMS ARE OFFERED.**

Detailed descriptions of these programs and individual courses follow. For assistance selecting a certificate program, call (516) 463-7300. Students may also find the various Information Sessions helpful for learning about individual Information Technology and Applications 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 84).

## 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 the ability to use computers 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 applications.

### PROGRAM BENEFITS:

- Convenient day 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.

# INFORMATION TECHNOLOGY AND APPLICATIONS

**CERTIFICATE REQUIREMENTS:** Four required courses.

**ADMISSION REQUIREMENTS:** None.

**REQUIRED COURSES:**

- PC Basics and Internet Skills
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

## PC COURSES

**PC BASICS AND INTERNET SKILLS**

MF-10011 Kathy Strombelline 8 sessions \$490  
Tue-Fri Oct 5-15 10 a.m.-1 p.m.

PC Basics and Internet Skills is designed to transform individuals into knowledgeable users of the computer. Begin with an understanding of the Windows operating system and finish with practical, hands-on experience 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. Students also learn how to configure their Internet connection.

**MICROSOFT WORD**

MF-10111 Kathy Strombelline 8 sessions \$490  
Mon-Thu Oct 18-28 10 a.m.-1 p.m.

This course provides in-depth, hands-on instruction using the features of Microsoft Word XP, the industry standard for word processing programs. Students learn the concepts of word processing as they develop and edit documents, taking advantage of the many options available to become more productive and interact with other applications.

*Prerequisite: PC Basics and Internet Skills or equivalent.*

**MICROSOFT EXCEL**

MF-10211 Kathy Strombelline 8 sessions \$490  
Mon-Thu Nov 1-11 10 a.m.-1 p.m.

Many business applications require the use of spreadsheets as tools 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 report, along with other functions. While students use Microsoft Excel XP, they learn the concepts of spreadsheet applications necessary for specific job requirements.

*Prerequisite: PC Basics and Internet Skills or equivalent.*

**MICROSOFT POWERPOINT**

MF-10411 Kathy Strombelline 4 sessions \$250  
Mon-Thu Nov 15-18 10 a.m.-1 p.m.

This course provides hands-on instruction for 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.*

## CERTIFICATE: WEB SITE DEVELOPMENT AND DESIGN

**CAREER OPPORTUNITIES: WEB DESIGNER, WEBMASTER, 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) 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

**WEB SITE DEVELOPMENT AND DESIGN COURSES**

**INTRODUCTION TO HTML**

MF-40011 William Gravert 8 sessions \$563  
Mon, Wed Sept 20-Oct 13 6:30-9:30 p.m.

MF-40012 Phillip Lipsky 6 sessions \$563  
Mon, Wed, Thu Sept 8-22 9:45 a.m.-1:45 p.m.  
(No class Sept 16)

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**

MF-40111 William Gravert 4 sessions \$282  
Mon, Wed Oct 18-27 6:30-9:30 p.m.

MF-40112 Phillip Lipsky 3 sessions \$282  
Mon, Wed, Thu Sept 27-30 9:45 a.m.-1:45 p.m.

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.*

**CREATING WEB GRAPHICS WITH ADOBE PHOTOSHOP**

MF-40161 Kathy Mackenzie 8 sessions \$563  
Mon, Wed Nov 8-Dec 6 6:30-9:30 p.m.  
(No class Nov 24)

MF-40162 Phillip Lipsky 6 sessions \$563  
Mon, Wed, Thu Oct 4-14 9:45 a.m.-1:45 p.m.  
(No class Oct 11, Add'l class Oct 12)

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 great 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**

MF-40212 Phillip Lipsky 4 sessions \$496  
Mon, Wed, Thu Oct 18-25 9:45 a.m.-1:45 p.m.

JavaScript is a platform-independent, event-driven, interpreted programming language that can enhance the interactivity of Web pages. 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**

MF-40411 Kathy Mackenzie 6 sessions \$496  
Mon, Wed Oct 13-Nov 1 6:30-9:30 p.m.

MF-40412 Phillip Lipsky 6 sessions \$496  
Mon, Wed, Thu Oct 27-Nov 8 9:45 a.m.-12:45 p.m.

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.

*Prerequisite: Advanced HTML.*

**MACROMEDIA FLASH WORKSHOP**

MF-40511 William Gravert 6 sessions \$496  
Tue, Thu Nov 4-23 6:30-9:30 p.m.

MF-40512 Phillip Lipsky 6 sessions \$496  
Mon, Wed, Thu Nov 10-22 9:45 a.m.-12:45 p.m.

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.

*Prerequisite: Advanced HTML.*

**CAPSTONE COURSE IN DEVELOPING EFFECTIVE WEB PAGES**

MF-40912 Phillip Lipsky 5 sessions \$496  
Mon, Wed, Thu Nov 29-Dec 8 9:45 a.m.-1:45 p.m.

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, screen sizes and various bandwidths. Students learn how to analyze the effectiveness of a Web site and look at the development of the Web as a marketing tool.

*Prerequisites: Advanced HTML, JavaScript, Photoshop, Dreamweaver and Flash.*



## 3D COMPUTER ANIMATION

Are you interested in becoming a gaming artist or a computer animator? Learn to bring your ideas to life using the award-winning 3ds max software. These classes are designed for the entry-level student. Participants are exposed to the different techniques, terminology and workflow of Discreet 3ds max. Topics include introduction to three-dimensional space, object creation and manipulation, overview of lighting and texture principles, and rendering. High school students accepted.

### INTRODUCTION TO 3D COMPUTER ANIMATION PART 1

MF-72101 Michael Passuello 6 sessions \$595  
Sat Sept 11-Oct 23 9 a.m.-1 p.m.  
(No class Sept 25)

Learn the secrets behind the magic of *Shrek*, *Toy Story*, and *Monsters Inc.* Using 3D Studio Max, this course explores the basics behind 3D computer animation. Students have the opportunity to create, animate and develop an understanding of what comprises the many computer-generated feature films, television commercials and video games of today.

### INTRODUCTION TO 3D COMPUTER ANIMATION PART 2

MF-72201 Michael Passuello 6 sessions \$595  
Sat Oct 30-Dec 11 9 a.m.-1 p.m.  
(No class Nov 27)

Students further develop the techniques of 3D computer animation using 3D Studio Max, focusing on texture map creation, lighting and modeling. Students learn 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 Part 1.*

## 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.

### 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 Visual Basic.NET
- Advanced Visual Basic.NET
- Two approved electives

## PROGRAMMING LANGUAGES

### INTRODUCTION TO VISUAL BASIC .NET

MF-30611 Anthony DeLouise 8 sessions \$673  
Tue, Thu Sept 7-Oct 5 6:30-9:30 p.m.  
(No class Sept 16)

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

MF-30811 Anthony DeLouise 6 sessions \$505  
Tue, Thu Oct 12-28 6:30-9:30 p.m.

This continuation course covers aspects of designing and implementing database applications using VB and the Access JET Engine. A "real world" application is defined and developed. 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) and creating database reports.

*Prerequisite: Introduction to Visual Basic .Net.*



**INTRODUCTION TO C++ PROGRAMMING**

MF-30511 Staff 8 sessions \$673  
 Mon Sept 13-Nov 1 6:30-9:30 p.m.

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: Some programming knowledge.*

**ADVANCED C++ PROGRAMMING**

MF-30711 Staff 6 sessions \$505  
 Mon Nov 8-Dec 13 6:30-9:30 p.m.

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.*

**INTRODUCTION TO JAVA PROGRAMMING**

MF-31611 Thomas Paul 8 sessions \$673  
 Wed Sept 8-Nov 3 6:30-9:30 p.m.

(No class Sept 15)

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: Some programming knowledge.*

**ADVANCED JAVA PROGRAMMING**

MF-31811 Thomas Paul 6 sessions \$505  
 Wed Nov 10-Dec 15 6:30-9:30 p.m.

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 Java Beans, servlets and distributed computing.

*Prerequisite: Introduction to Java.*

**ATTENTION HIGH SCHOOL STUDENTS**

Are you preparing for the AP exam in computer science? Take our Java courses and learn the language at the level of a professional programmer. Call (516) 463-7300 for more information. (Note: minimum age is 14.)

**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. This program trains students in the theory and practice of database management systems. Participants 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 Systems and Database Design
- 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 75).
- Advanced Visual Basic.NET (see page 72).

**MICROSOFT DATABASE DESIGN COURSES**

**INTRODUCTION TO RELATIONAL DATABASE SYSTEMS AND DATABASE DESIGN**

MF-52011 Michael Devlin 4 sessions \$330  
 Mon,Wed Sept 8- 22 6:30-9:30 p.m.  
 (No class Sept 15)

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 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.*

# INFORMATION TECHNOLOGY AND APPLICATIONS

## SQL PROGRAMMING

MF-51411 Michael Devlin 7 sessions \$578  
Mon, Wed Sept 27-Oct 18 6:30-9:30 p.m.

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

MF-53111 Anthony DeLouise 7 sessions \$578  
Tue, Thu Nov 2-23 6:30-9:30 p.m.

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 database strategies, monitoring and optimizing SQL Server performance, and transferring and migrating data into databases.

*Prerequisite: SQL Programming.*

## ADVANCED MICROSOFT SQL SERVER

MF-53211 Anthony DeLouise 5 sessions \$412  
Tue, Thu Nov 30-Dec 14 6:30-9:30 p.m.

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

MF-14011 Michael Devlin 5 sessions \$412  
Mon, Wed Oct 25-Nov 8 6:30-9:30 p.m.

Learn database concepts and their application in the Access environment. Topics include: working in the table, form and query formats; searching and sorting records; editing records in table 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

MF-14211 Michael Devlin 4 sessions \$330  
Mon, Wed Nov 10-22 6:30-9:30 p.m.

This course expands upon concepts presented in Introduction to Microsoft Access and explores new topics such as 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 indices.

*Prerequisite: Introduction to Microsoft Access.*

## CERTIFICATES: ORACLE 9I CERTIFIED ASSOCIATE/ORACLE 9I CERTIFIED PROFESSIONAL

### CAREER OPPORTUNITIES: ORACLE DATABASE ADMINISTRATOR

Affordable Oracle! Earn 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 1

**ORACLE 9i CERTIFIED PROFESSIONAL:**

- Oracle 9i Database: Fundamentals 2
- Oracle 9i Database: Performance and Tuning

**ORACLE 9i DATABASE: FUNDAMENTALS 2**

MF-56101 Staff 12 sessions \$1,695  
 Mon, Wed Sept 8-Oct 20 6:30-9:30 p.m.  
 (No class Sept 15)

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**

MF-56201 Staff 12 sessions \$1,695  
 Mon, Wed Oct 25-Dec 6 6:30-9:30 p.m.  
 (No class Nov 24)

This course introduces participants to the importance of good initial database design, and the method used to tune a production Oracle 9i 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: Oracle 9i Database: Fundamentals 2.*

**ORACLE CERTIFICATION**

**INTRODUCTION TO ORACLE 9i: SQL**

MF-55101 Chris Pendergast 12 sessions \$1,695  
 Tue, Thu Sept 7-Oct 19 6:30-9:30 p.m.  
 (No class Sept 16)

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 create and maintain database objects and learn to store, retrieve and manipulate 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 1**

MF-55201 Chris Pendergast 12 sessions \$1,695  
 Tue, Thu Oct 26-Dec 7 6:30-9:30 p.m.  
 (No class Nov 25)

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 Oracle 9i 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. The instructor-led lesson topics are reinforced with structured hands-on practices. This course prepares students to take the 1Z0-031 exam.

*Prerequisite: Introduction to Oracle 9i: SQL.*

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# CERTIFICATE: PROJECT MANAGEMENT AND IMPLEMENTATION

## 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 your workload 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
- Tools and Tips for Project Managers
- Microsoft Project
- Capstone Course in Project Management and Implementation



### PROJECT MANAGEMENT

MF-80101	John Cronin	10 sessions	\$663
Tue,Thu	Sept 7-Oct 12		6:30-9:30 p.m.

(No class Sept 16)

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: project management processes; the project plan; management of project scope, time, cost, quality, human resources, communications, risk, procurement and contracts/contractors.

*Prerequisites: Basic PC skills, knowledge of Excel.*

### TOOLS AND TIPS FOR PROJECT MANAGERS

MF-80211	John Cronin	3 sessions	\$199
Tue,Thu	Oct 14-21		6:30-9:30 p.m.

This course focuses on tools, tips and resources to increase your productivity. Excel can be used to create interactive reporting tools that are valuable to project managers, their executives and customers. This hands-on course covers Excel basics, tips, shortcuts and their application to project management. Students create sample project documents (including project status reports, Gantt charts and meeting minute templates) to reinforce what they have learned. Participants are introduced to and provided with templates and other resources to help drive projects that are on time and under budget.

*Prerequisite: Project Management.*

### MICROSOFT PROJECT

MF-80301	John Cronin	3 sessions	\$199
Tue,Thu	Oct 26-Nov 2		6:30-9:30 p.m.

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 the software 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: Tools and Tips for Project Managers.*

**CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION**

MF-80401 John Cronin 8 sessions \$533  
Tue, Thu Nov 9-Dec 7 6:30-9:30 p.m.  
(No class Nov 25)

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 completing 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.*

**ADVANCED PROJECT MANAGEMENT COURSES  
PDU CREDITS**

**SUCCESSFULLY LEADING PROJECTS THROUGH TEAM BUILDING SKILLS**

MF-80801 PMI Staff 8 sessions \$795  
Tue Sept 21-Nov 9 6:30-9:30 p.m.

In order to successfully achieve project goals and objectives, the team leader must possess the ability to effectively manage project resources. This course provides instruction in various proven philosophies of leadership as they apply to managing a project team. You learn the techniques used to transform a group of individuals into a motivated high-performing team. Through various exercises you develop and hone your personal leadership, communication, conflict management and negotiation skills.

*Prerequisites: Working knowledge of project management concepts and exposure to project management tasks, activities and responsibilities.*

**CONTRACT MANAGEMENT AND THE PROCUREMENT PROCESS**

MF-80811 PMI Staff 8 sessions \$795  
Thu Sept 23-Nov 11 6:30-9:30 p.m.

In today's work force environment of increasing specialization, more and more project activities are being outsourced. Project professionals recognize the value of possessing strong contracting and procurement skills. The ability to solicit qualified suppliers, make appropriate sub-contractor selections and establishing, negotiating and administering contracts ensures project success, speed of performance, reduces risk elements and lowers costs. In this course you learn proven and effective techniques that focus on the bidding process, the request for proposal (RFP) process, quantitative means for selecting the "best-fit" supplier, contract negotiation skills as well as the development and control of service level agreements (SLAs). These skills can be successfully applied in situations where you are the customer, the prime or the sub-contractor.

*Prerequisites: Project management or equivalent experience with advisor approval.*

**PROJECT MANAGEMENT  
INFORMATION SESSIONS**

MF-10512 Wed Aug 25 6-8 p.m.

Learn about the many Project Management Programs. Hofstra offers certificate programs, courses for PDU credits and also selected courses in our seminar series. Advisors, faculty and representatives from the Long Island Chapter of PMI will be available to discuss curriculum and answer questions.

For reservations or further information:

Call: (516) 463-7300

E-mail: [uccecomputers@hofstra.edu](mailto:uccecomputers@hofstra.edu)

**PROJECT MANAGEMENT SEMINAR SERIES**

If you need to refresh your knowledge or catch up on new selected topics, these seminars may be for you.

- Work Breakdown Structure-The Basis of Project Schedule and Cost Estimating
- Earned Value Management
- Creating and Effective Project Plan

For information on the Fall 2004 schedule:

Call: (516) 463-7300

E-mail: [uccecomputers@hofstra.edu](mailto:uccecomputers@hofstra.edu)



## CERTIFICATE: WIRELESS NETWORK TECHNOLOGY

Set yourself apart from the Information Technology “pack.” Gain the skills and credentials necessary to distinguish yourself and provide your company with a competitive advantage.

The wireless network market continues to grow due to the additional productivity that wireless network access brings to an organization. But properly trained and certified individuals are needed to make networks secure cost-effective and reliable.

Hofstra brings you the industry-standard 10-week CWNP (Certified Wireless Network Professional) Program. Taught by a security and wireless expert, this two-part program prepares you to administer and secure any wireless LAN no matter which vendors’ products are used.

Courses include:

- CWNA – Certified Wireless Network Administrator
- CWSP – Certified Wireless Security Professional

For information on this program:

Call: (516) 463-7300

E-mail: [uccecomputers@hofstra.edu](mailto:uccecomputers@hofstra.edu)

## 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) is an interdisciplinary technology that offers 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

### UCCE Online Shopping Cart

**RESERVE YOUR CLASSES EASILY, QUICKLY AND ONLINE**

The new UCCE Online Shopping Cart is now available! You can reserve space in many of our classes and programs - directly from your computer - at any time. The process is fast, easy, and secure.

To access the UCCE Online Shopping Cart, visit our UCCE Web site at [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce) to find courses of interest to you. Then click on the title of a course within our site to view detailed information about the course. And for those courses available through the Shopping Cart, you'll see the Shopping Cart options above the description. From there, it's just a few clicks to reserve your space in the class or classes that you desire.

Remember, many of our classes fill quickly. The UCCE Shopping Cart is a great way to make sure you reserve the classes you want - right from your home computer! The Online Shopping Cart enables you to reserve space in courses within any of our departments:

Arts, Culture and Leisure • Business Studies  
Legal Studies • Information Technology and  
Applications • Saturday Classes for Young People  
Summer Camps

Visit the UCCE Online Shopping Cart Information Page:

[WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART](http://WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART)

# 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 among parents at a soccer game, or between teachers who are consulting 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 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 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.

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

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



### FALL SESSIONS

Small group instruction begins September 8.

- Classes Meet:  
Monday, Tuesday or Thursday, 4:15-6:15 p.m. or 6:15 p.m.-8:15 p.m.  
Saturday, 9-11 a.m. or 11:15 a.m.-1:15 p.m.
- Fee: \$500

Individual sessions are also available.

### AT THE CLINIC

- "Child-friendly" evaluations identify strengths and needs.
- Certified literacy 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.
- Literacy specialists offer parents straightforward advice about how to support their children.
- Special interest clubs and writers' workshops are also available.

### LITERACY EVALUATIONS

- By appointment only
- Fee: \$425

### OTHER SERVICES AVAILABLE AT THE SALTZMAN COMMUNITY SERVICES CENTER

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

# Saturday Classes for Young People ... Especially You!

## 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



### FALL 2004 SEMESTER DATES: SEPTEMBER 18-DECEMBER 11

TENNIS:	September 18-November 20
GOLF:	September 11-October 30
EN GARDE:	September 20-November 29 (Mondays)
REGENTS PREPARATION:	October 16-December 11
CHESS:	October 2-December 18
CHESS ACADEMY:	October 3-December 19

No classes September 25, October 9, 10, 11,  
November 27 and 28.

Saturday Classes for Young People, for children ages 3 through 18, is in its 38th year and offers more than 100 courses in Language Arts, Enrichment Programs, Computers, Science, Studio Arts, Cartooning/Animation, Performing Arts, Communication Arts, Career Choices for Young Adults, Regents Preparation Programs, Athletics and Aquatics. Each course is offered on a 10-week per session 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 an 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. Parent courses are also offered, conveniently scheduled to coincide with the Young People's programming.



## CARTOONING/ANIMATION

This popular certificate in animation is composed of a series of courses that enables students to develop a base-level proficiency in cartooning/animation. Individual attention is given to each student in order to maximize skills and develop the creative imagination. Coordinator Frank Giella is an artist on "Mary Worth" cartoon for King Features Syndicate and has been an art teacher for 14 years. He and other notable instructors have developed the following series of courses for the serious cartoonist. In order to be awarded Hofstra's Certificate in Cartooning/Animation, students must complete five of the following courses.

- Introduction to Cartooning
- Intermediate Cartooning
- Advanced Cartooning
- Computer Animation 1
- Computer Animation 2
- Heroes and Monsters
- Introduction to 2D Video Game Development
- Cartooning/Animation Portfolio Preparation (required)

*Note: Courses may also be taken on an individual basis without enrolling in the certificate program.*



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

**UCCE**

**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**

- Kindergarteners Prepare to Read
- Bon Voyage: Let's Read and Discover the World Around Us!
- Exploring Art Through Geometric Design
- Ballet for Beginners
- Acting Up: Imagination Through Improv
- Tell Your Story: Techniques of Theater and Storytelling
- Create Your Own Movie
- College Prep: Learn How to Write That College Essay
- Inside the Courtroom: Part 3
- Yoga for Children
- Adventure Education: Rock Climbing and More!
- Planning Your Child's Early School Years: Lecture for Parents
- Video Game Development

**CALL EARLY, AS ENROLLMENT IS LIMITED!**

- Preschoolers Prepare to Read
- First Splash
- Biology Detectives
- Musical Theater
- Adventure Education: Rock Climbing and More!
- Regents Review and Preparation

**THIS IS ONLY A SMALL SAMPLING OF WHAT YOU WILL FIND  
WHEN YOU VISIT OUR WEB SITE AT  
[WWW.HOFSTRA.EDU/YOUTH](http://WWW.HOFSTRA.EDU/YOUTH).**

**FOR DETAILS ON ALL OUR EXCITING FALL 2004 PROGRAMS,  
VISIT OUR WEB SITE AT [WWW.HOFSTRA.EDU/YOUTH](http://WWW.HOFSTRA.EDU/YOUTH) OR CALL  
FOR A FREE BROCHURE AT (516) 463-7400.**

**PARENTS COURSES ARE ALSO OFFERED,  
CONVENIENTLY SCHEDULED TO COINCIDE  
WITH THE YOUNG PEOPLE'S  
PROGRAMMING.**

**SATURDAY CLASSES**

## SUMMER CAMPS

# Hofstra University Summer Camps

### Can we help?

Please contact:  
Terence Ryan, M.S., P.D.  
Director of Summer Camps  
Telephone: (516) 463-CAMP  
E-mail: [uccecamp@hofstra.edu](mailto:uccecamp@hofstra.edu)  
Web site:  
[www.hofstra.edu/camp](http://www.hofstra.edu/camp)



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



Frances Bruscano  
Assistant Director

### SUMMER CAMP OPEN HOUSE

Visit our Web site at  
[www.hofstra.edu/camp](http://www.hofstra.edu/camp) for  
upcoming open house dates.

Our goal is to assist in the development of the total child ... educationally, athletically, artistically and socially.

### CAMP FACILITIES

- Air-conditioned indoor gyms, classrooms and lecture halls
- Premier dining facilities
- Indoor, heated, Olympic-sized swimming pool
- Fully equipped infirmary staffed by RNs.

**VISIT OUR WEB SITE AT [WWW.HOFSTRA.EDU/CAMP](http://WWW.HOFSTRA.EDU/CAMP)  
FOR NEW CAMPS BEGINING SUMMER 2005.**

## HOFSTRA UNIVERSITY DAY CAMPS

### INDIVIDUALIZED INSTRUCTION IN ATHLETICS, ACADEMICS AND THE ARTS.

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 2005 to those appropriate for campers through high school age.

Hofstra Day Camps offers specialties in actors workshop, adventure education, athletic development, baseball, basketball, cheerleading, computer, creative enrichment, cub camp, dance, fine arts, golf, math/reading, science, soccer and tennis. Campers may register for two-, four- or six-week sessions in addition to a one-week session at the end of the program. Campers may participate in as many as three specializations during 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 for youngsters who wish to engage in a fully recreational or academic camp experience. Tuition includes transportation and lunch.



### CALL NOW!

For details on all of our exciting programs, visit our Web site at [www.hofstra.edu/camp](http://www.hofstra.edu/camp) or call (516) 463-CAMP for a free Summer Camps brochure.

## COACHES ACADEMY

### CHRIS DOTOLO BASEBALL CAMP

#### GRADES 2-7

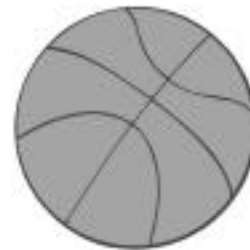
The focus of Hofstra's Baseball Camp is on instruction, not competition. The Hofstra Camp staff utilizes all of the teaching devices and methods of instruction used by the Hofstra Baseball program. The camp is held at University Field, home of the Hofstra Pride Baseball Team. The Hofstra Baseball staff provides all protective equipment, baseballs and teaching devices. Players are placed in groups according to their grade. The camp covers all aspects of hitting, throwing and fielding through lectures, drills and fun games. Campers have the opportunity to apply what they have learned in afternoon games. Hofstra Baseball Camp is suitable for players with different levels of baseball ability. Availability is on a first-come, first-served basis. There is a certified athletic trainer on staff during the entire camp.



### TOM PECORA BASKETBALL CAMP

#### GRADES 3-12

The Hofstra University Basketball Camp is geared toward boys and girls entering grades 3 through 12 who desire 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.



### CALL NOW!

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

### JOHN DANOWSKI BOYS' LACROSSE CAMP

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.



### TOM RYAN WRESTLING CAMP

#### GRADES 2-12

The Hofstra Wrestling Camp provides 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 program can be a tremendous resource for improvement of skills, techniques and performance.



## Certificate Program Requirements

**CERTIFICATE PROGRAMS ARE FEATURED THROUGHOUT THIS *BULLETIN*.  
THE FOLLOWING REQUIREMENTS APPLY ONLY TO THESE PROGRAMS:**

**BUSINESS USES OF COMPUTERS**

**DEAF STUDIES**

**HIGHER EDUCATION PREPARATION**

**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 LF-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 \$20 processing fee per course is deducted from the refund.

### • FULL-TUITION REFUND:

A full-tuition refund (less a \$20 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. 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:

A partial refund is available for courses that run four sessions or more. Written withdrawal must be received at University College offices prior to the second scheduled class meeting. Thirty (30) percent of tuition is deducted from the refund, plus the cost of special materials.

### PROGRAM SPECIFIC REFUNDS:

#### *Legal Studies Certificate Programs:*

Call (516) 463-7900 for details.

#### *Professional Engineering:*

Call (516) 463-7600 for details.

#### *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.

## NEW COURSES, PROGRAMS AND EVENTS ...

KEEP IN TOUCH WITH UCCE NEWS.  
SUBSCRIBE TO OUR  
FREE E-NEWSLETTER:  
[WWW.HOFSTRA.EDU/UCCENEWSLETTERS](http://WWW.HOFSTRA.EDU/UCCENEWSLETTERS)

# GENERAL INFORMATION AND REGISTRATION 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. 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) 463-5017.

## 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](http://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 87. 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](http://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 two business days. 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.

## REGISTRATION CONFIRMATION:

You will receive a 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 when you register.

## 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 4 courses or \$84 for 3 courses for the University College Passport and receive free library privileges. No other discounts apply. To receive your Passport, register for UF-94001, and list the Passport courses you wish to take. Use as many registration forms as needed. See page 4 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 85 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 \$30 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.

## 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. For further information call (516) 463-5993.)

## 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.

**AFFILIATED INSTRUCTORS BIOS  
VISIT OUR WEB SITE  
[WWW.HOFSTRA.EDU/UCCE](http://WWW.HOFSTRA.EDU/UCCE)**

## 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.

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