

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

ADMINISTRATIVE OFFICES

Office of the Executive Director:

(516) 463-5013/5025
Executive Director
Rosann Kelly, M.S., M.B.A.
Director of Center for Corporate Training
Colleen Slattery, M.S., (516) 463-7800
Director of University College Information Systems
Valerie Conigliaro, B.S., (516) 463-5909
Senior Support Specialist
Lorraine E. Paretta, A.A., (516) 463-5186

Marketing and Communications Office:

(516) 463-7200
Walter Ebe, B.A., Director
Lorraine E. Paretta, A.A., Senior Support Specialist
Phillip Lipsky, B.S., Coordinator
Jennifer M. Jokinen, Receptionist

Registration Office: (516) 463-5993

Rosanne Martinez, A.S.
Marit A. Sadaka
Kathy Montalbano
Karen C. Kemp
Ifey Okeya

Student Accounts Office:

Accounts Receivable: *Trudy DeMario*
(516) 463-5725
Accounts Payable: *Jean Sans*
(516) 463-5996

DIVISION OF CONTINUING EDUCATION

Arts, Culture and Leisure:

(516) 463-7600
Marion Flomenhaft, M.S., Director
Judith H. Reed, M.A., Associate Director
Deneisha Thompson, B.A., Senior Assistant

Deaf Studies:

Judith H. Reed, M.A., Associate Director
(516) 463-7600

Personal Trainer Certificate Program:

Vincent J. Carvelli, R.T.S., P.F.S.

Premedical Program:

Marion Flomenhaft, M.S., Director
(516) 463-7600

Yoga Teacher Training Certificate Program:

Linda Cucurullo

About the UCCE Spring/Summer 2005 Bulletin: Art direction by Cheryl McBride

Professionals and Executives in Retirement (PEIR)

(516) 463-7400
Janice M. Sawyer, Ed.D., Assistant Dean
Jessica Wehrs, B.S., Administrative Assistant

Test Review:

Hofstra Cambridge
Judith H. Reed, M.A., Coordinator,
(516) 463-7600
The Princeton Review
Amy Dundon, Executive Director
(631) 271-3400

DIVISION OF YOUTH PROGRAMS

Saturday Classes for Young People:

(516) 463-7400
Janice M. Sawyer, Ed.D., Assistant Dean
Jessica Wehrs, B.S., Administrative Assistant

Certificate in Cartooning/Animation:

Frank Giella, Coordinator

Summer Camps:

(516) 463-CAMP
Terence G. Ryan, M.S., P.D., Director
Frances Brusino, Assistant Director
Seymour Lebenger, M.A., P.D., Special Assistant

DIVISION OF PROFESSIONAL DEVELOPMENT

Business Studies: (516) 463-7800

Colleen Slattery, M.S., Director
Diane Borcherding, Senior Assistant
June Mullan, B.B.A., Senior Assistant

Business Certificate Programs:

Accounting

Dominic Marsicovetere, M.B.A., CPA
Adviser (516) 463-6993

Banking and Finance

Ahmet Karagozoglu, Ph.D., Adviser
(516) 463-5701

Business Information Systems

Elaine Winston, Ph.D., Adviser
(516) 463-5352

General Management

Richard Buda, Ph.D., Adviser
(516) 463-5732

Human Resources Management

Richard Buda, Ph.D., Adviser
(516) 463-5732

Labor Studies

Gregory DeFreitas, Ph.D., Adviser
(516) 463-5040

Marketing and International Business

Shawn Thelen, Ph.D., Adviser
(516) 463-5714

CPCU Studies

Robert Bambino, CPCU, Coordinator

Financial Planning Program

Jay Marks, CLU, ChFC, Coordinator

Insurance Licensing

Thomas Roy Probeyahn, CPCU, Coordinator

Real Estate Appraisal Program-Columbia Society

Robert A. Gregory, CSA-G, CPM, Coordinator

Information Technology and Applications: (516) 463-7300

Kenneth Newman, D.M.D., Coordinator

Legal Studies: Paralegal Studies and Legal Nurse Consultant Programs:

(516) 463-7900
Lisa M. McCluskey, J.D., Director
Roxanne Fernandez, Coordinator

TRUSTEES OF HOFSTRA UNIVERSITY

As of October 2004

OFFICERS

Salvatore F. Sodano, Chair*
Anthony J. Bonomo, Vice Chair
John D. Miller, Vice Chair*
Martha S. Pope, Secretary
Stuart Rabinowitz, President

MEMBERS

*Alan J. Bernon**
*Mark Broxmeyer**
*Wayne J. Chrebet, Jr.**
*Robert F. Dall**
*Maurice A. Deane**
Nelson DeMille (on leave)*
Helene Fortunoff
*Joseph M. Gregory**
Leo A. Guthart
*Peter S. Kalikow**
Abby Kenigsberg
Charles A. Koppelman
Arthur J. Kremer
Karen L. Lutz
*David S. Mack**
*Bernard Madoff**
James F. McCann
*Janis M. Meyer**
*Marilyn B. Monter**
Lewis S. Ranieri
Edwin C. Reed
*Howard Safir**
Howard I. Smith
*Terence E. Smolev**
*Frank G. Zarb**

*Hofstra Alumni

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

TABLE OF CONTENTS

Table of Contents

Campus Map	Inside Front Cover	University College Passport.....	33
Arts, Culture and Leisure		Saturday College at Hofstra University	34
Fine Arts	4	Legal Studies	
Studio Arts.....	5	Paralegal Studies	36
Photography	7	Legal Nurse Consultant.....	38
Literature	7	Business Studies	
Society and Civilization.....	8	Insurance/Licenses	41
Archaeological Institute of America, Long Island Society	9	Real Estate	45
Writing and Communication		Finance	49
Writing.....	9	Racehorse Ownership Institute	53
Publishing	11	Payroll Professional Learning Series	55
Speech and Communication	11	Certified Employee Benefits Specialist (CEBS)	55
Modern Languages	12	Certified Purchasing Manager (CPM).....	56
Deaf Studies Certificate Program	12	Professional Medical Billing and Medical Coding.....	57
Film, Television and Acting.....	15	How to Succeed in Business	57
21st Annual Children's Literature Conference:		Grant Writing	63
Editor's Choice	16	Noncredit Certificate	67
32nd Summer Writing Workshops	17	Sportscasting Summer Institute	67
Leisure		Credit Certificate Programs	68
New York City Walking Tours.....	18	Center for Corporate Training	73
Wine and Cuisine	18	Information and Technology Applications	
Sports and Fitness	19	Selecting the Right Program	74
Golf Program	20	Oracle 10g Certificates	75
Boating.....	21	Microsoft Database Design Certificate	76
Health and Well-Being		Network Security Certificate	77
Self-Improvement	21	Wireless Network Security Certificate	78
Family Matters.....	23	Business Uses of Computers	78
Parapsychology	24	Web Site Development and Design Certificate	79
Defensive Driving	24	Computer Animation and Game Programming	81
Personal Trainer/Health Fitness Instructor		Object-Oriented Programming Certificate	82
Certificate Program.....	25	Project Management and Implementation Certificate	83
Yoga Teacher Training Certificate Program	26	Geographic Information Systems Certificate	85
Medical Arts	27	Understanding Basic Electronics	85
Sundays at Hofstra	28	Professionals and Executives in Retirement (PEIR)	86
Test Preparation		Saltzman Community Services Center	87
PSAT, SAT, GRE, GMAT, LSAT and Teacher's Exam	30	Saturday Classes for Young People	88
GMAT Preparation.....	30	Hofstra University Summer Camps	90
LSAT Preparation.....	30	Certificate Program Requirements	92
GRE Preparation	30	General Information.....	93
LAST Teacher's Exam Preparation.....	31	Registration Information	94
PSAT Preparation.....	31	Index	96
SAT Preparation.....	31	Registration Forms	Inside Back Cover
Tutoring	31		
Professional Engineering Review Courses	31		
Speed Reading and A+ Study System	32		
College Prep for High School Students	32		

HIGHLIGHTS FOR 2005...

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 are highlights of some of the new and exciting spring and summer 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.

STAY IN TOUCH WITH UCCE

We invite you to explore our updated and exciting 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 monthly UCCE e-newsletter.

www.hofstra.edu/ucce



NEW

**THE ALICE SAWYER LECTURE ON
CONTEMPORARY ART**

see page 5.

MOTORCYCLE SAFETY INSTITUTE

see page 24.

SEMINARS FOR LEGAL PROFESSIONALS

see page 36.

CHARTERED FINANCIAL ANALYST (CFA ®)

see page 50.

**INTRODUCTION TO RECREATIONAL VEHICLES
AND THE RV EXPERIENCE**

see page 50.

**PROFESSIONAL MEDICAL BILLING AND
MEDICAL CODING**

see page 57.

**HOW TO MAKE ALL YOUR TRADE
SHOWS SUCCESSFUL**

see page 62.

GRANT WRITING

see page 63.

ADVANCED PROJECT MANAGEMENT

see page 84.

CREATE YOUR OWN MOVIE

see page 89.

PRE-COLLEGIATE INSTITUTE

see page 89.

NEW

LOOK FOR THIS SYMBOL THROUGHOUT THIS *BULLETIN*. IT IDENTIFIES NEW COURSES AND PROGRAMS FOR 2005.

...A CHOICE THAT CAN CHANGE YOUR LIFE!

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



Arts and Culture

Fine Arts	4
Studio Arts	5
Photography	7
Literature	7
Society and Civilization	8
Archaeological Institute of America, Long Island Society	9

Writing and Communication

Writing	9
Publishing	11
Speech and Communication	11
Modern Languages.....	12
Deaf Studies Certificate Program	12
Film, Television and Acting	15

21st Annual Children's Literature Conference: Editor's Choice. 16

32nd Summer Writing Workshops . . 17

Leisure

New York City Walking Tours	18
Wine and Cuisine.....	18
Sports and Fitness.....	19
Golf Program	20
Boating	21

Health and Well-Being

Self-Improvement	21
Family Matters	23
Parapsychology	24
Defensive Driving	24

Personal Trainer/Health Fitness Instructor Certificate Program25

Yoga Teacher Training Certificate Program26

Medical Arts27

Sundays at Hofstra28

Test Preparation

PSAT, SAT, GRE, GMAT, LSAT, MCAT, and Teacher's Exam	30
GMAT Preparation.....	30
LSAT Preparation	30
GRE Preparation	30
LAST Teacher's Exam Preparation ..	31
PSAT Preparation.....	31
SAT Preparation.....	31
Tutoring.....	31
Professional Engineering Review Courses	31
Speed Reading and A+ Study System.....	32
College Prep for High School Students.....	32

University College Passport33

ARTS AND CULTURE

FINE ARTS

HOFSTRA'S SHAKESPEARE FESTIVAL JULIUS CAESAR

L5100-01 Maureen Connolly McFeely | session \$55
 Sun Mar 6 Noon-5 p.m.

Julius Caesar is a fast-moving political drama whose central conflict and partisan rhetoric could have come from recent headlines. Brutus and his co-conspirators stage a pre-emptive strike against Caesar, who they fear is turning into a tyrant. Brutus and Antony then debate the merits of that strike. One uses rational arguments, the

other appeals to the crowd's emotions. Whose side is Shakespeare on? Is Antony a sincere eulogizer or a crafty master of spin? Join us for a pre-performance discussion of the nuances of Shakespeare's version of the fall of Caesar. What historic facts did Shakespeare change? How does dialogue reveal characters' ambiguities? How have films depicted these characters? Then enjoy the Hofstra Shakespeare Festival's production in special priority seating. Bring a bag lunch, coffee is provided.
Bio: M.C. McFeely, faculty, English and Drama departments, Hofstra University.

NEW HORIZONS MUSIC PROGRAM

Franklin Verbsky	Thu	12 sessions	\$195
L5801-01	Feb 24-May 12	7:30-10 p.m.	
L5801-02	May 19-Aug 4		

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. 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. 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.

ENGLISH PAINTING FROM TURNER TO THE PRE-RAPHAELITES AND BEYOND NEW

L5554-01	Robert Keane	1 session	\$35
Sun	Apr 3	1-3 p.m.	

(Counts as 1 passport)

PASSPORT

J.W.M. Turner turned British art in a totally new direction which only he could carry out. John Constable found his own way to paint light. Most English artists were domestic realists using standard Academic technique. The Pre-Raphaelites began as realists but soon incorporated the world of design and symbol into their canvases, notably Dante Gabriel Rossetti and Edward Burne-Jones with designer William Morris in the background. Finally, in open rebellion to accepted taste, James McNeill Whistler "threw a pot of paint in the public's face" – rebellion indeed! At least Ruskin thought so.

Bio: R. Keane, Ph.D.

LOUISE NEVELSON: PUBLIC AND PRIVATE NEW

L5932-01	Shirley Romaine	1 session	\$35
Sun	Apr 10	1-3 p.m.	

(Counts as 1 passport)

PASSPORT

In April 1984 Shirley Romaine interviewed Nevelson for Artscene on Long Island. The artist came to Great Neck, where she had taught sculpture in the 1950s, to be honored and to have a studio named for her. Nevelson's remarks to the audience together with the Artscene interview provide a wonderful insight into the philosophy and creative process of the artist. Additional clips about her flamboyant life style come from an interview with her the biographer, Laurie Lisle. Romaine provides some context for the interview and share some of Nevelson's little-known poems.

ALICE SAWYER LECTURE ON CONTEMPORARY ART

L9221-01	1 session	Free
Thu	Feb 17	7-9 p.m.

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

The winner of the third annual award will be announced in December 2004, and posted on the University College for Continuing Education Web site at www.hofstra.edu/ucce. The lecture is scheduled to be delivered Thursday, February 17, 2005.

For further information, contact (516) 463-7600 or ucce.libarts@hofstra.edu.

ARTS, CULTURE AND LEISURE

STUDIO ARTS

AT THE POTTER'S WHEEL: A POTTERY WORKSHOP

L5301-01	Eric Kubinyak	10 sessions	\$380
Thu	Feb 3-Apr 21	7-10 p.m.	

(No classes Mar 17, 24 and 31)

Potters, more than other artists, feel their material respond to the touch as they squeeze, pound and mold form out of what was once a lump of clay. In this studio, class lectures and demonstrations are combined with hands-on experience either in hand building or at the potter's wheel. The end result is in your hands, so to speak. You can choose to apply your creative flair to a tremendous array of objects, some practical, others decorative. Each project is designed to accommodate both the beginner and advanced student, with all participants working at a comfortable pace. (Glazing material and kiln firings included; clay is extra.)

Limited enrollment.

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

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

ARTS, CULTURE AND LEISURE

REDWARE POTTERY

L5302-01 Eric Kubinyak 6 sessions \$260
Tue Apr 5-May 10 7-10 p.m.

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

WATERCOLOR REVERIE

L5322-01 Alice Melzer 8 sessions \$229
Sat Feb 5-Apr 9 12:30-2:30 p.m.

(No classes Feb 19 and Mar 26)

Explore your creative urges through the medium of watercolor. In this studio workshop we approach the art of watercolor painting by mastering several simple techniques. First we investigate the unique properties of watercolor as well as those of various papers and brushes. Next we explore the basics of all painting – color, composition, shape, texture and value. Lastly, to-the-point demonstrations enable even the beginner to master this subtle but complex medium.

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

LANDSCAPE PAINTING: AN OUTDOOR WORKSHOP

L5315-01 Katalin Papp 5 sessions \$168
Sat Apr 30-Jun 4 9:30-11:30 a.m.

(No class May 28)

The summer is a great time to explore light and painting. This workshop is designed for all levels of accomplishment, from beginner through advanced. Using media ranging from pencil and pastels to watercolor and oils, students explore the landscape, including the figure and objects within the landscape. Emphasis is placed on how natural light affects the image, working en plein air, both on campus and at other local places of interest. A brief survey of landscape art, as well as a discussion of the syllabus and materials, is presented at the first session in the studio.

Note: Students are responsible for providing their own transportation to off-campus sites. During inclement weather, the class meets in a studio.

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

BEGINNING LIFE DRAWING

L5323-01 Judy Cooperman 8 sessions \$229
Sat Feb 5-Apr 9 10 a.m.-Noon

(No classes Feb 19 and Mar 26)

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

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

MATS TO SHOWCASE YOUR ARTWORK

L5311-01 Paula Westcott 1 session \$48
Sat May 14 9:30 a.m.-12:30 p.m.

Have you ever wanted to frame something, but were unsure how to cut the mat to fit your artwork or photograph? In this workshop you learn how to cut your own mat and frame your artwork professionally. Bring your piece and a standard-sized frame with glass. The frame should be between 8”x 10” and 16”x 20” (no larger). Materials discussed include different types of mat boards and tools used in framing. Learn how to choose the right frame to suit your artwork and how to measure for a perfect fit.

COLORED PENCILS

L5321-01 Jessica Robinson 8 sessions \$229
Wed Mar 9-Apr 27 7:30-9:15 p.m.

Join us to strengthen your technique and acquire new skills as you learn how to translate light and shadow in a colored medium and how to use color to convey mood and personal style. You also learn how to create a sense of texture and quality in the objects depicted in your artwork (i.e., how to convey skin, hair, fabric and still life). Working through a series of exercises you end the course by rendering finished art in colored pencils.

PRINTMAKING WITH LINOLEUM RELIEF

L5328-01 Stephanie Navon Jacobson 5 sessions \$250
Sun Feb 13-Mar 20 10 a.m.-1 p.m.

(No class Feb 20)

In this introductory course you learn a variety of printmaking techniques using linoleum. You gain the skills and confidence to progress from simple to complicated patterns. Using safe, non-toxic water-base inks we create by hand dynamic, interesting prints. 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.

Note: Paper is available for purchase from the instructor.

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

PHOTOGRAPHY

PHOTOGRAPHY STUDIO: BLACK AND WHITE FOR BEGINNER TO INTERMEDIATE

L5410-01 Steve Gravano 11 sessions \$415
 Fri Jan 28-Apr 15 6:45-9:45 p.m.
 (No class Mar 25)

L5410-02 Steve Gravano 11 sessions \$415
 Thu May 5-Jul 14 6:45-9:45 p.m.

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.

INTRODUCTION TO DIGITAL PHOTOGRAPHY

L5420-01 Sally Rosenberg 8 sessions \$265
 Wed Mar 2-Apr 20 7:30-9:30 p.m.

Digital photography gives 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: Class is taught in a hands-on computer lab.

INTERMEDIATE DIGITAL PHOTOGRAPHY

L5424-01 Judy Cooperman 8 sessions \$265
 Sat Apr 16-Jun 11 9:30-11:30 a.m.
 (No class May 28)

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

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

LITERATURE

HEROIC WOMEN

L5524-01 Pearl Steinberg 10 sessions \$215
 Fri Apr 1-Jun 3 10 a.m.-Noon

Often times women's roles in history are either completely neglected or downplayed. Women played a much needed, but less glamorous "behind-the-scenes" role in creating the world in which we live in. Through examination of the role of the anti-heroine, her actions can be understood in the broader context of daily living. Some of the books covered are *To Know a Woman*, by Amos Oz, *The Poisonwood Bible*, by Barbara Kingsolver, and *Self-Portrait With Woman*, by Andrzej Szczypiorski.

EVELYN WAUGH'S BRIDESHEAD REVISITED

NEW

L5552-01 Robert Windorf 1 session \$35
 Sun Mar 13 1:30-3:30 p.m.

(Counts as 1 passport)

PASSPORT

Join us to enjoy a cup of tea and biscuits or a glass of sherry as we discuss one of the 20th century's most celebrated novels, *Brideshead Revisited*. Waugh's captivating story of life between the World Wars, as narrated by the nostalgic Captain Charles Ryder, displays his friends the aristocratic, charming, and dysfunctional Marchmain family as a symbol of a changing England and her decline, when all of Europe faces a brave new political and cultural world. During our class, we also view scenes of the award-winning television miniseries.

ARTS, CULTURE AND LEISURE

JANE AUSTEN'S GREATEST NOVEL: *PERSUASION*

L5553-01 Robert Keane 1 session \$35
 Sun Mar 6 1-3 p.m.
 (Counts as 1 passport) **PASSPORT**

While the public acclaims *Pride and Prejudice* and the Janeites praise *Emma*, Jane Austen's craft reaches its zenith in *Persuasion*, a balance of sense and romanticism. The heroine, Ann Elliot, moves through death to resurrection, which is not unnoticed midway in the novel by her admirer, Captain Wentworth. He feels jilted by Ann's submissive obedience to her elders that turns her from the path of true love. Ann herself questions her early rejection of Wentworth as she begins moving toward spinsterhood. Then it all turns around! How this is carried out in the novel is discussed in class.

Bio: R. Keane, Ph.D.

ARTHUR CONAN DOYLE: *THE DEATH AND RESURRECTION OF SHERLOCK HOLMES* **NEW**

L5555-01 Robert Keane 1 session \$35
 Sun Apr 10 1-3 p.m.
 (Counts as 1 passport) **PASSPORT**

Doyle's first Holmes stories were largely ignored until the new monthly, *The Strand*, printed them in short-story length. From July 1891 to December 1893, Doyle supplied Holmes stories at rising prices to the delight of increasing numbers of readers. Then he killed his hero at Reichenbach Falls along with his villain, Professor Moriarty. Why the sudden cease? Holmes was making Doyle rich – his cash cow. What lured Doyle to revive Holmes? How did he kill and revive his hero? Read the story of Holmes' death, *The Final Problem*, and Holmes' rebirth in *The Empty House*.

Bio: R. Keane, Ph.D.

EDNA ST. VINCENT MILLAY: *MY CANDLE BURNS AT BOTH ENDS*

L5911-01 Shirley Romaine 1 session \$35
 Sun Apr 17 1-3 p.m.
 (Counts as 1 passport) **PASSPORT**

Step back into the world of Edna St. Vincent Millay, the first woman to win the Pulitzer Prize for poetry in 1923. The voice of the jazz age, Millay was the herald of the "new woman." Her poems of wit, sexual daring and deeply felt emotion made her one of America's most popular poets. Shirley Romaine has appeared extensively in plays both on and off-Broadway, and hosts the popular *Artscene on Long Island*, a Cablevision program.

SOCIETY AND CIVILIZATION

THE MYSTERY OF EVIL: A CHALLENGE TO HUMAN CONSCIOUSNESS **NEW**

L5721-01 Robert Stewart 1 session \$35
 Sun Apr 17 1:30-3:30 p.m.
 (Counts as 1 passport) **PASSPORT**

Anyone who takes up a spiritual path, or a path of self-development, must eventually confront the forces of evil, both from within and from without. Honest self-reflection reveals the former and the daily "news" speaks to the latter. No longer the province of religion alone, evil is now a universal concern. But is it always merely a personal "human" failing, or are there trans-personal aspects to evil? Is it one thing or does evil, in fact, represent a fundamental duality? And what is the relation of this dual aspect of evil to freedom? Drawing freely from philosophy, religion, the kabbala and symbolic/mythic sources, these are some of the questions that this seminar attempts to address.

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

SACRED FESTIVALS OF ANCIENT GREECE

Dimitra Richardson, Ph.D.

Sun 11 a.m.-1 p.m. 1 session \$35
 (Each class counts as 1 passport.) **PASSPORT**

The religious beliefs and ceremonies of ancient Greece reflected their abiding desire for order as well as mystery. Natural phenomena were explained in sacred terms, and life was ordered around them. Festivals were instituted as cycles of purification, rejoicing, rest and revelation. This semester we examine the origins and aims of sacred rituals as exemplified by the Eleusinian Mysteries, Panatheneia, Dionysia, Thesmophoria and others, in order to show the influence of these early cults in the ritualistic expression of our "profane" world.

L5950-01 **TEMPLES, ALTARS, PRIESTS, SACRIFICES AND ORACLES** Mar 6
 L5951-01 **THE ELEUSINIAN MYSTERIES** Mar 13
 L5952-01 **THE PANATHENEAN FESTIVAL** Mar 20
 L5953-01 **THE DIONYSIA AND DAPHNEPHORIA** Apr 3

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

UCCE

ARCHAEOLOGY OF THE BIBLICAL WORLD:

PART 1

NEW

L5933-01 Denise Gold 6 sessions \$120
 Thu Mar 31-May 5 1:30-3:30 p.m.

Be part of this archaeological study of the Biblical world. Learn what archaeologists and scientists have discovered from the remarkable story of the people of the Old Testament; the religion and moral concepts that have influenced civilizations for more than 3,000 years. Many of these concepts may be attributed to the religions of Egypt and Mesopotamia. Enjoy an archaeologist's view of life in the days of Abraham and his descendants; the evidence of the eventful times of Moses, Joshua, David, Solomon, and others; of the heritage of monotheism; and of a society based on law quite similar in many ways to our own.

Bio: D. Gold, archaeologist.

THE STORIES BEHIND THE GREAT MEDICAL DISCOVERIES

NEW

Alfred Jay Bollet, M.D.

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

(Each class counts as 1 passport.) **PASSPORT**
 Some basic life-saving medical discoveries were not well received when first published, but others were desperately awaited and eagerly anticipated. The story of the thinking and accidental observations that led to these discoveries, initiating the era of modern scientific medicine, are the subjects of illustrated PowerPoint presentations. This semester we highlight three of the most important public health advances, whose histories are often erroneously told: the discovery of insulin, the discovery of vitamins, and the origin and eventual acceptance of the germ theory of infectious disease. These stories cover the major developments that occurred in western medicine in the late-19th and early-20th centuries.

L5628-01 **THE DISCOVERY OF INSULIN** Mar 13

L5629-01 **THE ORIGIN AND DEVELOPMENT OF THE GERM THEORY OF INFECTIOUS DISEASE** Apr 3

L5630-01 **THE DISCOVERY OF VITAMINS** Apr 17

A CHOICE THAT CAN CHANGE YOUR LIFE!

ARCHAEOLOGICAL INSTITUTE OF AMERICA, LONG ISLAND SOCIETY

Sun 2-3:30 p.m. 1 session Free

The Archaeological Institute of America (AIA) is dedicated to the protection of the world's cultural heritage through the encouragement and support of archaeological research and publication. The following series of Society lectures are held as part of Sundays at Hofstra and are free to the public. We ask that you pre-register for each event by calling (516) 463-5993.

L5917-01 **UR OF THE CHARDEES: REDISCOVERING WOOLLEY'S EXCAVATION** Feb 6
 Richard Zettler, Ph.D.

L5918-01 **LIFE, POLITICS AND IDENTITY IN THE SOUTH EASTERN MAYA AREA** Mar 6
 Marcello Canuto, Ph.D.

L5919-01 **ARCHAEOLOGICAL ART AND POLITICS SURROUNDING POMPEII, ITALY, IN THE 1920s** Apr 17
 Elaine Gazda, Ph.D.

L5929-01 **WHAT CAVES REVEAL** Jan 23
 Members of the Society

WRITING AND COMMUNICATION

WRITING

WRITING THE SCENE IN FICTION

L6111-01 Joseph Levens 6 sessions \$225
 Thu Feb 10-Mar 24 8:15-10 p.m.

(No class Feb 24)

The scene is the basic building block of fiction, the unit by which stories, novels, plays and movies are plotted. Therefore the ability to write shapely, compelling, efficient scenes is a prerequisite to writing fiction of any kind. This workshop focuses on the elements of fiction that go into the making of scenes: plot, characterization, dialog, narrative voice, point of view and description. Participants also learn to plot out a story or chapter scene by scene and, by course's end, produce one or more short stories, or a complete, stand-alone chapter of a longer work.

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

ARTS, CULTURE AND LEISURE

ARTS, CULTURE AND LEISURE

WRITING THE NOVEL

L6112-01 Julia Fierro 7 sessions \$225
Tue Feb 1-Mar 15 6:20-8 p.m.

It is said that everyone has a novel inside them; the difficulty lies in getting it out. For anyone who has ever struggled to write the perfect sentence, the prospect of writing hundreds of pages can seem daunting. This workshop, led by a novelist, focuses on the practicalities of the craft. A series of exercises targets specific elements of fiction, including plot formation, characterization, point of view, description, and dialogue. Participants read excerpts of published novels to learn from their successes and failures. This critiquing process helps students read with a "writer's perspective," which is used to critique their own work as well. The business of getting published – query letter, agent-hunting, submitting one's work – is covered, but the emphasis is on the skills necessary to write long fiction.

Bio: J. Fierro, M.F.A., University of Iowa Writers' Workshop. Adjunct professor of creative writing, Hofstra University.

THE ART AND CRAFT OF WRITING BOOKS FOR CHILDREN

L6113-01 Robyn Supraner 6 sessions \$225
Sat Apr 9-May 21 10 a.m.-Noon

(No class Apr 23)

So, you have always wanted to write a children's book. Now you can in a friendly and supportive atmosphere. Feel free to share your work, critique the work of others and become your own best editor. Discover which rules can be broken and which cannot as we unravel the elements of fiction, nonfiction and poetry. Through written assignments and discussion we explore voice, setting, character and plot as we work toward a completed manuscript. Please bring several copies of any work in progress (one to five pages, double-spaced) to our first meeting.

WRITE AND MARKET MAGAZINE ARTICLES

L6119-01 Sandra Mardenfeld 2 sessions \$85
Sun Apr 10-17 1-3 p.m.

(Counts as 2 passports)

PASSPORT

Thousands of magazines populate the newsstands and provide writers with a unique opportunity to profit from their labor and establish credibility as professional writers. While highly competitive, this market is not a mystery if you know how to approach it. Some of the topics in the course include developing, researching and polishing story ideas; targeting an audience; selecting the right venue; writing effective query letters; creating winning titles; and breaking into print. Participants are encouraged to bring query letters, articles or ideas for articles for professional review, advice and suggestions.

WHAT EVERY FREELANCE WRITER NEEDS TO KNOW

L6121-01 Laura Koss-Feder 3 sessions \$90
Thu Jun 9-23 7:30-9:30 p.m.

Discover the nuts and bolts of freelance writing. Learn how to find story ideas and where you can look for inspiration from your own experiences and knowledge. Learn how to effectively gather information for your story, how to pitch to an editor, and how to write a successful query letter to an editor to land that first assignment. Obtain tips on marketing yourself to the max, networking, staying motivated even in the face of rejection, and structuring your time so that you work efficiently. Students leave class with a query letter ready to submit to an editor for consideration.

THE SECOND DRAFT

L6125-01 Sandra Mardenfeld 6 sessions \$200
Sun May 1-Jun 19 3:30-5 p.m.

(No classes May 22 and 29)

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

Bio: S. Mardenfeld, freelance writer and editor.

FICTION WRITING WORKSHOP

L6130-01 Julia Fierro 8 sessions \$225
Tue Apr 5-May 24 6:20-8 p.m.

This course is both a writing workshop and a reading course. Participants read and analyze published stories and the stories of their classmates with a "writer's perspective," reading closely and seriously in order to apply what they learned from each story's successes and failures to their own work. Learning to read closely is essential in a writer's development because it teaches the writer to make the difficult choices writers must make again and again regarding point-of-view, characterization, plot, dialogue, etc. Students' stories are critiqued with the same serious attention and respect. Each student will "workshop" one story during class. Writing exercises included.

THE ART OF PRESS RELEASE WRITING

L6411-01 Rossana Weitekamp | session \$46
 Sun Mar 13 1-4 p.m.
 (Counts as 1 passport) **PASSPORT**

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

THE STRUCTURE OF ENGLISH: PRACTICAL GRAMMAR

L6416-01 Silvia Montemurro 10 sessions \$268
 Thu Feb 24-Apr 28 6:20-8:10 p.m.

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:

Personal Writing and Editing, p. 60.

PUBLISHING

THE ART OF NEGOTIATING A PUBLISHING CONTRACT

L6210-01 Karen Zubin | session \$35
 Sun Mar 20 1-4 p.m.
 (Counts as 1 passport) **PASSPORT**

All too often novice writers and illustrators are unfamiliar with the “rules” of contract negotiation, or are so excited by the prospect of getting published that they neither think through nor understand all the details of their publishing contract. This intensive workshop provides accurate information and negotiating tips on key contract terms that give you a better deal with your publisher as well as demystify the contract process. Remember, if you do not understand your contractual rights and obligations (as well as those of the publisher) before you sign, you may not discover the ramifications until it is too late!
 Bio: K. Zubin, J.D.

WHAT EVERY WRITER NEEDS TO KNOW ABOUT PUBLISHING

L6123-01 Karen Zubin | session \$35
 Sat Jul 16 9:30 a.m.-12:30 p.m.

Whether you are a writer or illustrator, understanding how the publishing industry works is key to your success. Starting with the acquisition process and the perennial questions of needing/finding/dealing with agents and lawyers, we work our way into the nuts and bolts of how a book is published. We then review editing and production procedures, as well as other key business issues.

LEGAL ASPECTS OF PUBLISHING, PART 1

CONTRACTS AND COPYRIGHT PROTECTION

L6212-01 Karen Zubin | session \$35
 Sat Jul 16 1-4 p.m.

This course provides a nonlegal overview of some of the key legal issues that affect book publishers. We review and thoroughly examine a variety of publishing agreements commonly used collaboratively by publishers, writers and third-parties, including agreements with authors, work-for-hire, permissions, releases and agency deals. Consequences of breach and damages are examined. Our discussion includes the importance of copyrights, and what you need to do to claim protection by filing, using the correct copyright notice, how long copyright protection lasts, the fair use exception, infringement and damages, and more.

Bio: K. Zubin, J.D.

SPEECH AND COMMUNICATION

NEW

MAKING MEETINGS MEANINGFUL

L6420-01 Carol A. Henselder 2 sessions \$70
 Sun Apr 3-10 1-3 p.m.
 (Counts as 1 passport) **PASSPORT**

Everyone attends meetings, such as home owners’ associations, club meetings, youth associations and PTA. What makes these meetings a chore, is that often they are poorly run. A meeting that promised to be brief, has gone on for hours. As you leave another, you realize that absolutely nothing was decided. There is a method for running lively and productive meetings called the Parliamentary Rules of Order. This course covers meeting basics from attending to presiding, bylaws, elections, dilatory actions, minutes, motions, and voting. Taught by a parliamentarian, participants have the opportunity to ask questions. Text: *Robert’s Rules of Order Newly Revised 10th Edition*.

Bio: C.A. Hensleder, professional registered parliamentarian.

ARTS, CULTURE AND LEISURE

MODERN LANGUAGES

SURVIVAL SPANISH

L6620-01 Patricia Lopez 8 sessions \$148
Thu Mar 3-Apr 21 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.

MEDICAL SPANISH

L6621-01 Carol Barnett 10 sessions \$180
Mon Jan 31-Apr 11 6:20-7:40 p.m.
(No class Feb 21)

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. No previous knowledge of Spanish is necessary.

Note: Textbook required.



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. Affiliated instructors are both hearing and Deaf. Students with advanced standing can substitute additional elective courses to meet the UCCE 10-course certificate requirement and are encouraged to call (516) 463-7600 or contact ucelibarts@hofstra.edu for preregistration advisement.

REQUIRED COURSES:

ASL 1
ASL 2
ASL 3
ASL 4
ASL 5
ASL 6
Conversational ASL
Issues and Trends in Deaf Culture

ELECTIVE COURSES:

ASL 7
(counts as 18 elective hours)
Fingerspelling
(counts as 18 elective hours)
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 through 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

L2111-01 Staff 9 sessions \$190
 Mon Feb 28-Apr 25 6:20-8:10 p.m.

ASL 2

L2112-01 Staff 9 sessions \$214
 Wed Mar 2-Apr 27 6:20-8:10 p.m.

ASL 3

L2113-01 Staff 9 sessions \$214
 Wed Mar 2-Apr 27 6:20-8:10 p.m.

ASL 4

L2114-01 Staff 9 sessions \$214
 Tue Mar 1-Apr 26 6:20-8:10 p.m.

ASL 5

L2115-01 Staff 9 sessions \$214
 Tue Mar 1-Apr 26 6:20-8:10 p.m.

ASL 6

L2116-01 Staff 9 sessions \$214
 Mon Feb 28-Apr 25 6:20-8:10 p.m.

ISSUES AND TRENDS IN DEAF CULTURE

L2130-01 Antoinette Sacchetti 9 sessions \$214
 Thu Mar 3-Apr 28 8:15-10 p.m.

All cultural groups have their own traditions and history, including the Deaf community. Through lecture, videotape, group discussion and guests, workshop participants begin to understand the rich cultural identity that Deaf people share. The aim is for participants to learn and understand Deaf cultural norms and rules of behavior.

Note: Recommended early in the certificate program.

Required class.

Bio: A. Sacchetti, certified interpreter

CAREER OPPORTUNITIES FOR STUDENTS OF ASL NEW

L2101-01 1 session Free
 Tue Apr 19 6:30-8 p.m.

Presenters:
 Loretta Murray, director, Mill Neck Services for Deaf Adults
 Judith Rackovitch, C.I., interpreter coordinator, Mill Neck Services for Deaf Adults
 Sponsored by Hofstra's University College for Continuing Education Deaf Studies Certificate Program. Please call (516) 463-5993 to register.

CONVERSATIONAL ASL

L2131-01 Antoinette Sacchetti 9 sessions \$214
 Thu Mar 3-Apr 28 6:20-8:10 p.m.

Students gain fluency in ASL as they build on their narrative skills, moving from informal to more involved types of conversation. In a mostly "voices off" atmosphere, students describe things and situations in a culturally Deaf manner, tell stories about interpersonal situations and begin to develop their own narrative style. In addition, information is presented about interpreters and the interpreting process.

Note: Required course, revised.

Prerequisite: ASL 6 or equivalent.

Bio: A. Sacchetti, certified interpreter.

FINGERSPELLING

L2232-01 Alesia Holewinski 9 sessions \$214
 Mon Feb 28-Apr 25 8:15-10 p.m.

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

CONCEPTUAL SIGNING

L2339-01 Amanda Covington 1 session \$55
 Sat Feb 5 9 a.m.-1 p.m.

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

Note: Register for both L2339-01 and L2340-01 at the same time and pay \$100.

ARTS, CULTURE AND LEISURE

COMMUNICATING WITH PERSONS WHO ARE DEAF-BLIND

L2340-01 Amanda Covington 1 session \$55
Sat Feb 5 2-6 p.m.

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

Note: Register for both L2339-01 and L2340-01 at the same time and pay \$100.

SUMMER SCHEDULE:

ASL 1

L2111-02 Staff 9 sessions \$190
Wed May 25-Jul 20 6:20-8:10 p.m.

ASL 2

L2112-02 Staff 9 sessions \$214
Tue May 24-Jul 19 6:20-8:10 p.m.

ASL 3

L2113-02 Staff 9 sessions \$214
Tue May 24-Jul 19 6:20-8:10 p.m.

ASL 4

L2114-02 Staff 9 sessions \$214
Thu May 26-Jul 21 6:20-8:10 p.m.

ASL 5

L2115-02 Staff 9 sessions \$214
Thu May 26-Jul 21 6:20-8:10 p.m.

ASL 6

L2116-02 Staff 9 sessions \$214
Thu May 26-Jul 21 6:20-8:10 p.m.

ASL 7

L2117-02 Staff 9 sessions \$214
Thu May 26-Jul 21 6:20-8:10 p.m.

DEAF HERITAGE: A NARRATIVE HISTORY OF DEAF AMERICA

L2235-01 Leah Canale 9 sessions \$214
Thu May 26-Jul 21 6:20-8:10 p.m.

This course introduces the concepts underlying cultural anthropology and uses a cross-cultural approach to examine issues that include transmission and preservation of culture, cultural change and transformation, concepts of

marginality, and majority and minority cultures. Deaf culture is examined and compared with other cultures, using comparative studies and cultural constructs such as norms, values and beliefs. The relationship between education and culture is discussed, and the nature of this relationship with respect to Deaf culture is studied.

Note: Lectures are taught in American Sign Language. Counts as 18 elective hours.

USE OF CLASSIFIERS AND SPACE IN ASL

L2236-01 Alesia Holewinski 9 sessions \$214
Wed May 25-Jul 20 4:30-6:15 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.

VISUAL GESTURAL COMMUNICATION

L2341-01 Douglas Ridloff 3 sessions \$95
Wed Jun 1-15 8:15-10:05 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.



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

UCCE

FILM, TELEVISION AND ACTING

BASIC SCREENWRITING

L6114-01 Robert Martorana 8 sessions \$230
Sat Mar 12-May 14 10 a.m.-Noon
(No classes Mar 26 and Apr 23)

In this workshop, designed to teach screenwriting skills to the beginner and develop those of more advanced writers, a professional screenwriter guides students in developing a feature-length screenplay. The focus is on structure, character development, format and narrative techniques that meet industry standards. In addition, the instructor discusses procedures for establishing a career as a professional screenwriter.

Bio: R. Martorana, screenwriter.

INTERMEDIATE SCREENWRITING

L6115-01 Robert Martorana 8 sessions \$230
Sat Mar 12-May 14 12:30-2:30 p.m.
(No classes Mar 26 and Apr 23)

This course is designed for students who have completed Basic Screenwriting or the equivalent, as well as for writers who have mastered screenwriting basics and want to begin, finish or rewrite a feature film script. Script and story outline analysis, conducted by the instructor and class members, are an integral part of each class meeting. Participants are encouraged to bring an outline of their story to the first class.

Bio: R. Martorana, screenwriter.

HOLLYWOOD FILM SCHOOL: A CRASH COURSE

FOR INDEPENDENT FILMMAKERS, PRODUCERS, AND DIRECTORS

Dov Simens Sat, Sun 9 a.m.-6 p.m. 2 sessions \$400
L6500-01 Feb 12-13
L6500-02 Apr 9-10
L6500-03 Jun 11-12
L6500-04 Aug 13-14

This acclaimed course helped launch the careers of Quentin Tarantino, Robert Rodriguez, Guy Ritchie and 20 Sundance entrants. 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.

MAKE A DOCUMENTARY

L6509-01 Steven Taub 1 session \$45
Sun Mar 6 1-5 p.m.

(Counts as 1 passport)

PASSPORT

Documentaries are experiencing a resurgence with films like *Fahrenheit 9/11* and *Super Size Me* that attained critical and financial success. This seminar covers what it takes to make a documentary. In an open forum, we discuss pre-production planning, writing an effective treatment, nonprofit status 501(c) 3, raising funds, foundations, budget and production planning, release forms and legal issues, the PBS market, publicity and distribution.

YOU'RE ON THE AIR!

L6550-01 Dan Levine 1 session \$59
Sat Mar 19 11 a.m.-1 p.m.

(In-person at Hofstra campus)

L6550-02 Tue Jun 7 7-8 p.m.
(Class is Web cast)

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.

Bio: D. Levine, music producer; Tony Award nominee.

COMEDY WORKSHOP COURSE

L6554-01 Peggy Boyce 7 sessions \$250
Sat Apr 2-May 21 11 a.m.-1 p.m.

(No class Apr 23)

This course gives you the foundation and tools necessary to develop comedy routines. Topics include: formulas necessary to establish a personal routine; how to explore and determine your comedic style; overcoming stage fright; learning memorization techniques; and how to get started in the industry.

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

MAKING IT IN SOAP OPERAS, TELEVISION COMMERCIALS AND FILM

L6560-01 Ron Millkie 2 sessions \$225
Sat, Sun Mar 5-6 Noon-6 p.m.

Beginners (ages 12 and older) learn to break into 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.

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

21ST ANNUAL CHILDREN'S LITERATURE CONFERENCE: EDITOR'S CHOICE

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

L9130-0 Adrienne Betz and Connie Epstein, Coordinators 1 session \$82
Sat Apr 2 9:30 a.m.-4 p.m.
(\$77 for Society of Children's Book Writers and Illustrators members)

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

PARTICIPANTS INCLUDE:

Keynoter: **Patricia Lee Gauch**, vice president and editor-at-large of the Philomel imprint in the Penguin Young Readers Group. She is also the author of more than 40 novels and picture books such as *Christina Katerina* and the *Box* and the *Tanya* series, as well as a widely known teacher of writing for children. Writers that she has worked with include Patricia Polacco and T.A. Barron.

Concluding Speaker: **Anita Silvey**, author of *100 Best Books for Children* and editor of *The Essential Guide to Children's Books and Their Creators*. Previously Silvey served as the editor of *The Horn Book Magazine* and was a publisher of children's books at Houghton Mifflin.

Writing Picture Books (A): **Margie Palatini**, author of more than 24 picture books and middle-grade novels, including her first title, *Piggie Pie!*, illustrated by Howard Fine, and the more recent *Bad Boys*, illustrated by Henry Cole.

Illustrating Picture Books (B): **Jane Breskin Zalben**, author and illustrator of more than 50 titles, including picture books, middle-grade and young-adult fiction, poetry, and cookbooks. *Let There Be Light: Poems and Prayers for Repair of the World* was named a Top Ten Religion Book by ALA Booklist in 2003, and the new *Saturday Night at the Beastro* has a text co-written with her husband, Steven Zalben.

Writing Fiction (C): **Dennis Haseley**, author of 19 books, including young-adult and middle-grade stories as well as picture books. Two recent hardcover titles are *Trick of the Eye* and *The Amazing Thinking Machine* while the earlier *Shadows* is now in paper.

Writing Nonfiction (D): **Wade Hudson**, president and CEO of Just Us Books, publisher of black-interest books for young people, and author of almost 20 nonfiction titles. Among them are *Powerful Words and Poetry from the Masters: The Pioneers*.

Writing for Magazines (E): **Timothy Tocher**, frequent contributor to children's magazines, including *Cricket*, *Guideposts for Kids*, and *Boys' Quest*, and a winner of the SCBWI Magazine Merit Award for Fiction in 2002. He is also the author of three novels; most recently being *Chief Sunrise*, *John McGraw*, and *Me*.

Submission Procedures (F): **Tracey Adams**, founder of Adams Literary, a new agency specializing in children's books. Previously Adams worked with the McIntosh and Otis agency and began her career with Margaret K. McElderry Books.

Panel: Does It Make Me Want to Read More?

Panelists are **Stephanie Lane**, editor of Delacorte Books for Young Readers, and **Samantha McFerrin**, editor in the New York office of Harcourt Children's Books. Moderator is **Connie C. Epstein**, New York contributing editor of the *SCBWI Bulletin* and author of *The Art of Writing for Children, Skills and Techniques of the Craft*.

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

32ND SUMMER WRITING WORKSHOPS

W9125-01 Janet Kaplan, Director 10 sessions
Mon-Fri Jul 11-22 9 a.m.-4:30 p.m.

Hofstra's two-week Summer Writing Workshops are co-sponsored by Hofstra's English Department, HCLAS and University College for Continuing Education (UCCE). The workshops seek to nurture writing talent through the stimulus and creative inspiration of its writers-in-residence, who are authors specially chosen for the quality of their published work and skills as teachers. For a brochure and more information, contact ucelibarts@hofstra.edu or (516) 463-7600.

Mon-Fri (10 sessions) \$460 for one workshop; \$700 for two workshops
Morning sessions: 9:30 a.m.-Noon (stay until 2 p.m. for lunch)
Afternoon sessions: 2-4:30 p.m. (arrive at Noon for lunch)

WRITING WORKSHOPS BENEFITS:

- Each workshop includes both group and individual sessions and totals more than 25 contact hours between participant and workshop instructor.
- Undergraduate and graduate students can earn credits.
- Presentations by authors and others with ties in publishing and editing.
- Opportunity to read your own work to an audience.
- Participate in groups reading and write in a true "workshop" environment.
- Immerse yourself in a two-week professional writing experience.
- Writers-in-residence are available for informal discussions.
- Hofstra is a short drive to Jones Beach State Park and a 35-minute train ride to New York City.
- Lodging in residence halls can be arranged for participants 19 years of age or older.
- Includes daily continental breakfast and lunch, the banquet, and readings by faculty and guests.

HIGH SCHOOL STUDENTS

High school students' participation in the workshops is subject to approval. Interested students must submit a writing sample and a letter requesting admission to the workshop directors. A writing sample consists of either 5 poems or 5-10 pages of prose. High school student rates are \$335 for one workshop or \$560 for two. For more information contact Marion Flomenhaft at (516) 463-5737 or dcemzfl@hofstra.edu.

CREDIT STUDENTS

Students interested in registering for undergraduate or graduate credits need to contact Professor Janet Kaplan by e-mail: engjek@mail1 or phone: (516) 463-5454.

SWW RESIDENCE FEE

W9136-1 14 nights Sun-Sat Jul 10-23
\$450

Note: The residence fee refers to very basic accommodations in Hofstra residence halls. Local accommodations that are more comfortable and subject to their own rates include: The Red Roof Inn (800) RED-ROOF, The Long Island Marriott (800) 832-6255 and The Wingate Inn (800) 993-7232.

WORKSHOPS:

POETRY WRITING

Ellen Doré Watson
W9126-01 2-4:30 p.m.

FICTION WRITING

Thaddeus Rutkowski
W9127-01 9:30 a.m.-Noon

WRITING FOR CHILDREN AND TEENAGERS

Rigoberto Gonzalez
W9128-01 9:30 a.m.-Noon

PERSONAL ESSAY AND MEMOIR

Kenny Fries
W9131-01 2-4:30 p.m.

SCREENWRITING

Paul Zimmerman
W9132-01 2-4:30 p.m.

ARTS, CULTURE AND LEISURE

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.

Note: Transportation is the participant's responsibility. Wear comfortable shoes. Rainedates and additional stops are posted on the Web site at www.hofstra.edu/ucce.

THE LOWER EAST SIDE JEWISH EXPERIENCE

L7150-01 Alfred Pommer 1 session \$35
Sat Apr 9 2-4:30 p.m.

(Counts as 1 passport)

PASSPORT

Stroll the streets where the dreams, ordeals and aspirations of our forebears still seem fresh. Walk through the Jewish Rialto – what was once the heart of Yiddish Arts Theater – and other surviving theaters. Visit the Labor Lyceum, the Hebrew Technical School, and stop at the Second Avenue Deli (the deli, like its famous Hollywood cousin, uses its sidewalk to commemorate its celebrity-studded history).

SOHO/LITTLE ITALY

L7153-01 Alfred Pommer 1 session \$35
Sat Jun 18 2-4:30 p.m.

The area south of Houston and north of Canal between Crosby Street and Sixth Avenue, with its art galleries, trendy shops and expensive restaurants, was once a hilly area. But the hills were leveled to fill the canal (hence Canal Street), and the city expanded north. Surprisingly, in 1959 it was a commercial slum known as “hell’s hundred acres.” Then the artists came and the rest is history.

THE TURN OF THE CENTURY MANHATTAN

L7154-01 Alfred Pommer 1 session \$35
Sat May 14 2-4:30 p.m.

Learn more about New York’s history and famous former residents as you tour through the Flatiron District, Madison Square Park, the Ladies’ Mile Historic District on Broadway, Gramercy Park, and Union Square Park, ending in Greenwich Village.

**IS THE RV EXPERIENCE FOR YOU?
SEE INTRODUCTION TO RECREATIONAL
VEHICLES ON PAGE 50.**

WINE AND CUISINE

WINE AND CHEESE: A CLASSIC

L7223-01 2 Instructors 1 session \$115
Sat Mar 19 1-4 p.m.

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

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

Bio: R. Windorf, wine educator; D. Stemple, fromager.

AROUND THE WORLD OF WHITE WINES

L7230-01 Robert Windorf 1 session \$105
Sat May 7 2-4:30 p.m.

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

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

Bio: R. Windorf, wine educator.

THE WINES FROM DOWN UNDER

L7236-01 Robert Windorf 1 session \$105
Sat Feb 26 2-4:30 p.m.

Walk into any wine store and you will find Australian and New Zealand labels that were not there a few years ago. Learn more about wine production in the other hemisphere and taste these unique wines. Sample an exciting selection of red, white, and “sticky” (dessert) wines from Australia and New Zealand, perfectly matched with a few delicious and interesting food pairings. Explore the wines of Australia’s Barossa Valley, Margaret River and other regions and compare them with those of New Zealand’s north and south islands. Learn about the intriguing history of winemaking down under and discover some of the best wine values in the market today. Fair *dinkum*, mate!
Note: Participants must provide proof of 21 years of age or older.

Bio: R. Windorf, wine educator.

COOKING CLASSES

Polly Talbott
Classes held at A La Carte Culinary Services.
Bio: P. Talbott, certified culinary professional; owner, A La Carte Culinary Services.

Osso Buco

L7237-01 Thu Jan 6 6-9 p.m. \$75
Master this perfect cold weather dish as we demonstrate the preparation of the osso buco. While it's cooking, you complete the meal by preparing antipasto, polenta, risotto milanese, biscotti and an Italian jam tart.

PASTA SAUCES

L7238-01 Tue Mar 8 6-9 p.m. \$69
Learn the basic principles and gain confidence to create your own signature dishes. Start with the classics: bolognese, carbonara, puttanesca, alfredo, white clam and vodka. Then get creative with new ones: ravioli with Herbed walnut sauce and artichoke pasta with crispy garlic and sage.

CAKE DECORATING

L7239-01 Sat Jun 4 11 a.m.-3 p.m. \$69
Have a friend who is getting married? Love to make birthday cakes? Or just have a fascination for cake decorating? We walk you through the steps of how to make simple and elegant show-stopping cakes.

SPORTS AND FITNESS

ADULTS ONLY: GROUP SWIMMING LESSONS

L7302-01 Arnold Deiner 6 sessions \$158
Sun Mar 6-Apr 17 1-3 p.m.
(No class Mar 27)

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.

Summertime recreation classes are offered in June and July. Visit www.hofstra.edu/ucce or call (516) 463-7600 for dates and locations.

ADULTS ONLY: INDIVIDUAL SWIMMING LESSONS

L7301-01 \$55 per one hour session held at Hofstra pool. To schedule a lesson, call (516) 463-7600.

HOFSTRA'S EVENING SCUBA

Ed and Jeanne Tiedemann 10 sessions \$195
L7312-01 Mar 3-Apr 5
L7312-02 Jun 16-Jul 19
Tue, Thu Class sessions: Thu 7:30-10 p.m.
Pool sessions: Tue 7:30-10:30 p.m.

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.

Bios: E. and J. Tiedemann, Underwater Advisors Inc.; recipient, University College Teacher of Excellence Award.

CHESS FOR LIFE

Barry Noble 12 sessions Tue Feb 1-Apr 19 \$227
L7317-01 Beginner 6-7:25 p.m.
L7320-01 Intermediate 7:35-9 p.m.

Chess has 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 existing skills. 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.

Bio: B. Noble, certified tournament director, United States Chess Federation.

EN GARDE! THE ART OF FENCING

Enid Friedman 10 sessions \$235
L7315-01 Mon Feb 28-May 9 6:20-7:50 p.m.
(No class Mar 28)
L7315-02 Mon-Fri Jul 11-22 7-8:30 p.m.

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.

Bio: E. Friedman, Hofstra fencing coach.

ARTS, CULTURE AND LEISURE

KUNDALINI (SPIRIT-RISING) YOGA

Doris Buxbaum 8 sessions Wed 6:30-8 p.m. \$160
 L8310-01 Jan 26-Mar 16
 L8310-02 May 11-Jun 29

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 a willingness to experience a heightened awareness of the body and spirit.

MIDDLE EASTERN BELLY DANCING

L8313-01 Judith Tabron 14 sessions \$140
 Tue Feb 1-May 3 7-9 p.m.

What Americans call "belly dance" is an art form with thousands of years of history. Our course is designed to introduce women of all ages, shapes and sizes to belly dance safely and enjoyably. Here you master a vocabulary of basic steps that form all styles of belly dancing through the basic rhythms of Middle Eastern music. Each class consists of a careful warm-up, new steps by thematic topics such as hip isolations, traveling steps, or veil work, and following the instructor in dance combinations. Eventually you start to think about combining steps into your own personal choreographies.

Bio: J. Tabron, member of Bad Raqsan'e Sahra style of belly dance.

TENNIS EVERYONE!

L7318-01 Peter Brosoff 6 sessions \$150
 Tue May 10-Jun 14 6:30-8:30 p.m.

Have you ever dreamed of playing a challenging game of tennis, but allowed distractions to get in the way of taking lessons? Well, now is your time. You are never too old or out of shape to start. All you need is the willingness to experience the "high" this sport can induce. In this course we use Hofstra's outdoor courts to introduce you to such basic skills as ground strokes, serving, and moving about the court. Course appropriate for beginning to intermediate players.

Note: Dress appropriately for the weather; the class is outdoors. Decisions made regarding weather cancellations are made at 4 p.m.; please call (516) 463-5737. Classes cancelled due to weather will be made up on Thursday of the same week.

TENNIS DRILL LOVER

NEW

L7321-01 Peter Brosoff 6 sessions \$99
 Wed May 11-Jun 15 6:30-8 p.m.

If you are interested in improving your game, you will find a little bit of everything in this drill class. These fun drills help you improve both your form and strokes.

Note: Dress appropriately for the weather; the class is outdoors. Decisions made regarding weather cancellations are made at 4 p.m.; please call (516) 463-5737. Every effort will be made to make up classes cancelled due to weather in the same week.

GOLF PROGRAM

INTRODUCTION TO GOLF

L7410-01 Gregory Ilg 5 sessions \$115
 Sat Mar 5-Apr 2 9-10 a.m.

The world is divided into two distinct groups: those who golf and those who do not. If you know nothing about golf but always wanted to learn in an exceptionally relaxed atmosphere, this course is for you. All equipment, including clubs, is provided. Simply come to class to learn golf from the ground up (literally). *Dress appropriately for the weather as most of the course is outdoors.*

BEGINNER AND INTERMEDIATE GOLF

Gregory Ilg 6 sessions Sat 9-10:30 a.m. \$195
 L7411-01 Apr 9-May 21
 (No class Apr 23)

L7411-02 Jun 4-Jul 16

(No class Jul 2)

If you are hooked on golf and want to elevate your game to the next level, this course is for you.



Designed for those who have taken Introduction to Golf, or the equivalent, and want to continue to refine their skills, this course offers participants complete long- and short-game instruction in a fun, 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 as most of the course is outdoors.*

INDIVIDUAL GOLF LESSONS

L7403-01

By individual arrangement. A perfect gift for you favorite golfer. \$70 per one-hour lesson and \$300 for 5 one-hour lessons. To schedule a lesson, call (516) 463-7600.

BOATING

KAYAKING: BASICS

L7511-01 Feb 7-Mar 7
 John Nicolellis Mon 8-10 p.m. 4 sessions \$155
 (No class Feb 21)

KAYAKING: BASIC TO INTERMEDIATE

L7512-01 Mar 14-Apr 4

KAYAKING: ADVANCED

L7513-01 Apr 11-May 2

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. Participants learn to 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. As kayakers progress in their abilities, they practice more advanced paddling skills, self-rescue and assisted-rescue techniques to prepare themselves for moving water certification. In all courses a prime emphasis is placed on safety (students must be able to swim 50 yards), and all equipment (except text) is provided.

Bio: J. Nicolellis, recipient, University College Teacher of Excellence Award.

Summertime kayaking trips, led by your instructors, are offered in June, July and August. call (516) 463-7600 or visit www.hofstra.edu/ucce or for dates and locations.

CANOEING: THE PECONIC RIVER

L7531-01 Joseph Sklar 2 sessions \$75
 May 11-15 Class: Wed 7:45-9:15 p.m.
Trip: Sun 9 a.m.-4 p.m.

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

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

HEALTH AND WELL-BEING

SELF-IMPROVEMENT

NEW

EATING FOR YOUR ARCHETYPE

L8523-01 Stephanie Florman 6 sessions \$90
 Wed Mar 2-Apr 6 7-9 p.m.

Here we explore and define archetypal energy and its connection to our daily life, especially our diet. Using the five-phase transitional theory, we align each archetype to a specific season, and demonstrate various nutritional theories, eating habits, and gentle lifestyle shifts that can help to balance these hungry personalities within. When these energies are balanced, you are able to live at your optimum level of experience. We review the energies of the warrior (spring), god/goddess (summer), saboteur (late summer), teacher/student (autumn) and lover (winter).

Bio: S. Florman, board-certified holistic health practitioner.

CREATING FINANCIAL WELL-BEING

Judith Gruber Sun 1-3:30 p.m. 1 session \$35
 L8116-01 Mar 20
 (Counts as 1 passport)

PASSPORT

L8116-02 Jul 17

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

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

NEW

BUILDING RESILIENCE

L8118-01 Linda Sapadin 1 session \$35
 Sun Mar 6 10 a.m.-Noon
 (Counts as 1 passport)

PASSPORT

Do you ever wish that you could react to life's events in a more resilient way, bouncing back easily like some people seem to do? Do you ever wish that you could shrug off difficult people, not letting them affect you the way they do? If so, join us for this seminar that teaches you to become more resilient without becoming less sensitive. You will be surprised at how much easier and more pleasant life can be as you learn these new skills.

Bio: L. Sapadin, Ph.D., clinical psychologist and author, Worry Less, Live More.

ARTS, CULTURE AND LEISURE

ARTS, CULTURE AND LEISURE

MOTIVATING YOURSELF TO ACHIEVE

L8110-01 Patrick Fletcher 2 session \$75
Sun Apr 10-17 1-3 p.m.

(Counts as 1 passport)

PASSPORT

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.

DEALING WITH PROCRASTINATION

L8120-01 Arthur L. Seltzer 1 session \$35
Sun Mar 20 1:30-4 p.m.

(Counts as 1 passport)

PASSPORT

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

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



CONTROLLING YOUR ANGER

L8131-01 Michele Lucero 1 session \$35
Sun Apr 17 1:30-3:30 p.m.

(Counts as 1 passport)

PASSPORT

Everyone experiences anger from time to time, but for some individuals their anger negatively impacts their personal and work relationships. This workshop addresses ways in which you can manage your anger and improve interactions with others. Interventions are aimed at controlling your angry emotions, including understanding triggers that result in angry behavior; and using “self-talk” methods and creative visualization to diffuse emotions.

Bio: M. Lucero, Psy.D.

JOURNEY TO THE FASCINATING WORLD OF DREAMS AND FANTASIES

L8133-01 Linda Sapadin 1 session \$35
Sun Mar 6 1-3 p.m.

(Counts as 1 passport)

PASSPORT

Dreams are messages from the unconscious that contain vast amounts of information. An unexplored dream, therefore, is like an unopened personal letter. By exploring the symbolism and imagery of your dreams and fantasies, you are sure to gain a deeper understanding and clearer picture of the hidden parts of your personality. This workshop gives both a theoretical overview of dream interpretation and an opportunity to explore your fantasies through the use of guided imagery exercises.

Bio: L. Sapadin, Ph.D., clinical psychologist and author, Worry Less, Live More.

MULTITASK AND MAKE IT LOOK EASY

NEW

L8134-01 Arthur L. Seltzer 1 session \$35
Sun Apr 3 1:30-3:30 p.m.

(Counts as 1 passport)

PASSPORT

Are you someone who frequently takes on more responsibilities and assignments that you can successfully handle? Do you feel like there is something wrong with you if you can not get everything done on time? Everyone today has more than one “ball in the air” at a time, but there are ways to juggle successfully. Research demonstrates that improperly multitasking can harm the mind and lead to illness. Learn successful methods to multitask productively and enjoyably. Be prepared to present examples from work, family, volunteer and other experiences.

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

PROTECT YOURSELF!

L8513-01 Susan Bartelstone 1 session \$35
 Sun Apr 17 10 a.m.-Noon
 (Counts as 1 passport) **PASSPORT**

Despite an unprecedented drop in crime, violence against individuals still occurs at an alarming rate. Designed to offer you options, this workshop teaches techniques needed to make safe decisions and reduce fear. Topics include: recognizing danger early; avoiding being targeted; responding under pressure; defusing confrontations; and controlling panic. Participants learn response options for a variety of scenarios, such as what to do if you are being followed to your car, if you come face-to-face with a mugger, if you awaken to find an intruder in your home, or if you ever have to fight for your life.

LIVING A LIFE OF WELLNESS

L8515-01 Stephanie Florman 2 sessions \$65
 Sun Mar 20-Apr 3 1:30-4 p.m.
 (No class Mar 27)
 (Counts as 1 passport) **PASSPORT**

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

Bio: S. Florman, board-certified holistic health practitioner.

MINERALS, METALS AND CRYSTALS:

THE ARCHETYPES OF HEALING

L8521-01 Robert Stewart 1 session \$35
 Sun Apr 3 1-4 p.m.
 (Counts as 1 passport) **PASSPORT**

Explore the epistemology of holistic healing, ancient and modern, as typified by both alchemy and homeopathy. This workshop is an imaginative look at the psychic side of matter, such as gold, silver, quartz, sulfur, topaz and mercury. From ancient times, minerals have been thought to possess both sacred and therapeutic powers of transformation. The goal here is to recover the human being within the "dead mineral" realm with images taken from myth, art and medicine. A slide show depicts some of the beauty of this silently significant world.

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

FAMILY MATTERS

ORGANIZE YOUR LIFE (AND YOUR HOME)!

L8113-01 Cheryl Carter 1 session \$35
 Sun Mar 13 1:30-3:30 p.m.
 (Counts as 1 passport) **PASSPORT**

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

Bio: C. Carter; author, 500 Ways to Organize Your Child.

KEEPING YOUR CHILDREN SAFE!

A SAFETY WORKSHOP FOR PARENTS **NEW**
 L8509-01 Susan Bartelstone 1 session \$35
 Sun Apr 3 10 a.m.-Noon
 (Counts as 1 passport) **PASSPORT**

Whether we have babies or teenagers, every parent worries about their children's safety. Planning ahead with your children to create a safety plan may save them from pain or worse. In this workshop you learn to teach your children about safety without frightening them. Learn to develop their instincts and intuition, what (not who) is a "stranger" to a child, choose and monitor nannies and babysitters, handle bullies, avoid sexual predators (outside and inside the family), and simple physical-resistance techniques.

Note: No physical contact; please do not bring children.

**INTERESTED IN PARENT CLASSES?
 SEE OUR SATURDAY CLASSES FOR
 YOUNG PEOPLE
 SECTION ON PAGE 88.**

ARTS, CULTURE AND LEISURE

PARAPSYCHOLOGY

SPIRIT OF THE HEART

Group Reading: Individual Messages Conveyed
L9311-1 Josephine Ghiringhelli 1 session \$42
Thu Feb 17 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.

PSYCHIC DEVELOPMENT AND SPIRIT COMMUNICATION

L9312-1 Josephine Ghiringhelli 3 sessions \$75
Thu Jan 27-Feb 10 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.

NEW COURSES, PROGRAMS AND EVENTS ...

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

DEFENSIVE DRIVING

DEFENSIVE DRIVING

Salvatore Perdichizzi Sat 1 session 9 a.m.-3 p.m. \$56
L8410-01 Jan 29
L8410-02 Mar 19
L8410-03 Jun 4

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.



MOTORCYCLE SAFETY INSTITUTE AT HOFSTRA

NEW

Traffic safety experts widely acknowledge the Motorcycle Safety Foundation's Rider Course as the best introduction to motorcycling in the world. If you are a beginning rider, the Basic Rider Course puts you on the road to safety, right from the start. Even if you are a veteran rider, the Motorcyclist-In-Traffic and the Experienced Rider Course fine-tunes your skills. More than one million motorcyclists have graduated from a Rider Course. Shouldn't you? Here are just some of the benefits:

- Qualify for NYS DMV road test waiver
- Reduce insurance and up to four points on your driving record
- Motorcycle, helmet, and other equipment are provided
- Sponsored by MANYs

For more information, call (516) 463-7600 or visit www.hofstra.edu/ucce.

Personal Trainer/Health Fitness Instructor Certificate Program

PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR CERTIFICATE, LEVEL 1

L1971-01 Vincent Carvelli 10 sessions \$729

Laura Hegna

Mon Feb 14-Apr 18 7-10 p.m.

Three lab dates: Sat, Sun, Feb 26, 27, Mar 5, 3-8 p.m.

Lab review session: Mar 6, 3-5:30 p.m.

Practical exam: Mar 19 or 20

Written exam review: Sat, Apr 16, 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: L1881-01 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.2, P.F.S., Director

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

Note: Students who register for L1971 and L1881 in the same semester receive a discounted tuition of \$879.

PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR CERTIFICATE INFORMATION SESSION

L1970-01 Staff 1 session Free

Mon Jan 10 7-9 p.m.

Those interested in the Personal Trainer/Health Fitness Instructor, Level 1 certificate are strongly encouraged to attend this information session.

Contact (516) 463-5993 or www.hofstra.edu/personaltrainer to register for this free session.

HUMAN ANATOMY AND PHYSIOLOGY

L1881-01 Sharon Borzone 6 sessions \$211

Tue,Thu Jan 25-Feb 10 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.

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

THE PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR CERTIFICATE PROGRAM IS CERTIFIED BY IDEA HEALTH AND FITNESS ASSOCIATION INSURANCE PROGRAM.

A CHOICE THAT CAN CHANGE YOUR LIFE!

Yoga Teacher Training Certificate Program



Yoga is part of an integrated approach to a healthy lifestyle. 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, as well as 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 both 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 as well as satisfy the 200-hour training requirement. Apprentices serve as assistant teachers and are supervised when teaching.

YOGA TEACHER TRAINING INFORMATION SESSION

L1773-01 Linda Cucurullo 1 session Free
 Tue Aug 30, 2005 6:30-8 p.m.

Those interested in this certificate program are strongly encouraged to attend this information session. Contact (516) 463-5993 or www.hofstra.edu/ucce to register for this free session.

YOGA TEACHER TRAINING PART 2

L1772-01 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 (L1771-01).

YOGA TEACHER TRAINING PART 1

L1771-01 Linda Cucurullo 14 sessions \$1,500
 Sun Sept 11-Dec 18, 2005 1-6 p.m.
 (No class Nov 27)

Prerequisites: L1881 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.)

See also:

Human Anatomy and Physiology, p. 25.

UCCE ONLINE SHOPPING CART

RESERVE YOUR CLASSES EASILY, QUICKLY AND ONLINE

The UCCE Online Shopping Cart is available for you to 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 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. 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!

Visit the UCCE Online Shopping Cart Information Page: WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART

Medical Arts

Can we help?

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

L4110-01	Staff
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.

See also:
Medical Spanish, p.12.

MEDICAL ARTS

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. Join us on Sundays in March and April to explore your personal interests or enhance your career. Below is a guide to all our Sunday offerings. Make your choice, arrive early to acquaint yourself with classmates and instructors, enjoy refreshments in the reception area, or attend some of our free lectures. Don't forget to use your University College Passport!

Note: Not all Sunday courses qualify as Passport courses; see page 33. Check the full course description for details.

MARCH 6

CURRENT EVENTS

Jackie Cara, p. 61

LIFE, POLITICS AND IDENTITY IN THE SOUTH EASTERN MAYA AREA

Marcello Canuto, p. 9

HOFSTRA'S SHAKESPEARE FESTIVAL JULIUS CAESAR

Maureen Connolly McFeely, p. 4

JANE AUSTEN'S GREATEST NOVEL: PERSUASION

Robert Keane, p. 8

TEMPLES, ALTARS, PRIESTS, SACRIFICES AND ORACLES

Dimitra Richardson, p. 8

BUILDING RESILIENCE

Linda Sapadin, p. 22

JOURNEY TO THE FASCINATING WORLD OF DREAMS AND FANTASIES

Linda Sapadin, p. 22

ADULTS ONLY: GROUP SWIMMING LESSONS

Arnold Deiner, p. 19

MAKE A DOCUMENTARY

Steven Taub, p. 15

MARCH 13

MANAGEMENT SKILLS FOR SUPERVISORS

Madison Gross, p. 58

THE FUNDAMENTALS OF SUCCESSFUL NEGOTIATIONS

Vincent Apicella, p. 51

FINANCIAL PLANNING FOR WIDOWS AND WIDOWERS

Annette Spronz, p. 51

THE INTELLIGENT WAY TO PURCHASE YOUR DREAM HOME

Gary Marcus, p. 51

EVELYN WAUGH'S BRIDESHEAD REVISITED

Robert Windorf, p. 7

THE ELEUSINIAN MYSTERIES

Dimitra Richardson, p. 8

THE DISCOVERY OF INSULIN

Alfred Jay Bollet, p. 9

ORGANIZE YOUR LIFE (AND YOUR HOME)!

Cheryl Carter, p. 23

THE ART OF PRESS RELEASE WRITING

Rossana Weitekamp, p. 11.

MARCH 20

TRAINING THE TRAINER

Madison Gross, p. 60

THE PANATHENEAN FESTIVAL

Dimitra Richardson, p. 8

CREATING FINANCIAL WELL-BEING

Judith Gruber, p. 21

DEALING WITH PROCRASTINATION

Arthur L. Seltzer, p. 22

LIVING A LIFE OF WELLNESS

Stephanie Florman, p. 23

THE ART OF NEGOTIATING A PUBLISHING CONTRACT

Karen Zubin, p. 11



RESERVE YOUR CLASSES ONLINE NOW!

**USE THE UCCE ONLINE SHOPPING CART:
WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART**



APRIL 3

THE WAR CALLED DIVORCE

Annette Spronz, p. 51

ENGLISH PAINTING FROM TURNER TO THE PRE-RAPHAELITES AND BEYOND

Robert Keane, p. 5

THE DIONYSIA AND DAPHNEPHORIA

Dimitra Richardson, p. 8

THE ORIGIN AND DEVELOPMENT OF THE GERM THEORY OF INFECTIOUS DISEASE

Alfred Jay Bollet, p. 9

MULTITASK AND MAKE IT LOOK EASY

Arthur L. Seltzer, p. 22

MINERALS, METALS AND CRYSTALS: THE ARCHETYPES OF HEALING

Robert Stewart, p. 23

KEEPING YOUR CHILDREN SAFE! A SAFETY WORKSHOP FOR PARENTS

Susan Bartelstone, p. 23

MAKING MEETINGS MEANINGFUL

Carol A. Henselder, p. 11

APRIL 10

DEVELOP YOUR SKILLS OF CRITICAL THINKING

Jackie Cara, p. 60

PROMOTING, ADVERTISING AND PUBLICIZING YOUR BUSINESS

Madison Gross, p. 62

LET'S GET IT ALL TOGETHER

Annette Spronz, p. 52

LOUISE NEVELSON: PUBLIC AND PRIVATE

Shirley Romaine, p. 5

ARTHUR CONAN DOYLE: THE DEATH AND RESURRECTION OF SHERLOCK HOLMES

Robert Keane, p. 8

WRITE AND MARKET MAGAZINE ARTICLES

Sandra Mardenfeld, p. 10

APRIL 17

HOW TO DEVELOP A STRATEGIC PLAN FOR YOUR SMALL BUSINESS

Madison Gross, p. 58

FUNDAMENTALS OF REAL ESTATE INVESTING: A LEGAL PERSPECTIVE

Vincent Apicella, p. 52

CHANGING FAMILY LIFE STYLES

Annette Spronz, p. 52

ARCHAEOLOGICAL ART AND POLITICS SURROUNDING POMPEII, ITALY, IN THE 1920s

Elaine Gazda, p. 9

EDNA ST. VINCENT MILLAY: MY CANDLE BURNS AT BOTH ENDS

Shirley Romaine, p. 8

THE MYSTERY OF EVIL: A CHALLENGE TO HUMAN CONSCIOUSNESS

Robert Stewart, p. 8

THE DISCOVERY OF VITAMINS

Alfred Jay Bollet, p. 9

CONTROLLING YOUR ANGER

Michele Lucero, p. 22

PROTECT YOURSELF!

Susan Bartelstone, p. 23

NEW COURSES, PROGRAMS AND EVENTS ...

KEEP IN TOUCH WITH UCCE NEWS. SUBSCRIBE TO OUR FREE E-NEWSLETTER:

WWW.HOFSTRA.EDU/UCCENEWSLETTERS

ARTS, CULTURE AND LEISURE

TEST PREPARATION

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

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

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

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 directly at (800) 2REVIEW (273-8439) or visit www.princetonreview.com.

GMAT PREPARATION

GMAT AT HOFSTRA

X3114-01	Staff	5 sessions	\$665
Thu	Feb 17-Mar 17		6-10 p.m.

X3114-02	Staff	5 sessions	\$665
Tue	Apr 19-May 17		6-10 p.m.

X3114-03	Staff	5 sessions	\$665
Sat	Jun 4-Jul 9		9 a.m.-1 p.m.

(No class Jul 2)

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

THE PRINCETON REVIEW GMAT PREPARATION

8 sessions/\$1199

Sat afternoons: Feb 5-Mar 26

Sun evenings: Jan 30-Mar 20

Sun afternoons: Feb 20-Apr 17

Sun mornings: Mar 20-May 22

Sun evenings: May 1-Jun 26

Sat mornings: Jun 1-Jul 23

LSAT PREPARATION

LSAT AT HOFSTRA

X3115-01	Staff	4 sessions	\$615
Sat	Jan 8-29		9 a.m.-1 p.m.

X3115-02	Staff	4 sessions	\$615
Thu	Apr 28-May 19		6-10 p.m.

For test registration, dates and other information, call (215) 968-1001 or visit the Law School Admission Council at www.lsac.org. LSAT test dates: February 12 and June 6, 2005.

THE PRINCETON REVIEW LSAT PREPARATION

26 sessions/\$1249

Weekends: Mar 12-Jun 4

GRE PREPARATION

GRE AT HOFSTRA

X3113-01	Staff	5 sessions	\$510
Tue, Thu	Feb 1-15		6-10 p.m.

X3113-02	Staff	5 sessions	\$510
Sat	Apr 2-30		9 a.m.-1 p.m.

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

THE PRINCETON REVIEW GRE PREPARATION

8 sessions/\$999

Sat afternoons: Jan 29-Mar 19

Sun afternoons: Feb 27-Apr 24

**RESERVE YOUR CLASSES
ONLINE NOW!**

**USE THE UCCE ONLINE SHOPPING CART:
WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART**

LAST TEACHER'S EXAM PREPARATION

LAST TEACHER'S EXAM

X3116-01 Staff 5 sessions \$510
Sun Jan 9-Feb 6 9 a.m.-1 p.m.

X3116-02 Staff 4 sessions \$510
Sun Apr 17-May 8 9 a.m.-2 p.m.

For test registration, dates and other information, call (413) 256-2882, or visit www.nystce.nesinc.com.
LAST test dates: February 26, April 9, May 14 and June 25, 2005.

PSAT PREPARATION

PSAT AT HOFSTRA

X3111-01 Staff 8 sessions \$325
Sun Jul 31-Sept 25 5-7 p.m.

(No class Sept 4)
For test registration information, call (609) 771-7070 or visit www.collegeboard.com. PSAT test dates are in October 2005.

SAT PREPARATION

SAT AT HOFSTRA

X3112-01 Staff 8 sessions \$408
Sat, Sun Jan 29-Feb 27 1-4 p.m.

(No classes Feb 19 and 20)

X3112-02 Staff 8 sessions \$408
Sun Feb 27-May 1 5-8 p.m.

(No classes Mar 27 and Apr 24)

X3112-03 Staff 8 sessions \$408
Sun Jul 31-Sept 25 5-8 p.m.

(No class Sept 4)

For test registration information, call (609) 771-7600 or visit www.collegeboard.com. SAT dates: March 12, May 7, June 4, October 8, November 5 and December 3, 2005.

THE PRINCETON REVIEW SAT PREPARATION

14 sessions/\$999

Sat and Sun mornings: Jan 22-Mar 6
Sat and Sun evenings: Mar 12-May 1 (No class Mar 26)
Sat and Sun mornings: Apr 9-May 22

THE PRINCETON REVIEW SAT II PREPARATION

SAT II Math IC

6 sessions/\$299

Sat and Sun mornings: Apr 9-24

TUTORING

INDIVIDUAL TEST PREP TUTORING

X3117-01 \$80 per one-hour session.

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

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

PROFESSIONAL ENGINEERING REVIEW COURSES

Courses that prepare you for all parts of the revised professional engineer licensing examinations are available at Hofstra. These courses are designed for the Uniform Examinations of the National Council of Examiners for Engineering and Surveying (NCEES). These courses are designed for the April 2006 examinations. No degree credit is granted, but Continuing Education Units (CEUs) are earned. For a schedule and registration information, visit www.hofstra.edu/professionalengineering or call (516) 463-7600.



ARTS, CULTURE AND LEISURE

SPEED READING AND A+ STUDY SYSTEM

READ FASTER AND LEARN MORE EFFECTIVELY!

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

L3220-01 Richard Feldman 2 sessions \$135
Tue, Thu May 24-26 6:45-9:45 p.m.

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 audiotope included.

A+ STUDY SYSTEM

L3221-01 Richard Feldman 2 sessions \$135
Tue, Thu May 31-Jun 2 6:45-9:45 p.m.

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.

COLLEGE PREP ADVANTAGE FOR HIGH SCHOOL STUDENTS **NEW**

Looking for something productive for your child this summer?

Hofstra's College Prep Advantage for High School Students is an opportunity for college-bound high school sophomores and juniors to gain the confidence and tools that enable them to excel during their remaining high school years; as well as teach lasting skills to serve them during their college years. In a relaxed and supportive atmosphere students learn SAT basic skills, the college admissions process, how to choose a college major, and academic study skills.

Hofstra's one-week program is taught by college preparation professionals. Students learn:

- Math skills for SAT
- Verbal skills for SAT
- Writing skills for SAT
- College admissions process
- Filing deadlines
- Completing applications
- Campus tours: What to ask, how many to go on, what to look for
- How college admissions offices work
- FAFSA basics
- A+ Study System
- Writing your college admission essay
- How to choose a college major

L3650-1 Staff 5 sessions \$895
Mon-Fri Aug 8-12 9 a.m.-4:30 p.m.

Note: Registered students and their parents are invited to attend the free seminar Financing Your Child's College Career on Wednesday, August 10, 2005, from 7-9 p.m.

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 94.

PASSPORT

ARTS AND CULTURE

B1281-01 Current Events61
 L5552-01 Evelyn Waugh's *Brideshead Revisited*7
 L5553-01 Jane Austen's Greatest Novel: *Persuasion*8
 L5554-01 English Painting from Turner to the
 Pre-Raphaelites and Beyond.....5
 L5555-01 Arthur Conan Doyle: *The Death and
 Resurrection of Sherlock Holmes*8
 L5628-01 The Discovery of Insulin9
 L5629-01 The Origin and Development of the Germ
 Theory of Infectious Disease9
 L5630-01 The Discovery of Vitamins9
 L5721-01 The Mystery of Evil: A Challenge to
 Human Consciousness8
 L5911-01 Edna St. Vincent Millay: *My Candle Burns
 at Both Ends*8
 L5932-01 Louise Nevelson: Public and Private5
 L5950-01 Temples, Altars, Priests, Sacrifices
 and Oracles.....8
 L5951-01 The Eleusinian Mysteries8
 L5952-01 The Panathenean Festival8
 L5953-01 The Dionysia and Daphnephoria8
 L7150-01 The Lower East Side Jewish Experience18

COMMUNICATION

B1280-01 Develop Your Skills of Critical Thinking....60
 B1455-01 The Fundamentals of Successful
 Negotiations51
 L6119-01 Write and Market Magazine Articles10
 L6210-01 The Art of Negotiating a
 Publishing Contract11
 L6411-01 The Art of Press Release Writing11
 L6420-01 Making Meetings Meaningful11
 L6509-01 Make A Documentary15

PERSONAL ENRICHMENT

L8110-01 Motivating Yourself to Achieve22
 L8116-01 Creating Financial Well Being21
 L8118-01 Building Resilience21
 L8120-01 Dealing with Procrastination22
 L8131-01 Controlling Your Anger22
 L8133-01 Journey to the Fascinating World of Dreams
 and Fantasies22
 L8134-01 Multitask and Make it Look Easy22
 L8513-01 Protect Yourself!23
 L8515-01 Living a Life of Wellness23
 L8521-01 Minerals, Metals and Crystals:
 The Archetypes of Healing.....23

LIFESTYLES AND HOME

B1402-01 Fundamentals of Real Estate Investing:
 A Legal Perspective52
 B1440-01 The Intelligent Way to Purchase
 Your Dream Home51
 B4237-01 Financial Planning for Widows and Widowers 51
 B4239-01 The War Called Divorce51
 B4241-01 Let's Get it all Together52
 B4242-01 Changing Family Life Styles52
 L8113-01 Organize Your Life (and Your Home)!.....23
 L8509-01 Keeping Your Children Safe! A Safety
 Workshop for Parents23
 B4212-01 What Should I do With My Money?51
 B4212-02 What Should I do With My Money?51
 B1960-01 Getting Organized Financially51
 B4207-01 Simplifying The Mortgage Process51

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	May 7	10 a.m.
Saturday	June 11	10 a.m.
Saturday	July 9	10 a.m.
Saturday	July 23	10 a.m.
Saturday	August 6	10 a.m.

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

Location: University College Hall

For reservations or information:

Call: (516) 463-5225

E-mail: sat-college@hofstra.edu

SPRING 2005 SEMESTER BEGINS SATURDAY, JANUARY 22.

FALL 2005 SEMESTER BEGINS SATURDAY, AUGUST 20.

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 to graduate in four years (fewer with transfer credits) with a B.S. in Professional Studies. By attending class three Saturdays plus one weekend each month, students complete two courses every eight weeks and are eligible to apply for financial aid. This unique program is designed especially for adults who cannot take time out to go back to school yet 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 technology, public affairs, and organizational leadership;
- A comprehensive education in liberal arts;
- A core of business and professional courses.

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

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

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

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 ensure optimal learning conditions, we encourage early application. All applications are reviewed on a rolling basis and admission decisions are reached promptly.

UNIQUE SUPPORT

Saturday College offers full-time support to students:

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

SIMPLIFIED APPLICATION PROCESS

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

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

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

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

OUR STUDENTS SAY ...

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

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

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



Legal Studies: Paralegal Studies Certificate Program

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

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

PS01OH Wed, Jan 26 6 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

SPRING CLASSES BEGIN MARCH 2005

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 legal 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.

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

Four-month day classes ... nine-month evening classes ... the choice is yours!

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

Legal Studies: Legal Nurse Consultant Certificate Program

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

NS010H Wed, Feb 9 6 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.

Ten-month Saturday class ... Spring classes begin April 2005.

CURRICULUM

Students complete the following 10 required courses:

INTRODUCTION TO LEGAL NURSE CONSULTING N-2110

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

CIVIL LITIGATION 1: THE FUNDAMENTALS N-2111

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

CIVIL LITIGATION 2: THE PROCESS OF DISCOVERY AND THE TRIAL

N-2112

This course focuses on the discovery stages of litigation and beyond. Students become familiar with interrogatories, depositions and methods for obtaining medical records.

Alternatives to trial are examined along with the stages of a jury trial and post-trial proceedings.

RESEARCH AND WRITING 1: LEGAL RESOURCES

N-2113

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

RESEARCH AND WRITING 2: MEDICAL RESOURCES

N-2114

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

SUBSTANTIVE LAW 1: RISK MANAGEMENT AND WORKERS' COMPENSATION

N-2115

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

SUBSTANTIVE LAW 2: ADMINISTRATIVE LAW

N-2116

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

SUBSTANTIVE LAW 3: MEDICAL MALPRACTICE

N-2117

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

OBSTETRICAL AND NEONATAL INJURIES

N-2118

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

ORGANIZING A LEGAL NURSE CONSULTING PRACTICE

N-2119

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

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



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

FOR MORE INFORMATION

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

Business Studies

Can we help?

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



Insurance/Licenses

Continuing Education Credits for Insurance Agents, Brokers and Consultants	41
Chartered Property Casualty Underwriters (CPCU)	43
Associate in Risk Management (ARM).....	44
Associate in Claims (AIC).....	44
Associate in Commercial Underwriting (AU) Program	44
Introduction to Claims Program in General Insurance (INS)	45

Real Estate

Real Estate Appraisal.....	45
Real Estate Licensing	47
Continuing Education Credits for Real Estate Salespersons and Brokers.....	48
Real Estate Title Closing	48

Finance

Financial Planning.....	49
Chartered Financial Consultant	49
Certified Financial Planner (CFP)	49
Chartered Life Underwriter (CLU)	49

Financial Modeling	50
Chartered Financial Analyst (CFA)	50
Personal Investments	50
Securities Licensing	52
The Retirement Planning Workshops	52

Racehorse Ownership Institute

53

Payroll Professional Learning Series

55

Certified Employee Benefits Specialist (CEBS)

55

Certified Purchasing Manager (CPM)

56

Professional Medical Billing and Medical Coding

57

How to Succeed in Business

Small Business Management	57
Small Business Ideas	58
Career Development	59
Communication in Business	60
Marketing in Business	62
Grant Writing	
Introductory Courses	63
Intensive Workshops.....	64
Grant Bootcamps	64
Human Services	65
Security in Business	66

Noncredit Certificate Travel Agent Training Certificate.....

67

Sportscasting Summer Institute

67

Business Certificate Information Session ..

68

Accounting Certificate Program

69

Certificate in Business Information Systems

69

Finance Certificate Program

70

General Management Certificate Program ..

70

Human Resources Management Certificate Program

71

International Business Certificate Program ..

71

Labor Studies Certificate Program

72

Marketing Certificate Programs.....

72

Advanced Graduate Certificates in Business.....

73

Center for Corporate Training

73

INSURANCE/LICENSES

INSURANCE BROKERS AND AGENTS QUALIFYING COURSE

APPROVED BY NEW YORK STATE INSURANCE DEPARTMENT

B7110-01 William Cox, Ronald Tucker 33 sessions \$870
Joe Volturo, Edwin Lambert

Mon, Thu Jan 20-May 26 6:30-9:30 p.m.
(No classes Feb 21, Mar 24, 28 and Apr 25)

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)

B7100-01 Dennis Legg 10 sessions \$405
Wed Jan 26-Mar 30 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.

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 consult-

ants, 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.

LICENSE EXPIRATION DATES:

Life Consultants (C-1): March 31, 2005
Life Agents: June 30, 2005

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 the 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).

LIFE AND HEALTH INSURANCE: A BUSINESS PERSPECTIVE (NYCR-203735)

B7245-01 Dennis Legg 1 session \$170
Sat Jan 22 9 a.m.-5 p.m.
8 C.E.U. credits

This course presents an opportunity to life and health professionals who are working the individual market to equip themselves with the terminology and practice of the business market. Additionally, it assists the professional in becoming more familiar with the products that afford them a place in the market. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), and PA (Public Adjusters).

BUSINESS STUDIES

AGENCY DEVELOPMENT (NYCR-210706)

B7280-01 Dennis Legg 1 session \$170
 Sat Feb 19 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 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).



AGENCY OPERATIONS (NYCR-210707)

B7275-01 Dennis Legg 1 session \$170
 Sat Feb 26 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, 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).

PRINCIPLES OF WORKERS' COMPENSATION (NYCR-210040)

B7265-01 John Frizalone 1 session \$170
 Tue Mar 15 9 a.m.-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 recourses needed by the insurance professional to navigate market availability and the many laws, rules and regulations that have complicated the daily risk management of both large and small accounts. The key topics of coverage, underwriting, claims, safety management and fraud awareness are presented 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).

INVESTING CONSULTING FUNDAMENTALS (NYCL-208991)

B7200-01 Robert Unger 2 sessions \$170
 Mon, Tue Apr 11-12 6-10 p.m.
 8 C.E.U. credits

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

CLARIFYING DISABILITY INSURANCE (NYCR-200704)

B7255-01 Joe Velez 1 session \$170
 Wed Apr 27 9 a.m.-5 p.m.

This course deals with the entire disability field, providing agents with sufficient mastery such that they can represent clients in the most advantageous and professional manner. No examination. Approved for LA (Life/Accident and Health Agents) and C1 (Life Consultants).

LONG TERM CARE (NYCL-202899)

B7231-01 Joe Velez 1 session \$170
 Sat Apr 30 9 a.m.-5 p.m.

This course offers a thorough understanding of the issues and problems of long term care. It examines the subjects of Medicare, Medicaid, as well as Medicaid estate planning. In addition, a detailed analysis of long term care insurance policies, insurers and benefits is conducted. The course also reviews the marketing of long term care insurance, the understanding of the long term care environment and alternative care options. No examination. Approved for BR (Brokers), C1 (Life Consultants) and LA (Life/Accident and Health Agents).

EMPLOYEE DISABILITY - A MANAGEMENT OVERVIEW (NYCR-204638)

B7230-01 Dennis Legg 2 sessions \$272
 Sat Jun 18-25 9 a.m.-5 p.m.
 15 C.E.U. credits

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

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.

CPCU 560: FINANCIAL SERVICES INSTITUTIONS

B7320-01	Ken Pagliughi	15 sessions	\$465
Thu	Jan 27-May 12		6:30-8:30 p.m.
(No class Mar 24)			

With the recent convergence of the financial services and property-casualty insurance businesses, this course is both timely and essential. It gives an overview of the various American financial services institutions and examines the role of risk management and insurance within the context of those institutions. Topics covered include introduction and overview of financial markets; the Federal Reserve; money markets; bond markets; stock markets; derivative securities markets; commercial banks; thrift institutions and finance companies; regulation of depository institutions; insurance companies; securities firms and investment banks; mutual funds; pension funds; types of risks incurred by financial institutions; and liquidity risk.

CPCU 552: COMMERCIAL LIABILITY RISK MANAGEMENT AND INSURANCE

B7330-01	Robert Bambino	15 sessions	\$465
Wed	Feb 2-May 11		6-8 p.m.

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

CPCU 557: SURVEY OF COMMERCIAL RISK MANAGEMENT AND INSURANCE

B7350-01	Maureen Winkler-Belger	15 sessions	\$465
Wed	Feb 2-May 11		6-8 p.m.

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

BUSINESS STUDIES

CPCU 530: THE LEGAL ENVIRONMENT OF RISK MANAGEMENT AND INSURANCE

B7310-01 Gary Marcus 10 sessions \$465
Thu Feb 3-Apr 14 6:30-9:30 p.m.
(No class Mar 24)

An understanding of law is essential for risk management and property-casualty insurance professionals.

Concentration is contract law, while other legal topics include torts, property law and employment law as they pertain to risk management and insurance.

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

B7315-01 Dennis Legg 10 sessions \$465
Mon Feb 7-Apr 18 6:30-9:30 p.m.
(No class Feb 21)

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

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 55: ESSENTIALS OF RISK CONTROL

B7925-01 George Massowd 12 sessions \$422
Tue Feb 1-Apr 19 6-8 p.m.

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

ASSOCIATE IN CLAIMS (AIC)

The Associate in Claims (AIC) a program, developed by the Insurance Institute of America, consists of four courses focusing on claims management. 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 33: THE CLAIMS ENVIRONMENT

B7905-01 Roy Probeyahn 13 sessions \$422
Mon Jan 31-May 16 7:30-9:30 p.m.

(No classes Feb 21, Mar 28 and Apr 25)

Those who successfully complete this course understand how a claims representative's role is simultaneously determined by policy holders and other customers, the insurance policy, the insurance company, and its management and the law. Students quickly appreciate the importance of good communication and negotiation skills, and the proper attitude in successful claims work.

ASSOCIATE IN COMMERCIAL UNDERWRITING (AU) PROGRAM

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 serve clients, offering a solid foundation in practices with fresh perspectives and thought processes as guidance.

AU 65: COMMERCIAL UNDERWRITING: PRINCIPLES AND PROPERTY

B7906-01 Maureen Winkler-Belger 14 sessions \$620
Tue Feb 1-May 3 6:30-8:30 p.m.

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.

INTRODUCTION TO CLAIMS

The Introduction to Claims program consists of one course developed by the Insurance Institute of America. The Institute also administers the optional national examination, which must be successfully completed to earn a certificate of completion. This program helps students to recognize and appropriately use many terms pertaining to handling insurance claims; demonstrate a basic understanding of how claims are handled; and understand how the role of claim handling relates to insurance as a whole. *Note: Study materials for the Introduction to Claims program should be ordered from the American Institute by calling 1 (800) 644-2101.*

INTRODUCTION TO CLAIMS
 B7935-01 Roy Probeyahn 8 sessions \$285
 Mon Jan 31-Mar 28 5:30-7:30 p.m.
 (No class Feb 21)

This course presents a broad review of the functions of the claims department, claims representatives and claims management. The essential principles of insurance policy interpretation are explained. The majority of the course is devoted to the significant issues faced by claims representatives in handling auto physical damage, property, liability and workers' compensation claims. This course is recommended for a wide range of clerical, technical or supervisory employees with little or no training or experience with insurance claims handling.

PROGRAM IN GENERAL INSURANCE (INS)

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

(INS 23). INS 21, 22 and 23 are 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.

CLASSES IN THIS PROGRAM WILL RESUME IN FALL 2005.

INS 22: PERSONAL INSURANCE
 B7945-01 Helen Henner 11 sessions \$400
 Mon Feb 7-May 9 6-8 p.m.

(No classes Feb 21, Mar 28 and Apr 25)
 This course analyzes personal loss exposures and insurance coverages, including homeowners dwelling and contents, personal liability, inland marine, auto, life, health and government programs. Other topics include: overview of loss exposures faced by individuals, analysis of personal insurance contracts relevant to these exposures and the use of personal risk management. Learn about the role of endorsements to modify the insurance contract and study the manner in which to evaluate human loss exposure and the basics of financial planning.

REAL ESTATE

REAL ESTATE APPRAISAL

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

The state of New York, through the Board of Real Estate Appraisal and the Department of State, has established the criteria for appraisers within New York state. An Appraiser Assistant License has the same educational requirements as a Licensed Residential Appraiser; how-

BUSINESS STUDIES

ever, there is no experience requirement. A Licensed Residential Appraiser must complete R-1, R-2, ES-1 and AQ-1. A Certified Residential Appraiser must complete R-1, R-2, R-3, R-4 and ES-1. A Certified General Appraiser must complete R-1, R-2, G-1, G-2, G-3, ES-1 and AQ-1. All courses must be taken in sequence, except ES-1 and AQ-1. A Department of State examination and satisfactory real estate appraisal experience are also required.

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

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

B5102-01 Columbia Society Staff 11 sessions \$350
Tue, Thu Feb 1-Mar 8 6:30-9:30 p.m.

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

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

B5103-01 Columbia Society Staff 7 sessions \$225
Tue, Thu Mar 15-Apr 7 6:30-9:30 p.m.
(No class Mar 24)

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

INTRODUCTION TO INCOME PROPERTY APPRAISAL (G1)

B5104-01 Columbia Society Staff 11 sessions \$385
Wed Jan 26-Apr 6 6:30-9:30 p.m.

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

This course is designed to review the basic concepts, principles and definitions of widely used terms and the appropriate application in a practical setting. 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.

PRINCIPLES OF INCOME PROPERTY APPRAISING (G2)

B5105-01 Columbia Society Staff 11 sessions \$385
Wed Apr 13-Jun 22 6:30-9:30 p.m.

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

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

B5107-01 Columbia Society Staff 2 sessions \$310
Sat Apr 2-9 8:30 a.m.-5 p.m.

This is a 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)

B5108-01 Columbia Society Staff 2 sessions \$210
Sat Jan 22-29 8:30 a.m.-5 p.m.

B5108-02 Columbia Society Staff 2 sessions \$210
Sat Apr 30-May 7 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 are presented. Common environmental and contemporary concerns; environmental legislation; comprehensive environmental response; Compensation Liability Act; appraisers and contamination; and liability of lenders are also discussed.

REAL ESTATE LICENSING

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

B5125-01	William Plunkett	12 sessions	\$300
Tue, Thu	Jan 25-Mar 3		6-10 p.m.
B5125-02	William Plunkett	6 sessions	\$300
Sat, Sun	Feb 26-Mar 13		9 a.m.-5 p.m.
B5125-03	William Plunkett	12 sessions	\$300
Tue, Thu	Mar 15-Apr 26		6-10 p.m.
(No class Mar 24)			
B5125-04	William Plunkett	6 sessions	\$300
Sat, Sun	Apr 2-17		9 a.m.-5 p.m.
B5125-05	William Plunkett	12 sessions	\$300
Tue, Thu	May 3-Jun 9		6-10 p.m.
B5125-06	William Plunkett	6 sessions	\$300
Sat, Sun	May 7-22		9 a.m.-5 p.m.
B5125-07	William Plunkett	6 sessions	\$300
Sat, Sun	Jun 4-19		9 a.m.-5 p.m.
B5125-08	William Plunkett	12 sessions	\$300
Tue, Thu	Jun 21-Jul 28		6-10 p.m.
B5125-09	William Plunkett	6 sessions	\$300
Sat, Sun	Aug 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 Licenses. It consists of 45 hours of lecture, a review and final examination. Students expecting to earn a certificate must attend a minimum of 36 hours in the lecture portion of each course and pass the final exam. Students who do not meet the 36-hour minimum must repeat the entire course. New York state specifically denies the student the right to fulfill attendance by attending only "makeup" lectures. The salesperson's course is required by the Department of State as a prerequisite for its licensing exam (required by all persons wishing to become real estate salespeople.) After completing this course and passing the school and state exams, the student is then qualified to work under the sponsorship of a licensed broker in New York state. Topics include: real estate instruments, law of contracts, real estate finance, closing and closing costs, law of agency, license law and ethics, valuation and listing procedures, human rights and fair housing, land use regulation and real estate math.

Salesperson applicants must be 18 years of age, attend a minimum of 45 hours of lecture, and pass the school and state exam.

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

REAL ESTATE BROKER'S QUALIFYING COURSE B-117

B5126-01	Bill Plunkett	6 sessions	\$300
Sat, Sun	Jul 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 Licenses. 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. For the complete licensing requirements, contact the New York State Department of State, Division of Licensing, at (518) 474-4429.

Prerequisite: Real Estate Salesperson's Qualifying 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.

RESERVE YOUR CLASSES ONLINE NOW!

**USE THE UCCE ONLINE SHOPPING CART:
WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART**

BUSINESS STUDIES

CONTINUING EDUCATION CREDITS FOR REAL ESTATE SALESPERSONS AND BROKERS

Real estate licensees are required to complete 22½ hours of Department of State-approved continuing education every two years within their license renewal period.

REAL ESTATE LEGAL ISSUES

B5310-01 William Plunkett 8 sessions \$225
Mon, Wed Feb 21-Mar 16 6:30-9:30 p.m.
22.5 CE credits

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. It is an informative course for both brokers and sales agents.

A GUIDE TO SUCCESS IN REAL ESTATE AND AGENT'S RESPONSIBILITY

B5331-01 William Plunkett 1 session \$99
Mon Mar 7 9 a.m.-5 p.m.
7.5 CE credits

B5331-02 William Plunkett 1 session \$99
Tue Jun 6 9 a.m.-5 p.m.
7.5 CE credits

This course covers all laws and rules regarding agencies. It also covers the Multiple Listing Service (MLS) and National Association of Realtors (NAR).

FUNDAMENTALS OF LAW OF AGENCY

B5330-01 William Plunkett 1 session \$99
Mon Feb 7 9 a.m.-5 p.m.
7.5 CE credits

B5330-02 William Plunkett 1 session \$99
Tue Jul 12 9 a.m.-5 p.m.
7.5 CE credits

This course covers all legal issues regarding "Law of Agency."

NEW COURSES, PROGRAMS AND EVENTS ...

KEEP IN TOUCH WITH UCCE NEWS.
SUBSCRIBE TO OUR
FREE E-NEWSLETTER:

WWW.HOFSTRA.EDU/UCCENEWSLETTERS

REAL ESTATE TITLE CLOSING

TITLE CLOSING FOR BEGINNERS

B5135-01 Chris Wittstruck 6 sessions \$425
Wed Jan 26-Mar 2 6:30-9:30 p.m.

B5135-02 Chris Wittstruck 6 sessions \$425
Wed Mar 16-Apr 20 6:30-9:30 p.m.

B5135-03 Chris Wittstruck 6 sessions \$425
Wed May 11-Jun 15 6:30-9:30 p.m.

Are you interested in becoming a title closer but have no real estate or legal background? This course familiarizes students with the terms relevant to title closing as well as the background and responsibilities of a real estate title closer.

HOW TO BECOME A REAL ESTATE TITLE CLOSER

B5140-01 Marc Ziropgiannis 4 sessions \$325
Wed Feb 2-23 6:30-9:30 p.m.

B5140-02 Ira Zankel 5 sessions \$325
Tue Apr 19-May 17 6:30-9 p.m.

B5140-03 Marc Ziropgiannis 4 sessions \$325
Wed Apr 27-May 18 6:30-9:30 p.m.

B5140-04 Marc Ziropgiannis 4 sessions \$325
Wed Jun 1-22 6:30-9:30 p.m.

A successful real estate or mortgage closing is often the result of knowledgeable and competent title closers working together with the legal profession. 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. It is suggested that you have a real estate and legal background for this course.

NOTARY PUBLIC TEST REVIEW

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

L3410-01 Feb 26

L3410-02 Apr 16

L3410-03 Aug 20

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.

FINANCE

FINANCIAL PLANNING

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

CHARTERED FINANCIAL CONSULTANT (ChFC)

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

CERTIFIED FINANCIAL PLANNER (CFP)

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

CHARTERED LIFE UNDERWRITER (CLU)

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

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

FUNDAMENTALS OF ESTATE PLANNING 1 (HS330)

B4101-01	Al Althaus	10 sessions	\$415
Mon	Jan 31-Apr 18		6-9 p.m.

(No classes Feb 21 and Mar 28)

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

INCOME TAXATION (HS321)

B4000-01	James O'Connor	10 sessions	\$415
Wed	Feb 2-Apr 6		6-9 p.m.

This course examines the federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships and corporations is also covered. Finally, we review the application of income tax laws to the transactions of individuals and businesses, which is important to financial services professionals in planning for the avoidance, minimization and deferral of taxation.

INVESTMENTS (HS328)

B4120-01	Jay Marks	10 sessions	\$415
Wed	Feb 9-Apr 13		6-9 p.m.

Various aspects of investment theory principles and their application to personal financial planning are covered. Topics include risks, yields, securities, markets and the analysis of financial statements. In addition, limited income securities, common stocks, mutual funds, options, futures and other investment instruments are examined as well as valuation methods. Modern methods of portfolio design and evaluation are also covered in the course. With the growing number of investment instruments available in the current marketplace, individuals must be aware of these new risk return opportunities so that their personal financial planner selects only those investments consistent with both personal objectives and risk preferences.

BUSINESS STUDIES

FINANCIAL MODELING

FINANCIAL MODELING WITH THE MONTE CARLO SIMULATION
B4350-01 Jack Yurkiewicz 1 session \$99
Thu May 19 1:30-4:30 p.m.

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

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

CHARTERED FINANCIAL ANALYST (CFA®) NEW

LEVEL 1 PROGRAM – JUNE 2005 EXAM
THREE-DAY INTENSIVE REVIEW COURSE (REGISTER FOR MARCH OR MAY SESSION)

B4360-01 Dr. Ehsan Nikbakht 3 sessions \$725
Fri-Sun Mar 11-13 Fri, Sat, 9 a.m.-6 p.m.
Sun, 9 a.m.-5 p.m.

B4360-02 Dr. Ehsan Nikbakht 3 sessions \$725
Fri-Sun May 6-8 Fri, Sat, 9 a.m.-6 p.m.
Sun, 9 a.m.-5 p.m.

(Total cost includes a complete set of Schweser Study Notes)

The CFA (Chartered Financial Analyst) designation is one of the most respected designations in the financial industry. The CFA curriculum consists of three levels. It covers finance and investment principles and focuses on asset valuation and portfolio management. The CFA des-

ignation has become increasingly popular as a standard of professional excellence both in the United States and abroad. Analysts, accountants, bankers and fund managers are among the categories of candidates, but the exam can be taken by anyone that has a four year college degree in any discipline. The CFA exams for all three levels are offered each year in June. The Level 1 exam is offered both in December and June. Additional information about the CFA designation can be found at www.cfainstitute.org. For more information on this course at Hofstra, please call (516) 463-7800.

PERSONAL INVESTMENTS

INTRODUCTION TO RECREATIONAL VEHICLES AND THE RV EXPERIENCE NEW
B4245-01 Chris Wittstruck 1 session \$59
Fri Mar 4 9:30 a.m.-12:30 p.m.
Exhibit Hall/Nassau Coliseum 1-2 p.m.

B4245-01 Chris Wittstruck 1 session \$59
Sat Mar 5 9 a.m.-Noon
Exhibit Hall/Nassau Coliseum 12:30-1:30 p.m.

Ever wonder what it's like to vacation in an RV? Ever considered the "full-time" RV lifestyle? This course, held in conjunction with the annual "RV and Camping Show" at the Nassau Veterans Memorial Coliseum, exposes you to the ins and outs of buying, financing, renting, insuring and enjoying the RV. The classroom component surveys the vast recreational vehicle industry; the various classes of vehicles available; their relative prices and amenities; how RVing works; which RV is right for your needs, desires and lifestyle; and a myriad of other factors, issues and concerns. The course then shifts to the exhibit hall, where a "hands-on" discussion of all vehicle classes is conducted.

Hofstra University neither endorses any particular manufacturer, nor has any connection to any manufacturer, distributor or salesperson. This course is NOT an infomercial, and no sales pitch is made. Rather, the course is an objective informational seminar for those either seriously contemplating purchase or simply considering RVing in the future. Use the knowledge gained here to determine if RVing is right for you and your family, and at what level to enter the experience. Materials are provided. The price of the seminar includes admission to the RV show. (Parking fee is not included.)

**EXPLORE NEW YORK CITY.
SEE NYC WALKING TOURS
ON PAGE 18.**

www.hofstra.edu/ucce

WHAT SHOULD I DO WITH MY MONEY?

B4212-01 David Savetz 1 session \$35
 Wed Mar 2 6:30-9:30 p.m.
 (Counts as 1 passport) **PASSPORT**

B4212-02 David Savetz 1 session \$35
 Wed May 25 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. We discuss asset allocation as well as strategies designed to help potentially maximize returns while minimizing risks.

THE FUNDAMENTALS OF SUCCESSFUL NEGOTIATIONS

B1455-01 Vincent Apicella 1 session \$55
 Sun Mar 13 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.

FINANCIAL PLANNING FOR WIDOWS AND WIDOWERS

NEW

B4237-01 Annette Spronz 1 session \$35
 Sun Mar 13 1:30-4:30 p.m.
 (Counts as 1 passport) **PASSPORT**

The emotional impact of losing a spouse typically drains survivors of the strength to fully and rationally concentrate on financial matters. Along with grief, survivors can be overwhelmed by a plethora of financial and administrative questions that arrive quickly after the death of a loved one. This course is designed to help individuals regain control of their future, emotionally and financially, and guides them to the point of making sound, rational financial decisions.

THE INTELLIGENT WAY TO PURCHASE YOUR DREAM HOME

B1440-01 Gary Marcus 1 session \$35
 Sun Mar 13 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 also covered in this intensive session.

GETTING ORGANIZED FINANCIALLY

B1960-01 Annette Spronz 1 session \$35
 Sun Mar 20 1:30-4:30 p.m.
 (Counts as 1 passport) **PASSPORT**

You will be able to store your financial life in a brown paper bag once you have taken this course. Gone will be the endless search for receipts, bank and brokerage statements, paid credit card bills and family documents that can never be found when you need them. Are you worried about storing your financial information on your computer? This class gives you some tips and tricks to get you financially organized!

SIMPLIFYING THE MORTGAGE PROCESS

B4207-01 Marc Zisselman 1 session \$35
 Tue Mar 29 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 home-owners. A question and answer session follows the course.

THE WAR CALLED DIVORCE

B4239-01 Annette Spronz 1 session \$35
 Sun Apr 3 1:30-4:30 p.m.
 (Counts as 1 passport) **PASSPORT**

Divorce often has a devastating impact on everyone involved. While some couples negotiate a civilized arrangement, many couples go through World War III, especially if they end up in court. That can have a permanently damaging result on the rest of their lives. An apparently equal division of property can leave the lower or non-earning spouse destitute within a few years. Such an aftermath of a divorce can be avoided. In this class we examine "wartime strategies," the specifics of the disaster and what can be done to keep you safe during the conflict and whole in the aftermath.

BUSINESS STUDIES

LET'S GET IT ALL TOGETHER

B4241-01 Annette Spronz 1 session \$35
Sun Apr 10 1:30-4:30 p.m.
(Counts as 1 passport)

NEW

PASSPORT

This was once a seat belt slogan. Now we are talking about the myriad of “stuff,” the financial papers, documents, statements, cancelled checks and tax returns, that are the affliction of our existence. They pile up, require ever more storage space and leave us with the question, “How long must I keep this?” Find the answers here in this course. The materials necessary for putting all the stuff in its place is provided, and you learn how to store it all in a brown paper bag. Amazing!

FUNDAMENTALS OF REAL ESTATE INVESTING:

A LEGAL PERSPECTIVE

B1402-01 Vincent Apicella 1 session \$55
Sun Apr 17 1-5 p.m.
(Counts as 2 passports)

PASSPORT

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.

CHANGING FAMILY LIFE STYLES

B4242-01 Annette Spronz 1 session \$35
Sun Apr 17 1:30-4:30 p.m.
(Counts as 1 passport)

NEW

PASSPORT

Fewer than 25 percent of the U.S. population lives in the traditional family structure of husband, wife and biological children. Some states have sought to legalize alternative life styles. The issue is a political hot potato. Individuals are seeking remedies that give them rights and protections equal to their “married” neighbors. At issue is the definition of marriage. How do the children fare in all of this? In this course the issues that arise for non-traditional families are examined. This class is only interested in examining the financial ramifications of alternative life styles and how practitioners of these life styles can protect their interests.

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

SECURITIES LICENSING

STOCKBROKER (REGISTERED REPRESENTATIVE - SERIES 7) EXAM PREPARATION COURSE

B4320-01 John Haffey 15 sessions \$610
Thu Feb 3-May 19 6:30-9:30 p.m.
(No class Mar 24)

Become a stockbroker and be part of the fast-paced and lucrative securities market. This course prepares you to take the Registered Representatives 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: A student must be sponsored by a broker/dealer to take the exam. Please purchase books from the bookstore prior to starting class.*

THE RETIREMENT PLANNING WORKSHOPS

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 to make good judgments about planning your retirement.

Topics covered 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.”
- Teaching you the “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 one, two or all three sessions.

WHAT WILL I DO? HOW WILL I FINANCE IT?

B9106-01 The Retirement Network Staff 2 sessions \$179
 Sat Mar 5-12 9 a.m.-12 pm.

B9106-02 The Retirement Network Staff 2 sessions \$179
 Mon Apr 4-11 6-9 p.m.

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

RELATIONSHIPS AND RETIREMENT

B9107-01 The Retirement Network Staff 1 session \$79
 Sat Mar 5 9 a.m.-Noon

B9107-02 The Retirement Network Staff 1 session \$79
 Mon Apr 4 6-9 p.m.

Learn about the key role relationships play in the success of your retirement years and how they impact your decisions in planning for and living your retirement. You participate along with other attendees in discussing key relationship scenarios in group discussions and role plays. Learn how two-way communication can help prevent and resolve

KEEPING HEALTHY IN RETIREMENT

B9108-01 The Retirement Network Staff 1 session \$79
 Sat Mar 19 9 a.m.-Noon

B9108-02 The Retirement Network Staff 1 session \$79
 Thu Apr 21 6-9 p.m.

Set goals for your health and learn about all the major issues affecting how you care for yourself as you age in retirement. We discuss all the major diseases and learn what 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 cover.

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

B9109-01 Stan Broitman 2 sessions \$179
 Tues Mar 8-22 6:30-9:30 p.m.
 (No class Mar 15)

B9109-02 Stan Broitman 2 sessions \$179
 Tues Apr 5-19 6:30-9:30 p.m.
 (No class Apr 12)

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. Take a 120-question profile and receive a 23-page interpretive report about your retirement readiness.

Bio: S. Broitman, Retirement Coach, CSA

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.

BUSINESS STUDIES

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.

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.

NEW PROSPECTIVE OWNER SEMINARS:

GET INTO AMERICA'S FIRST SPORT: HARNESS RACING!

B4231-01	Chris Wittstruck	2 sessions	\$175
Sat, Sun	Apr 30-May 1	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! 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. 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 spring.

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

B4219-01	Chris Wittstruck	2 sessions	\$175
Sat, Sun	Feb 5-6	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 couldn't 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. This "investment with legs" (four of them to be exact!) is taught by an attorney who is an experienced thoroughbred and standard bred owner and racing writer.

ADVANCED SEMINAR:

2005 CONFERENCE ON ADVANCED ISSUES IN RACEHORSE OWNERSHIP **NEW**

B4243-01	Chris Wittstruck	1 session	\$225
Sat	May 14	8:30 a.m.-6 p.m. at Hofstra University	

This inaugural day-long seminar provides an intense and timely review of relevant issues affecting owners of thoroughbred and standardbred racehorses throughout the United States and Canada. Topics include:

- Taxation of the Racehorse Owner With a Legislative and Judicial Update
- Formation, Maintenance and Responsibilities of Limited Liability Companies (LLCs)
- The Video Lottery Terminal and its Impact on the Owner and Breeder
- Mushrooms and Staples: Seeking Out a Better Relationship With Your Trainer
- Making Critical Decisions When Presented With Illness or Injury
- Current Topics Regarding Breeding the Retired Racehorse
- Successfully Buying at Auction: Strategies Before and After the Sale
- The 21st-Century Owner: Using the Internet as a Racehorse Investment Tool

Each of these modules are presented by professionals and experienced industry insiders. Continental breakfast, lunch and all materials are included in tuition. Please indicate when registering the topical areas you are interested in from the above list. Significant time and emphasis is placed on those topics most requested by conference attendees. Mark your calendar for this important day of education, networking and enrichment.

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 or call (210) 226-4600.

COURSE 1: PRIMARY PAYROLL SKILLS

B6310-01 Yvette Quintana 8 sessions \$406
Tue Jan 25-Mar 15 6:30-9:30 p.m.

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

COURSE 2: ESSENTIAL PAYROLL SKILLS

B6320-01 Yvette Quintana 8 sessions \$406
Tue Mar 22-May 10 6:30-9:30 p.m.

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, audit and communication.

ADVANCED PAYROLL SKILLS

B6330-01 Dominick Giordano 8 sessions \$406
Sat Feb 19-Apr 16 9:30 a.m.-12:30 p.m.
(No class Mar 26)

B6330-02 Lorri Cochrane 8 sessions \$406
Tue May 17-Jul 5 6:30-9:30 p.m.

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 non-compliance, immigration and naturalization, complex tax issues, federal unemployment tax, payroll and supporting systems, financial statements, IRS inquiries and notices, and management.

CERTIFIED EMPLOYEE BENEFITS SPECIALIST (CEBS)

In the employee benefits and compensation field, the oldest and most respected professional credential is CEBS – the Certified Employee Benefit 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 preeminent 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. A class can be scheduled at any off-site location for five or more students.

BUSINESS STUDIES

CEBS 3: RETIREMENT PLANS: BASIC FEATURES AND DEFINED CONTRIBUTION APPROACHES

B6215-01 Dominick Raneri | 5 sessions \$330
Thu Feb 3-May 19 6-8 p.m.

After a historical introduction to private pension plan development, the course reviews the objectives of plan design. It provides the analysis of the differences between defined benefit and defined contribution plans and gives an overview of the legal requirements for qualified plans. Specific defined contribution plans discussed include money purchase, profit share, thrift and savings, employee stock ownership plans (ESOPs), 401(k) plans, simplified employee pensions and SIMPLE plans. Also included are individual approaches to retirement plan design as well as a discussion of participant-directed investing, investment education and distribution planning.

CEBS 2: EMPLOYEE BENEFITS: DESIGN, ADMINISTRATION AND OTHER WELFARE BENEFITS

B6210-01 Dominick Raneri 15 sessions \$330
Wed Feb 2-May 11 6-8 p.m.

This course begins by focusing on the various forms of life insurance benefits provided through the employment relationship and continues with coverage of a variety of welfare benefits. Flexible benefit plans and spending accounts are also discussed as well as the administration, funding, communication and taxation of welfare plans. Topics on multi-employer plans and benefits, technology and information are also included.

CEBS 7: ASSET MANAGEMENT

B6235-01 Mark Lotruglio 10 sessions \$330
Tue Feb 1-Apr 5 6-9 p.m.

The investment of plan assets is a major function of employee benefit plan management. Every person working with employee benefit plans should have an understanding of investment policies, security markets, asset selection, portfolio theory and evaluation of financial performance. This course begins by introducing asset management in the context of the investment of pension plan assets. The course presents an in-depth treatment of the subject by discussing securities markets, investment analysis and theory, investment strategies, stock and fixed income security appraisal, and federal securities regulations. The course also covers mutual funds, managed accounts and guaranteed investment contracts (GICS), which play special roles in the administration of pension plans.

COMP 1: COMPENSATION CONCEPTS AND PRINCIPLES

B6225-01 Dominick Raneri 15 sessions \$330
Mon Feb 7-Jun 6 6-8 p.m.

(No classes Feb 21, Mar 28 and May 30)

This course provides a framework for understanding various types of compensation approaches. The course begins by presenting a pay model outlining strategic compensation objectives, policies that form the foundation of a compensation system, and alternate techniques that can be used in paying employees. The course distinguishes between job-based and person-based pay structures and the ongoing management functions that maintain internal alignment, enhance organizational competitiveness, and create employee incentives within these various types of pay systems. Methods for decision-making regarding pay level, pay mix and pay structures are explored. Various pay-for-performance plans are explained along with research evidence concerning their effectiveness in motivating employees and achieving business objectives. The course also examines the compensation of special groups, external market forces that impact compensation, the collective bargaining process, and the role of government and legal compliance issues in determining compensation practices.

CERTIFIED PURCHASING MANAGER (CPM)

The Certified Purchasing Manager (CPM) program is a four-module program that helps participants prepare for the four CPM examinations as administered by the Institute for Supply Management (ISM). The program is designed for new and experienced purchasing agents, managers, buyers and others who wish to obtain the CPM designation. The four modules are:

- Module 1: Purchasing Process
- Module 2: Supply Environment
- Module 3: Value Enhancement Strategies
- Module 4: Management

Each course prepares the purchasing professional to take the national exams, and also provides basic knowledge for newcomers to the field of purchasing. In either case, participants learn to make decisions that influence the profitability of their organization and enhance their effectiveness within the organization. More information is available on the ISM Web site at www.ISM.ws.

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

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

UCCE

MODULE 1: PURCHASING PROCESS

B6110-01 Thomas Myles 6 sessions \$284
Tue Jan 25-Mar 1 6-8 p.m.

This module contains 20 tasks and includes sections on identifying requirements; preparation of solicitations; supplier analysis; contract execution, implementation and administration.

MODULE 2: SUPPLY ENVIRONMENT

B6120-01 Thomas Myles 6 sessions \$284
Tue Mar 8-Apr 12 6-8 p.m.

This module contains 17 tasks and includes sections on negotiations, information technology, quality issues, and internal and external relationships.

PROFESSIONAL MEDICAL BILLING AND MEDICAL CODING

Healthcare is 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 popular 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 right training, you can develop the skills to accurately code patient's charts, process medical claims efficiently, handle patient invoices and obtain reimbursements.

MEDICAL TERMINOLOGY (MBC 101)

B2340-01 Staff 10 sessions \$300
Mon,Wed Apr 4-May 4 6-9 p.m.

B2340-02 Staff 10 sessions \$300
Mon-Thu Jan 24-Feb 8 9 a.m.-Noon

Learn the prefixes, roots and suffixes used for different medical terms in today's healthcare industry. Additional concentration is placed on an overview of anatomy and physiology.

MEDICAL CODING (MBC 102)

B2341-01 Staff 15 sessions \$600
Mon,Wed May 9-Jun 29 6-10 p.m.
(No class May 30)

B2341-02 Staff 15 sessions \$600
Mon-Thu Feb 14-Mar 10 9 a.m.-1 p.m.
(No class Feb 21)

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

MEDICAL DOCUMENT ANALYSIS (MBC 103)

B2342-01 Staff 10 sessions \$300
Mon,Wed Jul 11-Aug 10 6-9 p.m.

B2342-02 Staff 10 sessions \$300
Mon-Thu Mar 14-30 9 a.m.-Noon
(No class Mar 24)

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.

MEDICAL INSURANCE ANALYSIS (MBC 104)

B2343-01 Staff 10 sessions \$300
Mon,Wed Aug 15-Sept 19 6-9 p.m.
(No class Sept 5)

B2343-02 Staff 10 sessions \$300
Mon-Thu Apr 4-May 19 9 a.m.-Noon

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

STARTING YOUR OWN BUSINESS

B1160-01 Sandra Johnson 2 sessions \$85
Tue Apr 19-26 7-9 p.m.

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

BUSINESS STUDIES

MANAGEMENT SKILLS FOR SUPERVISORS

B1240-01 Madison Gross 1 session \$49
Sun Mar 13 1:30-4:30 p.m.

Are you a new supervisor or about to become one? Experienced but looking to pick up 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; learn the best ways to give instructions and training; what you must do when communications and relationships break down; how to use the employee appraisal to motivate subordinates; plus, discover ways to better manage time and enhance professional performance.

HOW TO DEVELOP A STRATEGIC PLAN FOR YOUR SMALL BUSINESS

B1130-01 Madison Gross 1 session \$49
Sun Apr 17 1:30-4:30 p.m.

Planning helps small business owners identify future business opportunities and uncover market needs. Learn how to increase the chance of success in your business by using planning techniques, which help you make better decisions. Without a plan, many businesses cannot get to “second base.” This course helps you learn how to write a company mission statement and achievable objectives; develop goals for you and your employees; assign responsibility and authority for projects; improve decision-making ability and formulate a design to keep your plan on track.

THE NUTS AND BOLTS OF ACCOUNTING

B2105-01 Paula DeScisciolo 4 sessions \$129
Wed Apr 6-27 6:30-8:30 p.m.

All new or potential managers and leaders need to be knowledgeable in accounting – the language of business. Accounting 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 exercise and discussion.

FINANCE: DOLLARS AND SENSE!

B2110-01 Paula DeScisciolo 4 sessions \$129
Wed May 4-25 6:30-8:30 p.m.

No matter what your area of expertise, the use of financial analysis tools can reap major benefits when it comes to growing a company’s bottom line. This course focuses on basic tools such as budgeting and financial ratios that can be easily applied by anyone – you don’t need to be a financial analyst – to better understand business dynamics. Topics include simple approaches to developing a business budget, and key indicators used to analyze the balance sheet, income statement and statement of cash flows.

LEADERSHIP TOOLS FOR MANAGING CHANGE

NEW

B1282-01 Jerome Poller 4 sessions \$129
Thu Feb 24-Mar 17 6:30-8:30 p.m.

B1282-02 Jerome Poller 4 sessions \$129
Wed Jun 1-22 6:30-8:30 p.m.

Statistics show that the overwhelming majority of strategic initiatives fail to meet original business goals and that one-third of the failures trace back to people issues. In the workplace, people entrusted with carrying out change often face the challenge with resistance. This course exposes participants to some practical and proven tools and techniques. This skill set enables participants to distinguish themselves as leaders and drive business goals to successful outcomes. Active and engaged class participation is an essential component of this course.

SMALL BUSINESS IDEAS

HOW TO START AND SUCCESSFULLY OPERATE A HOME INSPECTION BUSINESS

B1155-01 F. Michael Franzese, Jr. 5 sessions \$230
Wed Mar 2-30 6-8 p.m.

The real estate inspection profession is one of the fastest-growing home businesses. 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.

HOW TO BUY AND SELL OVER THE INTERNET

B11615-01 Abe Mantell 1 session \$59
 Sat Mar 19 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, 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?

B1161-01 Susan Pizzaro-Eckert 2 sessions \$89
 Thu Mar 3-10 6-9 p.m.

B1161-02 Susan Pizzaro-Eckert 2 sessions \$89
 Thu Jun 2-9 6-9 p.m.

Statistics report that 80 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 key strengths, talents and skills, how to get clues to the "ideal" career by exploring childhood daydreams, ways to break through the static – navigate the influence others have had on your career decisions, personal requirements for the three key areas that ultimately shape "the right job" for you.

TAKE CHARGE OF YOUR CAREER DEVELOPMENT

B1162-01 Susan Pizarro-Eckert 1 session \$30
 Thu Mar 17 6-8 p.m.

B1162-02 Susan Pizarro-Eckert 1 session \$30
 Thu Jun 16 6-8 p.m.

Have you ever wondered how some people manage to climb the corporate ladder so easily? Successful career climbers have learned to take charge of their own career development, proactively seeking out the resources, development and tools they need to advance. Participants in this workshop explore: their role in optimizing the company's performance management process, steps to a productive relationship with the boss/organizational leaders, how to identify/find opportunities for career development – internally and externally, the keys to professional success, and how to know when it is time to move on.

PLANNING AND MANAGING FOR A SUCCESSFUL

CAREER TRANSITION

B1163-01 Susan Pizzaro-Eckert 1 session \$30
 Thu Mar 24 6-8 p.m.

B1163-02 Susan Pizzaro-Eckert 1 session \$30
 Thu Jun 23 6-8 p.m.

It used to be, that career transition was more commonly associated with a mid-life event and/or the shifting priorities and values that come with maturity and new life stages. However, this assumption is now a thing of the past as more individuals of all ages are seeking career fulfillment, purpose, and a work environment to nurture personal and professional growth. Participants in this workshop learn: why it's never too late, or too early, to make a shift; how to find and pursue new opportunities; how to get clear about what you have to offer; the critical distinction between passive and proactive search methods; and how to decide whether or not to make the move to start your own business.

BUILDING INTERCULTURAL INTELLIGENCE™ NEW

B1167-01 Susan Pizzaro-Eckert 2 sessions \$59
 Thu Mar 31-Apr 7 6-8 p.m.

B1167-02 Susan Pizzaro-Eckert 2 sessions \$59
 Thu Jun 30-Jul 7 6-8 p.m.

National and international demographics are changing. The result? Much more diversity in the workplace now and steadily increasing in the years to come. The rules for professional and business success have changed. Penetrating new customer markets, fostering collaboration among diverse teams, and operating in an increasingly global environment mean that we must develop new skills and competencies that enable us to do so successfully. Building Intercultural Intelligence™ is key to our professional and business survival. In this workshop learn new knowledge and skills as you participate in a fun environment along with others to: learn about changing demographics (national and international) and develop a better understanding of culture. What is your unique culture? How does American culture differ from other cultures? Develop ways to promote mutual understanding and build stronger intercultural relationships by learning about key intercultural communication and key conflict resolution skills, and an innovative model for delivering constructive feedback in intercultural contexts.

BUSINESS STUDIES

TRAINING THE TRAINER

BF1450-01 Madison Gross 1 session \$49
Sun Mar 20 1:30-4:30 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.

DEVELOP YOUR CRITICAL THINKING SKILLS

B1280-01 Jackie Cara 2 sessions \$69
Sun Apr 10-17 1-4 p.m.

(Counts as 2 passports)

PASSPORT

B1280-02 Jackie Cara 2 sessions \$69
Tue Apr 19-26 6:30-9:30 p.m.

(Counts as 2 passports)

PASSPORT

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 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 anything you encounter. This class is designed for anyone seeking to gain a better understanding of the news and print media, current events, politics, law and cases in the news, negative advertising, presidential debates and elections. This class is also helpful for someone seeking hands-on advice for evaluating the information given to them everyday in their home life or work place.

**RESERVE YOUR CLASSES
ONLINE NOW!**

**USE THE UCCE ONLINE SHOPPING CART:
WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART**

COMMUNICATION IN BUSINESS

PROFESSIONAL WRITING AND EDITING

NEW

B1216-01 Brad Manzo 4 sessions \$99
Tue Jan 11-Feb 1 7-9 p.m.

B1216-02 Brad Manzo 4 sessions \$99
Tue Jul 12-Aug 2 7-9 p.m.

This course teaches you the clear and concise writing style essential to technical writers, editors, copywriters, journalists, PR writers, and others. Students learn how to: know and write to your audience, identify and eliminate jargon, delete unnecessary words, edit the work of others, write using plain English, and write in the active voice. The course also covers the business side of writing and how to use these skills to advance your career or start a new one.

WRITING EFFECTIVE BUSINESS PLANS FOR RAISING MONEY

NEW

B4213-01 Mitchell Cohen 2 sessions \$79
Wed Mar 9-16 6:30-9 p.m.

B4213-01 Mitchell Cohen 2 sessions \$79
Wed Jun 1-8 6:30-9 p.m.

This course is designed for the entrepreneur who wants to take his or her idea to the next level. During the two sessions, we explore how to write a business plan, draft a financial plan, hire an investment bank and ultimately raise money for the venture. The course is designed for entrepreneurs who need to learn how to present their ideas properly to the right people to raise money. Successful real-life examples are used.

COLD CALLING TECHNIQUES (THAT REALLY WORK!)

B1214-01 Jeff Goldberg 1 session \$59
Wed Mar 2 6:30-9:30 p.m.

B1214-02 Jeff Goldberg 1 session \$59
Fri May 6 1-4 p.m.

One of the greatest challenges in any sales career is getting yourself in front of potential prospects to whom you can sell your product or service. In fact, in a study of top sales performers (those earning \$100k or more for 10 years in a row) it was found they 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 unless you find people to speak with about your product/service you will not sell a thing. This course, based on the best-selling book of the same name, teaches you where to find leads and how to get referrals, develop your opening statement, get through to more people, leave

voice mail messages that get your call returned, turn around objections, and sit down in front of more people who might have an interest in doing business with you. If sales is a numbers game and if the name of the game is getting yourself in front of as many potential buyers as possible, this course shows you how. 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 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.

WRITING A RÉSUMÉ

B1221-01 Anthony Cedrone 4 sessions \$129
Wed Jan 19-Feb 9 6-8 p.m.

B1221-02 Anthony Cedrone 4 sessions \$129
Wed May 2-May 23 6-8 p.m.

Are you writing a résumé for the first time, or upgrading your current résumé? Learn techniques to target your résumé to specific career opportunities and get the attention of perspective employers. Please bring a sample résumé to the first class (if you have one) and we will work on enhancing your marketability.

SUCCESSFUL JOB INTERVIEWING

B1220-01 Anthony Cedrone 4 sessions \$129
Wed Mar 2-23 6-8 p.m.

B1220-02 Anthony Cedrone 4 sessions \$129
Wed Jun 6-27 6-8 p.m.

If you are called for a job interview are you ready? This course prepares you with pre-interview suggestions and actual interview techniques: what to say, what not to say, how to dress and other useful interviewing skills. Learn how to market your skills and put them to work for you!

MANAGE YOURSELF, MANAGE YOUR TIME

NEW

B1020-01 Alan Smagler 1 session \$49
Wed Feb 2 6:30-9:30 p.m.

B1020-02 Alan Smagler 1 session \$49
Sat Mar 19 9:30 a.m.-12:30 p.m.

In today's business environment of mergers, acquisitions and downsizing, everybody is being asked to do more with less, often outside of the typical workday. With cell phones, computers, and wireless PDAs, we find ourselves working harder and longer hours than ever before. The

only way to survive is to learn how to work smarter and more efficiently. In this seminar you learn how to set effective goals and priorities, how to put a planning system in place that works for you, how to recognize and eliminate typical time wasters, and how to handle the flood of paper, e-mail and telephone calls.

EFFECTIVE PRESENTATION SKILLS

B1021-01 Alan Smagler 1 session \$49
Sat Feb 12 9:30 a.m.-12:30 p.m.

B1021-02 Alan Smagler 1 session \$49
Tue Mar 8 6:30-9:30 p.m.

Unfortunately, public speaking is on top of the hit parade of life's anxiety-producing activities. However, in order to succeed in today's business world, each of us has to make some type of presentation, whether it's for one person, in a small meeting room, or to a large audience. Effective Presentation Skills is the answer. In just one day, you learn how to prepare and deliver effective, compelling presentations and discover how to do it fearlessly and confidently.

NEW

CURRENT EVENTS

B1281-01 Jackie Cara 1 session \$35
Sun Mar 6 1-4 p.m.

(Counts as 1 passport)

PASSPORT

How do you evaluate your news? Where do you get your information? How do you draw your conclusions and formulate your opinions? Everyday we are bombarded by news reports, information and sound bites. Join this discussion class and learn how to evaluate your news, determine the importance of what you rely upon, and debate with your fellow classmates issues impacting our lives today. We discuss current events, on-going controversies, business concerns and any other story important to the class. Each issue is viewed from both sides in a nonpartisan environment with the focus on determining perspective, source, reliability and importance. Come join us, engage yourself, expand your ideas and thoughts, and see things from a new perspective. This class is useful to anyone, no matter what your age, profession or interest. We encourage all points of view. Please bring two newspapers or periodicals to each class and one story you have read in the prior week to discuss with the class.

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

BUSINESS STUDIES

MARKETING IN BUSINESS

WIN WITH YOUR HIDDEN ASSETS

B1606-01 Andrea Feinberg 2 sessions \$69
Wed Mar 9-16 6:30-8:30 p.m.

Your business possesses a treasure chest of skills, assets, resources and talents from which something fresh and vibrant can be created. All are within your current personal or working environment and can be leveraged to produce additional product, revenue stream or marketing benefits, and to reduce costs. Find the key to opening your own personal treasure, capitalizing on the investment of time, energy and money that you have already put into building your business. Your rewards can be maximized through the leverage of existing products, personnel, processes, relationships, enhanced profit margin, fixed costs, a technique to invest energy instead of money, no culture clashes, and in short, complete control of your business. The results and suggestions from this course are customized to your situation. Whether you provide a service or product, this system can work for your business and help you uncover dozens of under-utilized personal assets.

CREATING YOUR BUSINESS ENVIRONMENT FOR A DIFFERENT KIND OF "GREEN"

B1023-01 Andrea Feinberg 1 session \$30
Tue Apr 5 6:30-8:30 p.m.

In the last 35 years, both awareness and concern for our natural environment have become incorporated into our consciousness. Do you have a similar appreciation for the contribution of your working environment to your business success? Our working environments can have a major impact on our business success, affecting our ability to attract and keep desirable employees and maintain attendance; creativity; productivity; ability to foster good work habits; team effectiveness; and use of time and valuable communications -- essentially all those qualities and habits your business depends on to get the job done. All these qualities that you depend upon for business productivity, either from your employees or yourself, can be enhanced or stymied by the environments in which you work. In this workshop we discuss at least four environments which affect your business every day, and which you can direct and nurture to your best advantage.

SHOW ME THE MONEY! SEVEN WAYS TO INCREASE SMALL BUSINESS PROFITABILITY; SIX WAYS TO REDUCE COSTS

B1609-01 Andrea Feinberg 1 session \$30
Tue Apr 19 6:30-8:30 p.m.

B1609-02 Andrea Feinberg 1 session \$30
Wed May 4 6:30-8:30 p.m.

The tips offered in this class are easily within the reach of any business owner, require no sophisticated equipment, know-how or investment and are specifically offered for the limited budgets of new or small business owners who would like some creative, effective ideas to enhance cash flow. Here are the lucky 13 tips you can implement to accomplish what is often uppermost in the business owner's mind: cash flow. The participant leaves with a far greater appreciation for the resources inherent in his or her current business, whose maximum effectiveness have not yet been reached.

PROMOTING, ADVERTISING AND PUBLICIZING YOUR BUSINESS

B1245-01 Madison Gross 1 session \$49
Sun Apr 10 9:30 a.m.-12:30 p.m.

With the variety of marketing options available in terms of advertising, promotion and publicity, you need to choose wisely and measure your results carefully. This course takes you through the "building blocks" of successful marketing, promoting and advertising, including mass media, public relations, the Internet and direct mail. You also learn how to assess your company's strengths, weaknesses, and opportunities versus those of the competition while conducting marketing research and developing a marketing plan. Pricing strategies, media selection, trade shows and compelling advertising copy are also discussed.

HOW TO MAKE ALL YOUR TRADE SHOWS SUCCESSFUL

NEW

B1955-01 Harry Mandel and John Hill 1 session \$149
Fri Feb 25 8 a.m.-3 p.m.

B1955-02 Harry Mandel and John Hill 1 session \$149
Fri May 20 8 a.m.-3 p.m.

The world of trade shows can be confusing, frustrating and costly. This seminar/workshop shows you how to spend less money and obtain more qualified leads at all your trade shows. It covers pre-show, show and post-show efforts. You also learn to make better decisions on choosing the right shows for your organization and what marketing material to bring, as well as prospect-qualifying techniques and trade show etiquette.

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

UCCE

MARKETING MASTERY

B1016-01 Andrea Feinberg 1 session \$30
Wed May 4 6:30-8:30 p.m.

Are you frustrated with the how-tos of marketing your small business? Can you accept that marketing your service or product is at least as important as your ability to deliver a service or product of quality? This workshop helps you understand what is important to your customer, client or prospect, and how to create true value for them with what you have to offer.

STOP MANAGING AND LEAD YOUR EMPLOYEES TO SUCCESS!

B1017-01 Andrea Feinberg 1 session \$30
Wed May 18 6-8 p.m.

In the Long Island economy, where we have a constant "out flow" of the next generation of employees, holding on to those we value, and providing an environment attractive to new ones, is critical for business success. Learn from a professional the techniques and tools coaches use to create successful goal setting and achievement, time management, employee productivity and commitment to company goals, marketing mastery and, most importantly, time off, now and then.

GRANT WRITING

NEW

INTRODUCTION TO GRANTS (GS-1):

B1940-01 Ray Knab 1 session \$25
Tue Feb 8 6:30-8 p.m.

B1940-02 Ray Knab 1 session \$25
Mon Apr 11 6:30-8 p.m.

B1940-03 Ray Knab 1 session \$25
Wed Jul 13 6:30-8 p.m.

What is a grant and why do grants get awarded? Learn about the fascinating world of grants and funding that could be available to you. This seminar is available to assist potential grant seekers to understand what, where and how much money is available and for what reasons. Learn how to qualify for potential "free" money.

BASIC GRANT TOOLS (GS-2):

B1941-01 Ray Knab 1 session \$25
Tue Feb 8 8-9:30 p.m.

B1941-02 Ray Knab 1 session \$25
Mon Apr 11 8-9:30 p.m.

B1941-03 Ray Knab 1 session \$25
Wed Jul 13 8-9:30 p.m.

This seminar assesses what exactly is needed to create a grant topic, where to find the grant sources and what essentials are needed to start the process. Governmental agencies, foundations and corporations are literally "giving away" money and other resources. Find out what it takes to participate in the process.

THE GRANT PROPOSAL (GS-3):

B1942-01 Ray Knab 1 session \$25
Tue Feb 15 6-8 p.m.

B1942-02 Ray Knab 1 session \$25
Mon Apr 18 6-8 p.m.

B1942-03 Ray Knab 1 session \$25
Wed Jul 20 6-8 p.m.

This is a seminar targeting the skills and tools needed to create a potentially effective grant proposal. Learn how to craft a formal proposal by using simple methods and tactics. Find the right source, create the proper proposal and receive the money!

BUDGETING BASICS FOR GRANTS (GS-4):

B1943-01 Ray Knab 1 session \$25
Tue Feb 15 8-9:30 p.m.

B1943-02 Ray Knab 1 session \$25
Mon Apr 18 8-9:30 p.m.

B1943-03 Ray Knab 1 session \$25
Wed Jul 20 8-9:30 p.m.

An introductory course that features the true basics of budget preparation and presentation. Topics covered are: matching funds, writing budget justifications and narratives, how to handle professional fees and consultants, overhead per diem and capital costs.

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.

BUSINESS STUDIES

BUSINESS STUDIES

INTENSIVE WORKSHOPS

GRANT AND PROPOSAL PREPARATION BASICS (GW-1):

B1944-01	Ray Knab	1 session	\$149
Wed	Mar 2		9 a.m.-5 p.m.

B1944-02	Ray Knab	1 session	\$149
Thu	Jun 2		9 a.m.-5 p.m.

Whatever your skill level — from novice fundraiser to nonprofit executive — you build, strengthen, and polish your proposal writing skills at our popular, full-day seminar. Explore the latest proposal writing techniques with professionals who have built their careers on writing successful proposals.

FOUNDATIONS AND CORPORATE GIVING: FUNDRAISING BASICS (GW-2):

B1945-01	Ray Knab	1 session	\$149
Wed	Mar 9		9 a.m.-5 p.m.

B1945-02	Ray Knab	1 session	\$149
Thu	Jun 9		9 a.m.-5 p.m.

Beginning fundraisers benefit from this full-day workshop that provides an introduction to the world of foundations and gives instruction on how to prepare your organization to seek grants and identify potential funders. Through a series of presentations, a case study, and group exercises, attendees learn how to assess their organizations' fundraising readiness.

GRANT WRITERS WORKSHOP: BUDGETING BASICS (GW-3):

B1946-01	Ray Knab	1 session	\$149
Wed	Mar 16		9 a.m.-5 p.m.

B1946-02	Ray Knab	1 session	\$149
Thu	Jun 16		9 a.m.-5 p.m.

Designed for beginners or fundraisers with limited budgeting experience, our full-day workshop shows you how to think strategically about the presentation of your organization's program budgets. We walk you through all the elements of a detailed budget and provide you with worksheets to organize the details of your funding needs. We also focus on case studies that enable you to put your knowledge to practical use.



DEVELOPING A FUNDRAISING PLAN: STRATEGIES FOR SUCCESS (GW-4):

B1947-01	Ray Knab	1 session	\$149
Wed	Mar 23		9 a.m.-5 p.m.

B1947-02	Ray Knab	1 session	\$149
Thu	Jun 23		9 a.m.-5 p.m.

You can create and implement a plan to assure the long-term financial viability of your organization. We are offering this full-day training program that shows you how to take stock of your current financial situation. It also teaches you how to develop a comprehensive funding plan that includes a variety of sources ranging from individuals to institutions.

FINDING FUNDING ON THE WEB: HANDS-ON WORKSHOP (GW-5):

B1948-01	Ray Knab	1 session	\$149
Wed	Mar 30		9 a.m.-5 p.m.

B1948-02	Ray Knab	1 session	\$149
Thu	Jun 30		9 a.m.-5 p.m.

Beginning grant seekers or professionals who are new to the Web will expand their scope of funding research with this training course. Working under the guidance of experts in a hands-on, interactive training setting, you quickly learn how to develop an organized, focused approach to conducting research using the Web to find and qualify for potential sources of funding. Every participant, no matter what the level of experience, is exposed to invaluable insider tips and strategies during this session.

GRANT BOOTCAMPS

GRANT BOOTCAMP: PREPARING FUNDING PROPOSALS FOR INDIVIDUALS AND ORGANIZATIONS (GB-1):

B1949-01	Ray Knab	3 sessions	\$595
Tue-Thu	Apr 12-14		8 a.m.-4 p.m.

This bootcamp is an intensive and fact-packed series of presentations regarding all aspects of the grant process. Topics include research; qualification of both the seeker and the potential funder; the approach; the proposal generating activities; writing convincing arguments and justification statements; budgeting; negotiation techniques and all other heretofore "secrets" of successful grant acquisition. Come with an idea or concept and leave with a working draft of a potentially fundable proposal. Participants receive a comprehensive grant-related resource kit, including templates, flowcharts, samples, examples, references and tools for use in future grant-related activities. This bootcamp is suitable for individu-

als (including minority, women, physically challenged, veterans, entrepreneurs or others) or organizations (newly formed or established, profit or non-profit) seeking funding. Whether new to the field or established grant-seekers, all participants gain benefits for participation in this bootcamp.

GRANT BOOTCAMP FOR NON-PROFITS (GB-2):

B1950-01 Ray Knab 3 sessions \$595
Tue-Thu Apr 19-21 8 a.m.-4 p.m.

This bootcamp is one of the successful series of bootcamps featuring all the relevant aspects of grant seeking and acquisition, but specifically targeted at non-profit organizations. Participants learn the secrets of grant-related activities and how to get the funding they seek. This bootcamp is intended for people charged with operation and delivery of programs, services and other items to their constituencies. Enter with a specific project/idea and prepare a draft for actual submission. Participants receive a comprehensive grant-related resource kit, including templates, flowcharts, samples, examples, references and tools for use in future grant-related activities. Enrollment is limited to non-profit staff and executives.

GRANT BOOTCAMP FOR FAITH- AND COMMUNITY-BASED ORGANIZATIONS (GB-3):

B1951-01 Ray Knab 3 session \$595
Tue-Thu Apr 26-28 8 a.m.-4 p.m.

This is an intensive three-day bootcamp that targets one of the most underserved markets in the entire grants field — faith- and community-based organizations. This bootcamp features all the tricks, tips and traps that can be encountered or applied to successful fund raising through effective grant seeking. Learn about various programs, how to qualify for them, and what to do to seek and acquire funding. Also learn about the specific post-award activities that sometimes cause problems for faith- and community-based organizations. Participants receive a comprehensive grants-related resource kit, including templates, flowcharts, samples, examples, references and tools for use in future grant-related activities.

GRANT BOOTCAMP FOR PUBLIC OFFICIALS AND AGENCIES (GB-4):

B1952-01 Ray Knab 3 sessions \$595
Tue-Thu May 3-5 8 a.m.-4 p.m.

This comprehensive bootcamp offers an intensive opportunity for public officials to learn about, prepare and acquire funding for various projects. Whether senior-level officials, operating department heads or others charged with specific projects, this bootcamp provides insight, offers suggestions and practices and assists the participant in preparing effective funding proposals and applications

for local, state, federal and multi-national funding sources. Registration is open only to current public officials, including school district superintendents and principals, public works departments, public safety officials, city/town council members, legislators, mayors and senior staffers. Participants receive a comprehensive grant-related resource kit, including templates, flowcharts, samples, examples, references and tools for use in future grant-related activities.

HUMAN SERVICES

JOB BURNOUT AND STRESS IN THE HUMAN SERVICES FIELD

B2350-01 Cathy Cousear 2 sessions \$79
Tue Mar 8-15 6:30-8:30 p.m.

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

A CAREER IN HUMAN SERVICES

B2351-01 Cathy Cousear 2 sessions \$79
Tue Mar 22-29 6:30-8:30 p.m.

Learn to explore a career in the human services field by discussing various job opportunities and targeting prospective employers. Students complete a skills assessment and discuss the job search process. Students receive a set of materials, including a list of helpful directories, and information on job sources. This workshop is valuable to those who recently have been laid off, have decided to change their careers or are new graduates.

AN OVERVIEW OF HIPAA REGULATIONS

B2352-01 Cathy Cousear 2 sessions \$79
Tue Apr 5-12 6:30-8:30 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 health information on all people who receive services. This course provides a brief overview on HIPAA, detailed information on privacy notices, additional HIPAA forms, policies and procedures.

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

BUSINESS STUDIES

TIME MANAGEMENT

B2353-01 Cathy Cousear 1 session \$39
Wed Apr 20 6:30-8:30 p.m.

Human services workers are often faced with trying to juggle paper work and provide services simultaneously. This course helps students cut through the clutter, determine if you are really as busy as you think.

SUPERVISION 101

B2354-01 Cathy Cousear 6 sessions \$179
Wed Apr 27-Jun 1 6:30-8:30 p.m.

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

SECURITY IN BUSINESS

WORKPLACE SECURITY CONCERNS

B2414-01 Felix Nater 1 session \$49
Wed Feb 23 6-8 p.m.

This course is designed for today's business owners and security personnel who have responsibility for providing a safe and secure workplace and are desirous of knowing the relevant security concerns affecting the workplace today. The course addresses the implementation of a security policy and its supporting plans and programs. It also addresses the importance of communicating the emergency evacuation and crisis response plans. The value of implementing the threat assessment process is discussed. It illustrates the benefits it brings to the workforce and understanding the role employers and security personnel should play in articulating Homeland Security Protective Measures and Threat Conditions.

MANAGING THE HOSTILE WORKPLACE: ROLE OF SUPERVISOR AND MANAGER

B2415-01 Felix Nater 2 sessions \$99
Wed Mar 2-9 6-8 p.m.

Hostile acts include employee violence, harassment, intimidation, discrimination, and other behaviors that prevent an employee from doing his or her job. The most effective preventive approach is for managers to identify and address eight categories of high-risk employee behaviors in the early stages, long before the behaviors escalate to violence, harassment, or other hostile acts. This course is designed for leaders who supervise or manage employees and want to be able to deal hands on with a potential employee problem.

THE ADVERSE EFFECT OF WORKPLACE VIOLENCE

B2416-01 Felix Nater 1 session \$49
Wed Mar 16 6-8 p.m.

The purpose of this course is to examine how the hostile environment affects nine critical factors: productivity, profitability, morale, absenteeism, sick leave cost, turnover, strained management-employee relations, image and customer satisfaction. Each critical area is discussed in relationship to the employee and the business and the collaborative team's responsibility and role in early intervention. It attempts to illustrate by discussion how these critical areas standing alone have a negative impact on the business. Suggested for business owners and human resource managers who are interested in implementing a workplace violence prevention security program.

DEVELOPING A WORKPLACE SECURITY POLICY AGAINST ACTS OF VIOLENCE

B2417-01 Felix Nater 1 session \$49
Wed Apr 6 6-8 p.m.

This course is designed for supervisors and managers who are interested in implementing and maintaining a workplace violence prevention program. It discusses the intent of the policy and the composition of the program. Participants have the opportunity to learn how to construct the programs to ensure that responsibility, education, accountability and consequences are understood. It also presents the benefits of having a trained threat assessment team to manage a company's workplace violence prevention program.

WORKPLACE VIOLENCE: THE BULLYING FACTOR

NEW

B2418-01 Felix Nater 1 session \$49
Wed Apr 13 6-8 p.m.

The purpose of this course is to acquaint participants with bullying factors and how the safety and security of the workplace is threatened as a result. The course is designed to create discussion in what constitutes the bullying factors and how it contributes to escalating hostility. It illustrates how it affects the individual and the business and what steps management can take to help minimize or curtail this contributory behavior. This course is for supervisors, managers and threat assessment professionals interested in increasing skills for managing the workplace environment.

If you are interested in additional workplace and security awareness courses please call Colleen Slattery, Director of Business Studies, at (516) 463-5998. Topics can be tailored to individual business needs.

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

B2400-01	Staff	5 sessions	\$191
Tue,Thu	Mar 29-Apr 12	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

B2405-01	Staff	12 sessions	\$670
Tue,Thu	Apr 19-May 26	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.

Sportscasting Summer Institute

Ever fantasize about conducting a locker-room interview with the newly crowned Super Bowl champions? Find out if you have what it takes to make it as a sports broadcaster by enrolling in the hands-on, intensive Sportscasting Institute... our fifth consecutive year!

SPORTSCASTING INFORMATION SESSIONS

B1013-01	Ed Ingles and Staff	1 session	FREE
Thu	Jan 13		6-8 p.m.

B1013-02	Ed Ingles and Staff	1 session	FREE
Wed	Mar 23		6-8 p.m.

Please note that our free Sportscasting Information Sessions require a reservation. For more information, call (516) 463-7800 or e-mail uccebusiness@hofstra.edu. Sportscasting Institutes is coordinated by Ed Ingles, a well-respected CBS radio and television sportscaster for 30 years.

INTRODUCTION SPORTSCASTING FOR TEENS

B1014-01	Ed Ingles and Staff	5 sessions	\$675*
Mon-Fri	Jul 25-29	8:30 a.m.-5:30 p.m.	

If you are a teenager hoping to convert fantasy sportscasting into sportscasting reality, then here is your chance. Taught by current professional sportscasters with decades of experience in television and radio broadcasting, teens learn the fundamentals: writing, announcing and professional presence. Students receive hands-on experience with in-depth critiques of their work in the classroom and in the field. Students must call for an application and provide a recommendation letter from their school guidance counselor, coach or teacher. *Includes lunch.

SUMMER SPORTSCASTING INSTITUTE FOR ADULTS

B-10151	Ed Ingles and Staff	6 sessions	\$1,000
Mon-Sat	Aug 1-6	8:30 a.m.-5:30 p.m.	

Taught by well-recognized sports broadcasters and executives, including Ed Ingles, Joel Blumberg, Mike Breen, Barry Landers, Samantha Ryan and Pete Silve man, this hands-on institute emphasizes the development of skills in television and radio reporting, anchoring, play-by-play and commentative broadcasting techniques. Through the use of in-class remote assignments, reinforced by sustained practice sessions, students notice a significant growth in their sportscasting and communication skills by the conclusion of the workshop. Students receive a certificate and a television and radio audition tape that encompasses virtually all aspects of the profession.

Business Certificate Information Session

WEDNESDAY, APRIL 6, 2005

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 six-course certificate program 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 spring, summer, fall and January 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 are 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

B3800-01 Certificate in Business Information Systems

BUSINESS

B3100-01 Accounting Certificate
B3200-01 Finance Certificate
B3300-01 Marketing Certificates
B3600-01 International Business Certificate
B3500-01 Human Resources Management Certificate
B3400-01 General Management Certificate
B3700-01 Labor Studies Certificate

ADVANCED GRADUATE CERTIFICATE PROGRAMS

B3101-01 Advanced Taxation Certificate
B3201-01 Advanced Finance Certificate
B3801-01 Advanced Certificate in Information Systems
B3301-01 Advanced Marketing Certificate
B3601-01 Advanced International Business Certificate
B3501-01 Advanced Human Resources Certificate
B3401-01 Advanced General Management Certificate

Please know that our Business Certificate Information Session requires a reservation but is free.

BY FAX: (516) 463-4833
BY TELEPHONE: (516) 463-5993
BY E-MAIL: uccebusiness@hofstra.edu

FOR FULL COURSE DESCRIPTIONS, VISIT: WWW.HOFSTRA.EDU/UCCEBUSINESSSTUDIES



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 jumpstart 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

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

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 Corequisite: FIN 132.
- FIN 135. Options and Futures
Corequisite: 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 FOUR):

- 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: IB 150.

BUSINESS ON FOREIGN CONTINENTS (MUST TAKE TWO OF FOUR):

- IB 157. Seminar: Special Topics in International Business
- IB 160. African Business
- IB 161. Asian Business
- IB 162. European Business
- IB 163. Latin-American Business

Prerequisite: IB 150.

MUST TAKE ANY TWO OF THE FOLLOWING:

- IB 170. International Marketing
- IB 175. Global Business Policies, Planning and Strategies
- MKT 101. Principles of Marketing
- MKT 172. Export/Import Marketing
- FIN 165. Principles of International Financial Management
- FIN 166. International Financial Markets and Investments
- MGT 171. Problems in International Management

**FOR FULL COURSE DESCRIPTIONS, VISIT:
WWW.HOFSTRA.EDU/UCCE/INTLBUSINESS**

Labor Studies Certificate Program

The world of work has, throughout history, been as controversial as it is crucially important in most people's lives. Labor Studies is an interdisciplinary program designed to offer students a broad background in the multiple perspectives on and different analytical approaches to labor issues in an international context. The program coordinates courses from departments throughout the University, and includes opportunities for independent course work and internships with business firms, nonprofit agencies and labor unions. It prepares students for graduate programs in labor and industrial relations and in related areas of business, education, law, public administration and the social sciences, as well as for a wide range of careers in business, government, law, teaching and labor unions.

REQUIRED COURSES:

LABR 1.	Introduction to Labor Studies
MGT 101.	Introduction to Management
MGT 172.	Collective Bargaining
ECO 141.	Labor Economics
BLAW 114.	Labor and Employment Law

ELECTIVES (CHOOSE ONE):

HIST 157.	Labor History
ECO 121.	Economics of Discrimination
ANTH 115.	Class and Culture
SOC 106.	Work, Alienation and Power

ADVANTAGES:

- Outstanding courses taught by 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 and international marketing, sales and 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):

MKT 131.	Principles of Advertising*
MKT 140.	Sales Management*
MKT 141.	Retail Management*
MKT 144.	Marketing Research

Prerequisite: MKT124.

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. 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. 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 AACSB International (The Association to Advance Collegiate Schools of Business), 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**

Center for Corporate Training



Hofstra's University College is the largest provider of continuing education courses on Long Island with more than 20,000 participants and 1,500 course offerings. The Center for 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 and real estate.
- 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.

Information Technology and Applications

Can we help?

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



**NEW COURSE FOR TEENS:
GAME PROGRAMMING IN
FLASH-LEVEL 1**

See page 81 for more information.

INFORMATION SESSIONS

INFORMATION TECHNOLOGY

MI051-2 Wed Apr 6 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.

PROJECT MANAGEMENT

MI051-3 Wed Jan 19 6-8 p.m.

Learn about Project Management Programs through Hofstra's certificate programs, courses for PDU credits and selected courses from our seminar series. Advisers, 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

SELECTING THE RIGHT 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 (Certificate students see page 92).

CERTIFICATES: ORACLE 10G DBA CERTIFIED ASSOCIATE ORACLE 10G DBA CERTIFIED PROFESSIONAL

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 course and exam to receive Oracle Certified Associate (OCA) designation. Complete the second course and exam 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: One required course (OCA), two required courses (OCP).

ADMISSION REQUIREMENTS: Introduction to Relational Database and SQL Programming

REQUIRED COURSES:

- **ORACLE 10G CERTIFIED ASSOCIATE:**
Oracle 10g Database: Administration 1
- **ORACLE 10G CERTIFIED PROFESSIONAL:**
Oracle 10g Database: Administration 2

ORACLE CERTIFICATION

ORACLE 10G DATABASE: ADMINISTRATION 1 **NEW**
 M5525-01 Chris Pendergast 12 sessions \$1,695
 Tue,Thu Feb 1-Mar 10 6:30-9:30 p.m.

M5525-02 Chris Pendergast 12 sessions \$1,695
 Tue,Thu May 3-Jun 9 6:30-9:30 p.m.

Students gain a conceptual understanding of the Oracle database architecture and how its components 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, including performance monitoring, database security, user management and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. Tuition includes Oracle-certified books and materials.

Prerequisite: Introduction to Relational Database and SQL Programming.

ORACLE 10G DATABASE: ADMINISTRATION 2 **NEW**
 M5615-01 Chris Pendergast 12 sessions \$1,695
 Tue,Thu Mar 15-Apr 21 6:30-9:30 p.m.

M5615-02 Chris Pendergast 12 sessions \$1,695
 Tue,Thu Jun 14-Jul 21 6:30-9:30 p.m.

In this class, you learn how to configure an Oracle database for multilingual applications. Students practice various methods of recovering the database, using RMAN, SQL and Flashback technology. Tools to monitor database performance and what steps to take to improve database performance are also covered in this course. Students also learn how to use various database technologies, such as Resource Manager, the Scheduler and Automatic Storage Management (ASM). The lesson topics are reinforced with structured hands-on practices and a workshop. This course is designed to prepare you for the corresponding Oracle Certified Professional exam. Tuition includes Oracle-certified books and materials.

Prerequisite: Oracle 10g Database Administration 1.



CERTIFICATE: MICROSOFT DATABASE DESIGN

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 Management Systems
- SQL Programming
- Introduction to Microsoft Access for Windows
- Advanced Applications of Microsoft Access for Windows
- Introduction to Microsoft SQL Server
- Advanced Microsoft SQL Server
- Introduction to Visual Basic.NET (see page 82).
- Advanced Visual Basic.NET (see page 82).



MICROSOFT DATABASE DESIGN

INTRODUCTION TO RELATIONAL DATABASE SYSTEMS AND DATABASE DESIGN

M5201-01	Michael Devlin	4 sessions	\$330
Tue,Thu	Jan 27-Feb 8		6:30-9:30 p.m.

M5201-02	Michael Devlin	4 sessions	\$330
Tue,Thu	May 17-26		6:30-9:30 p.m.

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.

SQL PROGRAMMING

M5141-01	Michael Devlin	7 sessions	\$578
Tue,Thu	Feb 10-Mar 3		6:30-9:30 p.m.

M5141-02	Michael Devlin	7 sessions	\$578
Tue,Thu	May 31-Jun 21		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

M5311-01	Anthony DeLouise	7 sessions	\$578
Tue,Thu	Mar 22-Apr 12		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

M5321-01 Anthony DeLouise 5 sessions \$412
Tue, Thu Apr 19-May 3 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

MI401-01 Michael Devlin 5 sessions \$412
Tue, Thu Mar 8-22 6:30-9:30 p.m.

MI401-02 Michael Devlin 5 sessions \$412
Tue, Thu Jun 28-Jul 12 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

MI421-01 Michael Devlin 4 sessions \$330
Tue, Thu Mar 24-Apr 5 6:30-9:30 p.m.

MI421-02 Michael Devlin 4 sessions \$330
Tue, Thu Jul 19-28 6:30-9:30 p.m.

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

CERTIFICATE: NETWORK SECURITY

This certificate is designed for network administrators, tech support personnel and power users who want to gain a solid background in the issues and protocols of network security. Courses include network security in local area networks and wireless networks as well as network troubleshooting.

PROGRAM BENEFITS:

- Complete certificate in one year.
- Learn how to manage and troubleshoot a variety of network architectures.
- Learn many tricks of the trade via in-class discussions and real-life examples of technique applications.

CERTIFICATE REQUIREMENTS: Three required courses.

ADMISSION REQUIREMENTS: Basic PC skills and basic knowledge of network operating systems.

REQUIRED COURSES:

- Local Area Networks
- Network Security
- Network Troubleshooting

COMPLETION REQUIREMENTS: Students must demonstrate proficiency in each course before proceeding to the next (Certificate students see page 92).

LOCAL AREA NETWORKS

M7065-01 Staff 7 sessions \$600
Wed Feb 2-Mar 16 6:30-9:45 p.m.

An introduction to local area networks (LANs) and design goals for optimum productivity and implementation. Emphasis is placed on the principles, techniques and tools of LAN design. Topics include network architecture, network classification, hardware and software issues, and communication protocols.

Prerequisite: Knowledge of PCs and PC operating systems.

NETWORK SECURITY

M7070-01 Staff 7 sessions \$600
Wed Mar 23-May 4 6:30-9:45 p.m.

In the world of computing network security is a topic of great concern. Whether it is denial of service attacks, viruses, hackers, security flaws in software or user abuse of network privileges, computer network administrators and users face security concerns on a daily basis. This course is for the network administrator, tech support per-

INFORMATION TECHNOLOGY AND APPLICATIONS

son or power user who is interested in obtaining robust background in network security. Topics include cryptology, encryption, authentication and authorization, firewalls and proxies, Virtual Private Networks (VPNs), secure applications such as IPsec and SSL, software security flaws, network account administration, wired and wireless network security, and the legal and political implications of network security.

Prerequisite: Local Area Networks.

CERTIFICATE: WIRELESS NETWORK SECURITY

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

CWNA – CERTIFIED WIRELESS NETWORK ADMINISTRATOR

M2501-01 Staff 10 sessions \$1,799
Mon,Wed Feb 7-Mar 14 6-10 p.m.
(No class Feb 21)

CWSP – CERTIFIED WIRELESS SECURITY PROFESSIONAL

M2502-01 Staff 10 sessions \$1,999
Mon,Wed Mar 16-Apr 18 6-10 p.m.

For information on this program:

Call: (516) 463-7300

E-mail: uccecomputers@hofstra.edu

CERTIFICATE: BUSINESS USES OF COMPUTERS

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.

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.

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

M1001-01 Kathy Strombelline 8 sessions \$490
Tue-Fri Feb 22-Mar 4 10 a.m.-1 p.m.

M1001-02 Kathy Strombelline 8 sessions \$490
Mon-Thu May 2-12 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

M1011-01 Kathy Strombelline 8 sessions \$490
 Mon-Thu Mar 7-17 10 a.m.-1 p.m.

M1011-02 Kathy Strombelline 8 sessions \$490
 Mon-Thu May 16-26 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

M1021-01 Kathy Strombelline 8 sessions \$490
 Tue-Fri Mar 29-Apr 8 10 a.m.-1 p.m.

M1021-02 Kathy Strombelline 8 sessions \$490
 Tue-Fri May 31-Jun 10 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 reports, 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

M1041-01 Kathy Strombelline 4 sessions \$250
 Mon-Thu Apr 11-14 10 a.m.-1 p.m.

M1041-02 Kathy Strombelline 4 sessions \$250
 Mon-Thu Jun 13-16 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

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:

- Web Site Development using HTML
- Introduction to JavaScript
- Introduction to Dreamweaver
- Introduction to Flash
- Three approved electives

WEB SITE DEVELOPMENT AND DESIGN

WEB SITE DEVELOPMENT USING HTML

M4001-01 William Gravert 8 sessions \$563
 Mon,Wed Feb 7-Mar 7 6:30-9:30 p.m.
 (No class Feb 21)

M4001-02 Staff 6 sessions \$563
 Mon,Wed Feb 7-28 9:45 a.m.-1:45 p.m.
 (No class Feb 21)

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.

INFORMATION TECHNOLOGY AND APPLICATIONS

CREATING WEB GRAPHICS WITH PHOTOSHOP

M4016-01 Kathy Mackenzie 8 sessions \$563
Tue, Thu Mar 15-Apr 7 6:30-9:30 p.m.

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: Web Site Development Using HTML.

INTRODUCTION TO JAVASCRIPT

M4021-01 Staff 6 sessions \$496
Mon, Wed Mar 14-30 6:30-9:30 p.m.

M4021-02 Staff 6 sessions \$496
Mon, Wed Mar 7-23 9:45 a.m.-12:45 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: Web Site Development Using HTML.

INTRODUCTION TO DREAMWEAVER

M4041-01 Kathy Mackenzie 6 sessions \$496
Tue, Thu Apr 12-28 6:30-9:30 p.m.

M4041-02 Staff 6 sessions \$496
Mon, Wed Mar 28-Apr 13 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: Web Site Development Using HTML.

INTRODUCTION TO FLASH

M4051-01 William Gravert 6 sessions \$496
Tue, Thu May 3-19 6:30-9:30 p.m.

M4051-02 Staff 6 sessions \$496
Mon, Wed Apr 18-May 9 9:45 a.m.-12:45 p.m.

(No class Apr 25)

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: Web Site Development Using HTML.

ADVANCED WEB DEVELOPMENT COURSES

ADVANCED FLASH

M4056-01 Staff 8 sessions \$550
Tue, Thu Feb 8-Mar 3 10 a.m.-12:30 p.m.

M4056-02 Staff 8 sessions \$550
Tue, Thu May 24-Jun 16 6:30-9 p.m.

This course focuses on building a fully Flash-based Web site, as well as integrating Flash components into hybrid sites (sites built with multiple Web technologies, combining HTML, scripting languages and Flash components). The primary focus is on ActionScript and building navigation, animation, interactivity, etc., through programming. This allows for rapid generation of content, as well as opening up tremendous capabilities that are not available through timeline animation (tweening) alone. Timeline animation will also be employed, with an emphasis on creating visual effects that go beyond the basics to give your Flash work a polished, professional look.

Prerequisites: Introduction to Flash or equivalent knowledge.

ADVANCED JAVASCRIPT

M4026-01 Staff 8 sessions \$550
Tue, Thu Mar 8-31 10 a.m.-12:30 p.m.

M4026-02 Staff 8 sessions \$550
Tue, Thu Jun 21-Jul 14 6:30-9 p.m.

This course focuses on using JavaScript to add e-commerce capabilities and features to a Web site. In this course you build a Shopping Cart system as the primary e-commerce project. The course also covers more in-depth uses of JavaScript with HTML forms – validation, passing information between pages and forms with cookies, etc. The course also covers creating dynamic pages that respond to various users, various times of day or other conditions, etc. Lastly, the course covers adding fun and useful features to Web sites to enhance the visitor experience (and keep them coming back) – features such as calculators, slide shows, games, and more.

Prerequisites: Thorough knowledge of HTML; Introduction to JavaScript or equivalent knowledge.

HAVE A SUGGESTION FOR A NEW COURSE?

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

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

UCCE

ACTIVE SERVER PAGES (ASP.NET)

M4061-01 Staff 6 sessions \$496
Mon,Wed Feb 23-Mar 14 6:30-9:30 p.m.

Active Server Pages (ASP) is a scripting tool that offers a way of programming dynamic Web sites. ASP is an easy way to control content – with the flexibility to handle complex professional commercial sites – utilizing components, objects and databases. Topics covered include: ASP language fundamentals, server- and client-side scripting, ASP object model, cookies, error handling, scripting objects, record sets and ActiveX Data Objects (ADO) object model.

Prerequisite: Introduction to JavaScript.

FUNDAMENTALS OF XML

M4066-01 Staff 6 sessions \$496
Mon,Wed Mar 14-30 6:30-9:30 p.m.

HTML is the foundation of the Web as a publishing medium. It has made content accessible, but real information is still often buried. In contrast, Extensible Markup Language (XML) is focused on document structure rather than formatting. XML enhances the information in documents. XML is used to make documents smarter, simplify Web automation and integrate applications within or between corporations. Upon completion of this course students understand XML's benefits and drawbacks, where to deploy XML in applications and the impact of emerging technologies. The course is intended for Web developers seeking an introduction to XML and its applications.

Prerequisite: Introduction to JavaScript.

COMPUTER ANIMATION AND GAME PROGRAMMING

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.

INTRODUCTION TO 3D COMPUTER ANIMATION PART 1

M7210-01 Michael Passuello 6 sessions \$595
Sat Feb 5-Mar 12 9 a.m.-1 p.m.

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

M7220-01 Michael Passuello 6 sessions \$595
Sat Mar 19-May 7 9 a.m.-1 p.m.

(No classes Mar 26 and Apr 23)

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.

GAME PROGRAMMING IN FLASH - LEVEL 1

M7250-03 Phillip Lipsky 8 sessions \$395
Tue,Thu Feb 8-Mar 3 6:30-8:30 p.m.

M7250-04 Phillip Lipsky 8 sessions \$395
Mon,Wed Jun 6-29 4-6 p.m.

(Check website for additional dates and times)

Use and strengthen math, logic, communication, concentration and creative thinking skills – all in the context of learning how to create videogames!

Students learn the fundamentals of object-oriented programming and game design. Students use Flash and its built-in programming language (ActionScript) to design and create working videogames that will be posted on the Internet. Fundamentals of advanced topics such as AI (Artificial Intelligence) are also discussed.

Programming games in Flash is a great way to learn the fundamentals of computer programming, and how math and science play key roles in game creation.

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.)

INFORMATION TECHNOLOGY AND APPLICATIONS

CERTIFICATE: OBJECT-ORIENTED PROGRAMMING

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

M3061-01 Anthony DeLouise 8 sessions \$673
Tue, Thu Feb 1-24 6:30-9:30 p.m.

M3061-02 Anthony DeLouise 8 sessions \$673
Tue, Thu Jun 7-30 6:30-9:30 p.m.

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

M3081-01 Anthony DeLouise 6 sessions \$505
Tue, Thu Mar 1-17 6:30-9:30 p.m.

M3081-02 Anthony DeLouise 6 sessions \$505
Tue, Thu Jul 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

M3051-01 Staff 8 sessions \$673
Mon Jan 31-Mar 28 6:30-9:30 p.m.
(No class Feb 21)

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

M3071-01 Staff 6 sessions \$505
Mon Apr 11-May 16 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

M3161-01 Staff 8 sessions \$673
Wed Feb 2-Mar 23 6:30-9:30 p.m.

M3161-02 Staff 8 sessions \$673
Mon, Wed Jun 6-29 6:30-9:30 p.m.

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

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

UCCE

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

M3181-01 Staff 6 sessions \$505
Wed Mar 30-May 4 6:30-9:30 p.m.

M3181-02 Staff 6 sessions \$505
Mon,Wed Jul 11-27 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.

INTRODUCTION TO C# PROGRAMMING

M3021-01 Staff 8 sessions \$673
Mon Jan 31-Mar 28 6:30-9:30 p.m.

(No class Feb 21)

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

Prerequisite: Advanced C++ Programming or Advanced JavaScript.

CERTIFICATE: PROJECT MANAGEMENT AND IMPLEMENTATION

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
- Microsoft Excel For Project Managers
- Microsoft Project
- Capstone Course in Project Management and Implementation

INFORMATION TECHNOLOGY

NEW COURSES, PROGRAMS AND EVENTS ...

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



INFORMATION TECHNOLOGY AND APPLICATIONS

PROJECT MANAGEMENT AND IMPLEMENTATION

PROJECT MANAGEMENT

M8010-01 John Cronin 10 sessions \$663
Tue,Thu Feb 1-Mar 3 6:30-9:30 p.m.

M8010-02 John Cronin 10 sessions \$663
Tue,Thu May 17-Jun 16 6:30-9:30 p.m.

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; and management of project scope, time, cost, quality, human resources, communications, risk, procurement and contracts/contractors.

Prerequisites: Basic PC skills, knowledge of Excel.

MICROSOFT EXCEL FOR PROJECT MANAGERS

M8020-01 John Cronin 2 sessions \$133
Tue,Thu Mar 8-10 6:30-9:30 p.m.

M8020-02 John Cronin 2 sessions \$133
Tue,Thu Jun 21-23 6:30-9:30 p.m.

Microsoft Excel can be used to create interactive reporting tools that are valuable to project managers, their executives and customers. This hands-on course covers many Excel basics and how they can be applied to managing projects. Students create sample project documents (including project status reports, Gantt charts and meeting minute templates) to reinforce what they have learned. 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.

**RESERVE YOUR CLASSES
ONLINE NOW!**

**USE THE UCCE ONLINE SHOPPING CART:
WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART**

MICROSOFT PROJECT

M8030-01 John Cronin 3 sessions \$199
Tue,Thu Mar 15-22 6:30-9:30 p.m.

M8030-02 John Cronin 3 sessions \$199
Tue,Thu Jul 5-12 6:30-9:30 p.m.

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: Microsoft Excel For Project Managers.

CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

M8040-01 John Cronin 8 sessions \$533
Tue,Thu Mar 24-Apr 19 6:30-9:30 p.m.

M8040-02 John Cronin 8 sessions \$533
Tue,Thu Jul 14-Aug 9 6:30-9:30 p.m.

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

NEW

SUCCESSFULLY LEADING PROJECTS THROUGH TEAM BUILDING SKILLS

M8080-01 PMI Staff 8 sessions \$795
Tue Feb 1-Mar 22 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 personnel leadership, communication, conflict management and negotiation skills.

Prerequisites: Working knowledge of project management concepts and exposure to project management tasks, activities and responsibilities.

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

UCCE

CONTRACT MANAGEMENT AND THE PROCUREMENT PROCESS
M8081-01 PMI Staff 8 sessions \$795
Thu Feb 3-Mar 24 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, and 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 adviser approval.

CERTIFICATE: GEOGRAPHIC INFORMATION SYSTEMS ESRI AUTHORIZED TRAINING

NEW

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 ArcGIS 1
- Introduction to ArcGIS 2

SEMINAR: UNDERSTANDING BASIC ELECTRONICS

NEW

This three-day course is designed to provide a fundamental understanding of today's electronic technology to non-electronic engineering personnel. It is specifically oriented to meet the technical needs of marketing, sales, purchasing, production, quality control, and management personnel who have limited or no prior experience in electronics.

Basic electronic concepts are explored and engineering terms demystified. This program includes in-depth discussions on the principles and circuit applications of passive components, discrete semiconductors and integrated circuits.

The dates for the spring semester are February 15-17, 2005.

For information on this program:

Call: (516) 463-7300

E-mail: uccecomputers@hofstra.edu



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.

PROFESSIONALS AND EXECUTIVES IN RETIREMENT (PEIR)

R9411-01	Single Membership	\$412 annual fee
R9412-01	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. More and more attention is being given to the intellectual, social and cultural interests of retirees.

Recognizing this trend and its impact on this specific population, Hofstra University launched a program for Professionals And Executives In Retirement (PEIR) in 1977 to meet the needs of lifelong learners. PEIR is based on cooperative member involvement. Members assume responsibility for sharing their knowledge and experience with others. The primary goal of this program is to continue to learn. PEIR members design, develop and present their own curricula to one another. More than 90 interdisciplinary courses representing more than 600 presentations are developed by PEIR members, who then serve as course leaders and presenters. Among the many diverse disciplines explored by PEIR members are literature, politics, public opinion, economics, philosophy, geography, fine arts, music, computers, travel, foreign policy, medicine and law.

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

Members may attend some of the Hofstra University concerts, exhibits and lectures; utilize recreational facilities; and enjoy library privileges. There is an additional charge for the use of the pool.

For further information about the PEIR program please contact Janice Sawyer at (516) 463-7400 or 463-5373.



Reading/Writing Learning Clinic in the Joan and Arnold Saltzman Community Services Center

AFFILIATED WITH THE DEPARTMENT OF LITERACY STUDIES

WHAT PARENTS ARE SAYING ABOUT US ...

"Her self confidence has improved. Her reading has improved and she is not afraid to try different strategies while she's reading."

"He loved it, wanted to go and became very motivated."

"The teachers found where he was and met him there, working with his strengths and weaknesses."

Placement was ... "excellent, just right for my son. He really connected with the teacher."

Hofstra University 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. All classes are taught by New York State certified literacy specialists.

- For learners who are experiencing difficulties or who are feeling under confident about their ability to read or write, our classes offer a series of intensive strategy sessions. These sessions focus on reading and writing as meaning construction and include tightly focused reading/writing strategy lessons and retrospective miscue analysis. Phonics and spelling skills are addressed and taught in the context of meaningful language study. Small groups contain five students or less.
- For learners who have experienced an initial boost in their level of confidence, or for those who wish to extend their abilities, we offer a variety of special interest clubs and workshops. Please inquire for more detailed information.



SPRING SESSION

CLASSES BEGIN JANUARY 19, 2005

CLASSES MEET (ONCE PER WEEK):

Monday, Tuesday or Thursday
4:15-6:15 p.m. or 6:15-8:15 p.m.
or Saturday

9-11 a.m. or 11:15 a.m.-1:15 p.m.

Fee: \$500 28 hours of class time

SUMMER SESSION

JULY 6-28, 2005

CLASSES MEET:

Monday through Thursday
8:30-10:30 a.m. or 11 a.m.-1 p.m.

Fee: \$500 28 hours of class time

INDIVIDUAL SESSIONS

Available during the spring and summer.
Placement based on learner's literacy needs.
Fee: \$ 560 14 hours of individual instruction

LITERACY EVALUATIONS FOR NEW CLIENTS

Fee: \$425 By appointment only

OTHER SERVICES AVAILABLE AT THE SALTZMAN COMMUNITY SERVICES CENTER

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

FOR MORE INFORMATION:

Call: (516) 463-5805 or 463-5806

E-mail: RWLClinic@hofstra.edu

Write: Reading/Writing Learning Clinic
100 Saltzman Center
131 Hofstra University
Hempstead, NY 11549-1310

SATURDAY CLASSES FOR YOUNG PEOPLE

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



SPRING 2005 SEMESTER DATES: FEBRUARY 26-MAY 21

TENNIS:	March 12-May 21
GOLF:	March 12-April 16
EN GARDE:	February 28-May 9
REGENTS PREPARATION:	February 26-June 11
CHESS:	February 26-June 4
CHESS ACADEMY:	February 27-June 5

No classes March 26, 27, April 2, 3, 23, 24, 25,
May 28 and 29.

SUMMER 2005 SEMESTER DATES: ALL CLASSES JULY 9-AUGUST 13

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 always 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 more than 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 VideoGame Development
- Cartooning/Animation Portfolio Preparation

PARENTS COURSES OFFERED

Classes are conveniently scheduled to coincide with Young People's programs.
For information, call (516) 463-7400
or visit www.hofstra.edu/ucce/parents

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!**



SATURDAY CLASSES

WHAT'S NEW

- Ballet for Beginners
- Bon Voyage: Let's Read and Discover the World Around Us!
- Big Ideas for Young Mathematicians
- Chess Challenge Academy
- Create Your Own Movie
- College Prep: Learn How to Write That College Essay
- Inside the Courtroom: Part 2
- Yoga for Children
- Introduction to 2D VideoGame Development
- President's Week Cooking Classes
- Private Golf Lessons

CALL EARLY, AS ENROLLMENT IS LIMITED!

- Preschoolers Prepare to Read
- First Splash and Beginning Swim
- Beginning Piano
- Saturdays On Stage
- Heroes and Monsters
- 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.**

**FOR DETAILS ON ALL OUR EXCITING SPRING/SUMMER
PROGRAMS, CALL (516) 463-7400 OR VISIT OUR WEB SITE
AT WWW.HOFSTRA.EDU/YOUTH FOR A FREE BROCHURE.**

New For Summer 2005 ...

- College Prep Advantage for High School Students, see page 32
- Computer Game Programming In Flash, see page 81
- Sportscasting Institute for Teens, see page 67
- Summer Writing Workshops, see page 17

For more information, call (516) 463-7800 or visit our Web site at:
www.hofstra.edu/ucce/PreCollege

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
Web site:
www.hofstra.edu/camp



SUMMER CAMP OPEN HOUSE

Saturday, January 15, 2005
1-3 p.m.
Physical Fitness Center
North Campus



*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
FOR NEW CAMPS BEGINNING SUMMER 2005.**

HOFSTRA UNIVERSITY SPECIALTY DAY CAMPS

**INDIVIDUALIZED INSTRUCTION IN
ATHLETICS, ACADEMICS AND THE ARTS.**

Tuition includes transportation and lunch. Hofstra University has developed a broad spectrum of co-ed Specialty Day Camps ranging from a Cub Camp for children entering kindergarten by September 2005 to those appropriate for campers through high school age.

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, a special end-of-the-season, one-week program is offered for youngsters who wish to engage in a full day program.

HOFSTRA SPECIALTY 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 assistance
- science
- soccer
- tennis
- video game development

CALL NOW!

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

HOFSTRA UNIVERSITY COACHES' CAMPS

CHRIS DOTOLO BASEBALL CAMP

AGES 7-12

SESSION 1 JULY 5-15

SESSION 4 AUGUST 15-19

The focus of Chris Dotolo Baseball Camp is on instruction, not competition. The Hofstra Camp staff utilizes all 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 age. 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. Chris Dotolo 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

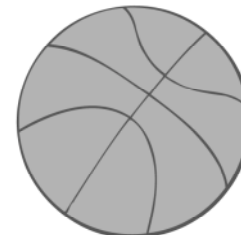
GRADES 3-12

SESSION 1 JULY 5-15

SESSION 2 JULY 18-29

SESSION 3 AUGUST 1-12

The Tom Pecora Basketball Camp is geared toward boys and girls entering grades 3 through 12 who desire training 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 or call (516) 463-CAMP for a free Summer Camps brochure.

TOM RYAN WRESTLING CAMP

GRADES 2-12

SESSION 3 AUGUST 1-12

SESSION 4 AUGUST 15-19

The Tom Ryan 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 Tom Ryan 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.

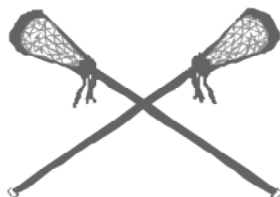


JOHN DANOWSKI BOYS' LACROSSE CAMP

GRADES 3-12

SESSION 2 JULY 18-29

The John Danowski Boys' Lacrosse Camp is designed for campers entering grades 3 through 12 who desire a full day of training in all facets of lacrosse. This camp provides high-quality instruction designed to develop better skilled and more knowledgeable players. The goal is to teach the fundamentals and refine players' skills and understanding of the game.



CERTIFICATE PROGRAM REQUIREMENTS

Certificate Program Requirements

CERTIFICATE PROGRAMS ARE FEATURED THROUGHOUT THIS BULLETIN. THE FOLLOWING REQUIREMENTS APPLY ONLY TO THE FOLLOWING PROGRAMS:

BUSINESS USES OF COMPUTERS

DEAF STUDIES

LEGAL NURSE CONSULTANT

MEDICAL BILLING

MICROSOFT DATABASE DESIGN

OBJECT-ORIENTED PROGRAMMING

ORACLE 10G CERTIFIED ASSOCIATE

ORACLE 10G CERTIFIED PROFESSIONAL

PARALEGAL STUDIES

PROJECT MANAGEMENT AND IMPLEMENTATION

TRAVEL AGENT TRAINING

WEB SITE DEVELOPMENT AND DESIGN

YOGA TEACHER TRAINING

CERTIFICATE PROGRAM TERMS

- Certificate students are expected to satisfy those requirements specified in the Bulletin in effect during their first certificate course registration at UCCE.
- 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 program.
- 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 register for 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 L9402-01 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 next column).

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: Call (516) 463-7600 for details.

• 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.

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.

GENERAL INFORMATION AND REGISTRATION INFORMATION

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-GIBILL-1 (1-888-442-4551) or visit www.gibill.va.gov/education for information. Hofstra University does not guarantee reimbursements and urges veterans to check course approvals.

WEATHER EMERGENCY:

University College may cancel courses due to a weather emergency even when Hofstra University remains open. Therefore, you must call University College offices at (516) 463-5993, Public Safety at (516) 463-6606 or Hofstra's Weather Hotline at (516) 463-SNOW to obtain accurate information.

UCCE ONLINE SHOPPING CART RESERVE YOUR CLASSES EASILY, QUICKLY AND ONLINE

The UCCE Online Shopping Cart is available for you to 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 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. 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!

Visit the UCCE Online Shopping Cart Information Page:
WWW.HOFSTRA.EDU/UCCE/SHOPPINGCART

REGISTRATION INFORMATION

PROCEDURES:

You may register by Internet, telephone, fax, mail or in person. For registration discount eligibility, see page 95. To request placement in a wheelchair-accessible classroom, students must call the Registrar at (516) 463-5993 at least seven days prior to the start of class.

TO REGISTER

ONLINE:

Make your course request online by utilizing UCCE's Shopping Cart. Visit our Web site at www.hofstra.edu/ucce, select an eligible course, provide your contact and credit card information, and a registration confirmation will be e-mailed to you typically within 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 four courses or \$84 for three courses for the University College Passport and receive free library privileges. No other discounts apply. To receive your Passport, list the Passport courses you wish to take. Use as many registration forms as needed. See page 33 for the list of eligible courses.

University College reserves the right to cancel any Passport course. If you enroll in a course that is subsequently canceled, simply make an additional selection from the dozens of Passport courses offered. In the event that you do not wish to select another Passport course, you will be issued a letter of credit for any Passport course in the following year; there are no refunds for Passport courses. See page 93 for refund policy.

PAYMENT:

Payment in full is due at the time of registration. You may pay by check, money order or credit card. A \$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 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/BIOS

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.



INDEX

- A+ Study System 32
- Access 77
- Accounting 58
- Accounting Certificate 69
- Active Server Pages 81
- Advanced Graduate Certificate 73
- Aging 52-53, 56
- American Sign Language 12-14
- Anatomy, Human 25
- Animation, Computer 81
- Appraisal, Real Estate 45-46
- Archaeology 9
- Arts
 - Drawing 6
 - Fine 4
 - Literature 7, 8
 - Painting 6
 - Photography 7
 - Studio Arts 5
- Arts and Culture 4
- Arts, Culture and Leisure 4-33**
- Associate in Claims (AIC) 44
- Associate in Commercial Underwriting Program (AU) 44
- Associate in Risk Management (ARM) 44
- Athletics 19, 20, 21
- Aquatics 19, 89
- Baseball Camp 91
- Basic Electronics 85
- Basketball Camp 91
- Belly Dancing 20
- Billing, Medical 57
- Boating 21
- Business Certificate Information Session 68
- Business
 - Marketing 62
 - Small 62
- Business Information Certificate Systems 69
- Business, Starting a 57
- Business Studies 40-73**
- Certified Employee Benefits Specialist (CEBS) 55-56
- Certified Purchasing Manager (CPM) 56-57
- Financial Planning 49
- How to Succeed in Business 57
- Insurance/Licenses 41
- Noncredit Certificate 67
- Payroll Professional Learning Series 55
- Professional Medical Billing and Medical Coding 57
- Racehorse Ownership Institute 53-54
- Real Estate 45
- C++ Programming 82-83
- C# Programming 83
- Camps 90-91
- Campus Map Inside Front Cover
- Cancellations and Changes 93
- Canoeing 21
- Career Development 59
- Cartooning/Animation 81
- Certificate Programs 12-14, 25, 26, 27, 36-37, 38-39, 67, 69, 69-73, 75, 76, 77, 78, 79, 82-83, 85
- Certified Employee Benefits Specialist (CEBS) 55-56
- Certified Financial Planner (CFP) 49
- Certificate in Business Information Systems 69
- Certified Purchasing Manager (CPM) 56-57
- Certified Wireless Network Technology 78
- Chartered Financial Analyst (ChFA) 50
- Chartered Financial Consultant (ChFC) 49
- Chartered Life Underwriter (CLU) 49
- Chartered Property Casualty Underwriters (CPCU) 43-44
- Chess 19
- Children's Literature Conference 16**
- Children
 - Programs 88-89, 90-91
 - Writing 10
- Claims 45
- Classroom Locations 93
- Coding,
 - Billing 57
 - Medical 57
- Cold Calling 60
- College Prep Advantage 32
- Comedy 15
- Communication in Business 60
- Computers 74-85**
- Computer Animation 81
- Continuing Education Units (CEUs) 93
- Continuing Education Credits
 - For Insurance Agents, Brokers and Consultants 41
 - For Real Estate Salespersons and Brokers 48
- Cooking 19
- Corporate Discounts 95
- Corporate Training 73
- Credit Certificate Programs 68-73
- Dancing, Belly 20
- Database Design 76-77
- Day Camps 90-91
- Deaf Studies 12-14
- Defensive Driving 24
- Digital Photography 7
- Directions to Hofstra Inside Front Cover
- Discounts 95
- Divorce 51
- Drama, Greek 8
- Drawing 6
- Dreams 22
- Dreamweaver 80
- Driving, Defensive 24
- Employee Disability 42
- En Garde 19
- English Structure 11
- Estate Planning 49
- Excel, Microsoft 79, 84
- Exclusion from University College 94
- Fencing 19
- Fiction, Writing 9-10
- Finance 49-53
- Finances, Personal 21, 51, 58
- Film, Television and Acting 15
- Finance, Certificate 70
- Financial Aid 94
- Financial Modeling 50
- Financial Planning 49
- Fine Arts 4
- Finger Spelling 13
- Flash, Macromedia 80
- Game Programming 81
- General Information 93-94**
- General Management Certificate 70
- Geographic Information Systems 85
- Gift Certificates 95
- GMAT Preparation 30
- Golf 20-21
- Grammar 11
- Grant Writing 63-65
- Graphic Design 80
- Greek Drama 8
- GRE Preparation 30
- Healing 23
- Health and Well-Being 21-23
- Health Fitness Instructor 25
- High School College Prep Advantage 32
- Hofstra University Summer Camps 90-91
- Home Inspection Business 58
- How to Succeed in Business 57-66
- HTML 79
- Human Anatomy 25
- Human Resource Management Certificate 71
- Human Services 65-66
- Information, General 93
- Information Sessions 25, 26, 27, 34, 36, 38, 67, 68, 74, 90
- Information Technology and Applications 74-85**
- Database Design 76-77
- Graphic Design 80
- Oracle Certification 75
- PC Courses 78
- Project Management and Implementation 83-85
- Programming Languages
 - Web Site Development and Design 79
- Wireless Technology 78
- In-Service Credit 94
- Insurance/Licenses 41
- International Business Certificate 71
- Internet
 - Selling and Buying 59
 - Skills 78
- Introduction to Claims 45
- Investing 49-50
- Real Estate 51-52
- Java Programming 82-83
- JavaScript 80
- Job Interviewing 61
- Kayaking 21
- Kundalini 20
- Labor Studies Certificate 72
- Lacrosse Camp 91
- Languages 12
- LAST Teacher's Exam 31
- Leadership Skills 58
- Legal Aspects of Publishing 11
- Legal Nurse Consultant Certificate 38-39
- Legal Studies 36-39**
- Legal Nurse Consultant 38-39
- Paralegal Studies 36-37
- Leisure 18
 - Boating 21
 - Golf Program 20-21
 - Meditation and Relaxation 20
 - New York City Walking Tours 18
 - Sports and Fitness 19
- Library Privileges 93
- Licensing 47
 - Real Estate 45-48
- Literature 7, 8
 - Conference, Children 16
- Little Italy 18
- Local Area Network 77
- Long Term Care 42
- LSAT Preparation 30
- Macromedia Flash 80
- Management, Time 61, 66
- Manhattan 18
- Map, Campus Inside Front Cover
- Marketing Certificate 72
- Medical Arts 27**
- Medicine 9
- Microsoft Access 77
- Microsoft Database Design 76-77
- Microsoft Project 84
- Money Management 51
- Motorcycle Safety 24
- Mortgages 51
- Music 5
 - Network Security 77-78
 - New Horizons Music Program 5
 - New York City Walking Tours 18
 - Noncredit Certificates 12, 25, 26, 62, 67
- Notary Public Test Review 48
- Nurse, Legal 39
- Object Orientated Programming 82
- Oracle Certification 75
- Painting 6
- Paralegal Studies Certificate 36-37
- Parapsychology 24
- Parking Permits 93
- Passport, University College 33, 95
- Payroll Professional Learning Series 55
- PC Courses 78
 - Access 77
 - Excel 79
 - PowerPoint 79
 - Word 79
- Personal Investments 50-52
- Personal Trainer Certificate Program 25
- Photography 7
 - Black and White 7
 - Digital 7
- Photoshop 80
- Pottery 5, 6
- PowerPoint, Microsoft 79
- Premedical Program 27
- Printmaking 6
- Professional Engineering Review Course 31
- Professional Medical Billing and Medical Coding 57
- Professionals and Executives in Retirement (PEIR) 87**
- Program in General Insurance (INS) 45
- Programming Languages
 - C++ Programming 82
 - Java Programming 82-83
 - SQL Programming 76
 - Visual Basic .NET 82
- Project Management and Implementation 83, 85
- PSAT Preparation 31
- Psychic 24
- Publishing, Legal 11
- Racehorse Ownership 53, 54
- Radio and Television 15
- Reading/Writing Learning Clinic 87
- Real Estate 45-48
 - Appraisal 45-46
 - Continuing Education Credits for Real Estate
- Salespersons and Brokers 41
 - Investing 51, 52
 - Licensing 47
 - Recreational Vehicles 50
 - Title Closing 48
- Refunds 93
- Registration, Confirmation 94-95
- Registration Form, Inside Back Cover
- Registration Information 94-95**
- Retirement Planning 52-53
- Risk Management 44
- Safety, Children 23
- Saltzman Community Services Center 87**
- SAT Preparation 31
- Saturday College 34-35**
- Saturday Classes for Young People 88-89**
- Scuba 19
- Screenwriting 15
- Securities in Business 66
- Securities Licensing 52
- Self Improvement 21, 22, 23
- Shakespeare 4
- Sign Language 12-14
- Skills
 - Leadership 58
 - Management 58
 - Presentation 61
 - Small Business 62
 - Thinking 60
- Small Business Ideas 58
- Small Business Management 57
- Soap Operas 15
- Society and Civilization 8
- Spanish 12
 - Medical 12
- Speed Reading 32
- Sportscasting 67
- Sports and Fitness 19, 20, 21, 22
- SQL Programming 76
- SQL Server 76
- Stress Reduction 20
- Studio Arts 5
- Summer Camps 90-91**
- Summer Writing Workshops 17
- Sundays at Hofstra 28-29
- Swimming 19
- Tax Deduction 94
- Television 15
- Tennis 20
- Test Preparation 30-32**
- A+ Study System 32
- GMAT 30
- GRE 30
- LAST Teacher's Exam 31
- LSAT 30
- Notary Public 48
- Professional Engineering Review Courses 31
- PSAT 31
- SAT 31
- Speed Reading 32
- Tutoring 31
- Thinking Skills 60
- Time Management 61, 66
- Title Closing, Real Estate 48
- Tours 18
- Trade Shows 62
- Travel Agent Training Certificate 67
- Tuition Credits and Refunds 93
- Tutoring, Test Preparation 31
- University College Passport 33**
- Veterans 94
- Video Game Development 81
- Visual Basic .NET 82
- Walking Tours 18
- Watercolor 6
- Weather Emergency 94
- Web Design 79
- Web Graphics 80
- Web Site Development and Design 79
- Wine 18
- Wireless Technology 78
- Withdrawals 93
- Word, Microsoft 79
- Workers' Compensation 42
- Workplace Violence 66
- Wrestling Camp 91
- Writing and Communication 9
 - Business 60
 - Children 10
 - Creative 9, 10
 - Fiction 9, 10
 - Film, Television and Acting 15
 - Modern Language 12
 - Poetry 17
 - Press Release 11
 - Publishing 11
 - Resume 61
 - Technical 11
 - Writing, Grant 63
- Workshops, Summer 17
- Youth Programs 88-91
- Yoga 20
 - Kundalini 20
- Teacher Training Certificate 26
- XML 81