Saturday College at Hofstra University

Saturday College Office: 142 University College Hall,
Telephone: (516) 463-5225
Bernard J. Firestone, Dean
Kenneth A. Henwood, Associate Dean and Academic Director
Lawrence T. Paretta, Administrative Assistant

Bachelor of Science in Professional Studies
Saturday College awards the degree of Bachelor in Science in Professional Studies, with concentrations in computer technology or public affairs and organization and leadership studies. The program is interdisciplinary in both conception and design. Courses within the program are drawn from Hofstra College of Liberal Arts and Sciences, the Zarb School of Business, the School of Communication and New College.

Students receive a solid grounding in the liberal arts, complemented by more specialized work to enhance their value and versatility in the workplace.

The mission of Saturday College is to enrich the lives and enhance the professional opportunities of its students by providing a high quality, full-time degree program that is adapted to the needs and schedules of busy adults. Saturday College serves mature, non-traditional students who wish to earn an undergraduate degree in four years while continuing with full-time career and family responsibilities.

We provide a small, caring and supportive college environment dedicated to the educational success of our students. Enfolding our college are the libraries, museum, computer laboratories, exercise and athletic facilities—the whole panoply of cultural, educational and recreational resources available within a great university—that are at the disposal of Saturday College students.

The Student Body
Saturday College admits mature, non-traditional students who wish to complete an undergraduate degree within four years without interrupting their career and life responsibilities. It is designed for serious, goal-oriented students who know the value of their time and the importance of an education. Saturday College accepts applications from candidates with no prior college education; we also accept students who have already completed some college course work. Saturday College students enjoy the same high quality education that students receive in other undergraduate programs at Hofstra, and they work with the same outstanding faculty.

Admission to Saturday College
Saturday College admits a new class twice each year, in the fall and again in the spring. Students wishing to begin their studies in the fall semester (starting in mid-August) need to complete their application by mid-May. Students wishing to begin in the spring semester (starting in mid-January) need to complete their application by mid-October.

The Academic Calendar
Students in Saturday College attend classes in convenient Saturday modules, completing two courses every eight weeks. Each eight-week session has 10 class meetings. Students attend eight Saturday classes plus two Sunday classes each session. Typically, classes meet on three Saturdays and one weekend per month.

Saturday College divides the academic year into five eight-week sessions. Students complete two courses (6 credits) each eight week session. In five sessions (one year), students complete 10 courses (30 credits). This pace allows graduation within four years.

Although the 40 weeks of classes each year are demanding, both shorter and longer breaks are built into the calendar. Breaks for Labor Day and Thanksgiving, a five-week break in December/January, a spring break, a two-week break in May and three weeks in late July/August are designed to refresh and re-charge our students. The careful design of the calendar allows our students to progress rapidly, to measure their progress regularly, and to be full-time students at Hofstra while having full-time career and family responsibilities.

The Curriculum
The Saturday College curriculum includes four tiers of courses:

1. Liberal Arts and Sciences Curriculum (14 courses, 42 credits)
2. Professional Curriculum: Business, Economics and Interpersonal Communication (8 courses, 24 credits)
3. Concentrations:
   a. Computer Technology or Public Affairs (7 courses, 21 credits)
   b. Organization and Leadership Studies (7 courses, 21 credits)
4. Electives (4 courses, 12 credits)
Total: 40 courses, 120 credits, required for graduation.

In this curriculum, two sets of distribution courses, one in liberal arts and sciences and the other in business and communication, provide a solid educational grounding. They are complemented by two concentrations, either computer science or public affairs and organization and leadership studies, that allow for more focused, specialized study. Electives allow students to follow interests or to fill educational needs.

The concentrations in Computer Technology or Public Affairs and Organization and Leadership Studies allow students to acquire expertise in significant areas of contemporary professional life, equally important in the private, public and non-profit sectors. The combination of business and business-related courses provide students with the vocabulary and tools vital to every aspect of the twenty-first century economy. The solid grounding in the liberal arts assures graduates that they know how to continue learning, adapt to changing circumstances, and have an appreciation for the larger rhythms and deeper implications of our human lives.

Unique Components
The Transitional Seminar: 1 course, 3 credits
To help students meet the challenges of this curriculum, Saturday College offers a specially designed transitional seminar, Introduction to Academic Research and Writing. This important seminar is part of the liberal arts component of the degree. It helps prepare students, even if they have been out of school for many years, for their studies. The course covers the practical aspects of academic research and writing including library, computer and writing skills, as well as the critical skills involved in making, substantiating and communicating good arguments.

Students should consult the Class Schedule for specific offerings and consult with an adviser before registering for their programs.
The Concentration in Computer Technology: 7 courses or 21 credits
The concentration in Computer Technology seeks to give students a broad-based background in computer applications, as well as depth in several key areas. Students will learn the fundamentals of computer systems (hardware and software), programming techniques, productivity tools, database management, networking, and e-commerce. Emphasis is placed on learning how to use computer-based tools for research and work. Each course provides a balance of theory and practical knowledge of computer systems. A capstone course requires each student to demonstrate mastery of these subjects by creating a prototype e-commerce Web site.

The Concentration in Public Affairs: 7 courses or 21 credits
The concentration in Public Affairs offers an interdisciplinary examination of a broad range of public policy questions confronting modern societies. Students begin by learning about the nature of the policy-making process and how it works, with examples drawn from the policy-making process for important issues in American life today. Next they study the values context of public policy and the makers and implementers of it. Students are then prepared to commence an in-depth study of a specific policy area. Policy areas that may be offered include Communication Issues, Economic Issues, Environment and Energy Issues, Health Issues, International Issues, Legal Issues, Racial Issues, Science and Technology Issues, Urban Issues or Women’s Issues. But whichever policy area is offered, in every instance courses are drawn from a variety of departments and schools within Hofstra. The aim is to provide a focused, balanced and relevant examination of specific areas of public policy.

The Concentration in Organization and Leadership Studies: 7 courses or 21 credits
The concentration in Organization and Leadership Studies is designed to introduce students to the fundamental theoretical and practical issues in the realm of organizational analysis. The concentration provides students with a better understanding of the dynamics of organizational life in a variety of settings (e.g., industrial, public, voluntary, and non-profit sectors). This course of interdisciplinary study emphasizes the variety of factors that shape the nature of organizations. These include the psychological and motivational aspects of organizational participants, the role of leadership, the structure and process of intra- and inter-organizational relations, and the multicultural dimensions of organizations operating within the modern global economy. The courses in this concentration are grounded in the theoretical and research contributions from the social sciences as they pertain to organizational and work-life issues. The courses lead up to a capstone experience in which students are expected to integrate their knowledge and understanding of organizations and leadership in the context of an original research project.
ELIGIBILITY, ADVANCED STANDING, TRANSFER CREDITS
Students' previous course work and life experiences may be converted into credits through several methods. Students may earn advanced standing toward a degree through the following avenues:

- **Transfer Credits**
  Transfer credit is granted for appropriate courses completed at accredited colleges or universities. Students may transfer up to 60 credits from a two-year school and up to 90 credits from a four-year school; 30 credits must be completed in residence at Hofstra to complete a degree.

- **CLEP**
  The College Level Examination Program (CLEP) is a series of examinations that provide the opportunity to demonstrate knowledge through life experiences. These examinations are available in various subject areas in the liberal arts and sciences and must be taken prior to the junior year.

**Credit by Examination/Credit for Prior Learning**

- **Credit by Examination**
  Undergraduates with clearly developed strengths may seek to earn course credit toward their degrees by taking special examinations. This option is available to matriculated* students who are already progressing within Saturday College.

- **Credit for Prior Learning**
  This program is intended primarily for people 25 years of age and older. It permits students to seek undergraduate credit for college-level knowledge that has been acquired in nontraditional ways. This option is available to matriculated* students who are already progressing within Saturday College.

**Financial Aid**

Financial aid, both scholarships and federal and state loans, are available to eligible students in Saturday College. Financial aid packages are tailored separately for each student. Those interested in receiving financial aid should complete the necessary application forms as soon as possible. Corporate tuition reimbursement programs are another way of financing the cost of returning to school.

**COURSE DESCRIPTIONS**

1. **Liberal Arts and Sciences Curriculum**

   **IS 91. Transitional Seminar: Introduction to Academic Research and Writing** 3 credits
   The Saturday College Transitional Seminar seeks to familiarize adult and non-traditional students with the process of academic research and writing. The course covers the practical aspects of academic research and writing, including library, computer and writing skills, as well as the critical skills involved in making, substantiating and communicating good arguments.

   **ENGL 1 & 2. Composition** (3 credits each) 6 credits
   First semester: an introduction to expository writing at the college level, with an emphasis on analysis and argument.

   **ENGL 52. The American Experience in Context** 3 credits
   First semester: an introduction to expository writing at the college level, with an emphasis on analysis and argument. Assignments in reading and writing are coordinated; the English Proficiency Examination is given as part of the course. Second semester: continued instruction in expository writing, and an introduction to literature. Most reading and writing assignments are organized around a central theme. Includes a Shakespeare play and a documented essay. Prerequisite: ENGL 1.

   **Humanities** 6 credits
   3 cr. in appreciation and analysis, literature course
   3 cr. in creative participation
   ENGL 52. The American Experience in Context Readings from major American authors, 1865 through the present. Prerequisite: ENGL 1 or permission of chairperson.

   **SPCM 7. Public Speaking**
   Examination of the theory and practice of public communication. Emphasis on critical thinking, listening, and the art of criticism. Practice in speech composition and delivery, stressing principles of clarity, interest, and audience analysis. Speeches to inform and persuade are stressed.

   **Natural Science, Mathematics/Computer Science** 9 credits
   3 cr. in natural sciences
   3 cr. in mathematics
   3 cr. in computer science

   **NSC 11. The Physical Sciences**
   Ideas in astronomy, physics and chemistry that have changed the world from the Greek era to the Space Age. Emphasis on the nature of science; historical and humanistic backgrounds; current science-related issues. (2 hours lecture, 2 hours laboratory-recitation.) For non-science majors.

   **MATH 13C. Elementary Mathematical Models Through Computers**
   Through the use of calculators and computers, students are introduced to a variety of mathematical functions and their application as models for describing and predicting in business, the sciences and the liberal arts. Models include sequences and the linear, polynomial and exponential functions. Mathematical basics are reviewed and no prior experience with computing technology is assumed. Prerequisite: two years of high school mathematics.

   **CSC 5. Overview of Computer Science**
   Computers, algorithms and programming: computer hardware and software systems. Programming of numerical and non-numerical algorithms. Survey of computer applications. Brief history of computer science; computers and society.

   **Social Sciences** 6 credits
   3 cr. in behavioral sciences
   3 cr. in history and philosophy

   **SOC 4. Contemporary Society**
   An introduction to basic concepts of sociology and their application to specific aspects of contemporary American and other societies.

   **PHI 14. Introduction to Ethics**
   Critical examination of major theories in ethics with readings

* A student who has successfully satisfied all admission requirements and has been officially accepted into a degree program at the University
drawn from classical and contemporary sources. The aim is to clarify and illuminate the processes of evaluation, decision and ethical action through the study of important works in the history of ethics.

Cross-Cultural
PSC 144. Asian Politics and Government 3 credits
A comparative study of government and the political process in selected Asian countries, the politics of transition to modern nation-states.

Additional Requirements
PSY 1. Introduction to Psychology 3 credits
Methods of investigation and basic principles of psychological functioning, including perception, motivation, learning and personality theory; introduction to abnormal psychology, including case studies, diagnostic terminology and diverse treatment modes. Various other psychological topics will be considered. Prerequisite to all other psychology courses.

SOC 80. Statistics in Sociology 3 credits
Use of basic statistical analysis to examine sociological data. Topics include measure of central tendency and dispersion, probability, inference and hypothesis testing, analysis of variance and correlations. A component on the utilization of the computer for statistical data analysis is included (3 hour lecture, 1 hour laboratory).

SOC 81. Research Method in Sociology 3 credits
Covers the fundamental issues associated with research in the social sciences. Topics include research design, conceptualization and measurement, reliability, validity and sample designs. Principal techniques of data collection in sociology, including experiments, surveys, participant observation and content analysis are examined. Laboratory exercises include work on research techniques, as well as experience with the utilization of the computer for data entry and analysis (3 hours lecture, 1 hour laboratory). Total: 42 credits

2. Professional Curriculum
ACCT 15S. Financial Accounting 3 credits
Introductory course in the practical applications of financial accounting. Topics include an introduction to financial statements, analysis of the statements, accounting information systems, accounting concepts involved in accounting for cash, accounts receivable, inventory, long lived assets, liabilities and stockholders equity. Ethical issues in accounting are explored. Computer-based applications for accounting and use of the Internet are employed. Prerequisite: sophomore standing or above. Credit given for this course or ACCT 1, or 10, 101 or 201. (Formerly ACCT 1; 10.) Open only to students matriculated in Saturday College.

ECO 101. 3 credits
A new course created by the Department of Economics/Geography, combining material from ECO 1 (macroeconomics) and ECO 2 (microeconomics) in a one-semester course. Similar to ECO 201.

ENGL 30. Business Communication 3 credits
An examination of, and systematic practice in writing strategies and styles, with the objective of selecting those modes most effective in interpersonal/organizational contexts. Emphasis on the mastery of professional language, the application of logic to syntactic structures and the development of library research skills. Further expansion of modes of discourse and proper structure and tone as well as analysis of the roles of ethics and psychology in written expression. Prerequisites: ENGL 1, 2.

IB 15S. Introduction to International Business 3 credits
Course focuses on exploring terminology, scope, status and evolving patterns of international business. Specifically, the course addresses the role of social, cultural, political, ethical, technological, environmental and economic factors in the international context; the impact of global forces on business at home and abroad; role of governments in promoting and predicting business interests at home and abroad; role of international agencies in the functioning of business; and the interlink between managerial, operational, marketing, and financial functions of doing business abroad. Prerequisite: sophomore class standing or above. Open only to students matriculated in Saturday College.

LEGL 15S. Introduction to Legal Systems, Environment and Contracts 3 credits
Introductory course explaining the nature and ethics of law on a domestic and international scale, its sources, its relation to profit and not-for-profit organizations, and to society and government; law as an instrument of social change with reference to regulatory agencies, labor relations, antitrust, consumerism, environmental issues and contracts. Open only to students matriculated in Saturday College.

MKT 15S. Principles of Marketing 3 credits
An intensive analysis of the concepts, structure and operation of the domestic and international marketing system, the development and evaluation of marketing plans, industrial and final consumers, product planning, agencies and functions of distribution, promotion and publicity, pricing, legislation, ethics, social responsibility and environmental issues. Prerequisite: sophomore class standing or above. Open only to students matriculated in Saturday College.

MGT 15S. Introduction to Management 3 credits
A comprehensive analysis of the functions and processes of management in profit and not-for-profit organizations. Classical and contemporary theories of organizational behavior and design; ethical, political, global, social and environmental considerations. Prerequisite: sophomore class standing or above. Open only to students matriculated in Saturday College.

SPCM 4. Interpersonal Communication 3 credits
This course provides an examination of concepts and fundamental principles of dyadic communication and develops an appreciation for the ways in which interpersonal relationships develop, endure and deteriorate. Interpersonal interaction in social, professional, and familial contexts and interpreting situations are addressed. (Formerly SCO 3.)

Total 24 credits

3. Concentrations
Students take two concentrations, each consisting of 21 credits:
A. COMPUTER TECHNOLOGY

The concentration in computer technology seeks to give students a broad-based background in computer applications, as well as depth in several key areas. Students learn the fundamentals of computer systems (hardware and software), programming techniques, productivity tools, database management, networking and e-commerce. Emphasis is placed on learning how to use computer-based tools for research and work. Each course provides a balance of theory and practical knowledge of computer systems. A capstone course requires each student to demonstrate mastery of these subjects by creating a prototype e-commerce Web site.

CSC 50. Fundamentals of Object-Oriented Programming 3 credits

Familiarizes students with essential concepts of object-oriented programming using the Java language. Course covers basic systems concepts, including hardware architecture and software. The notion of an object and class design are discussed. Applets and applications are explored. Coverage of Java syntax, including fundamental language components, selection structures, repetition structures and data structures. Hands-on exposure to the Java development environment. Some HTML syntax coverage. Course requirements include homework exercises and completion of several programming projects.

CSC 52. Fundamentals of Systems Analysis 3 credits

Provides students with an overview of the issues and methodologies relevant to systems analysis and design. Lectures focus on the five phases of the system development life cycle: planning, analysis, design, implementation, and operation and support. Laboratories focus on learning software tools available for systems analysis and design. Students will work in teams on all phases as they explore a variety of realistic case studies. Other topics include rapid prototyping, CASE tools, client/server systems software engineering and project management tools. Requirements include completion of in-class and homework laboratory projects as well as presentation of a complete analysis report to the class. Prerequisite: CSC 5 or equivalent.

CSC 54. Fundamentals of Data Communications 3 credits

Introduction to data communications, history, evolution and current trends. Hardware issues, including signals, media, terminals, communications backbones and transmission methods. Protocols, including OSI, TCP/IP, and LANs. Course includes an introduction to networking, including WANs, the Internet and distributed systems. Course requirements include homework exercises, a programming project, and research paper on a topic of interest and presentation of findings. Prerequisite: CSC 50.

CSC 56. Fundamentals of Database Management Systems 3 credits

Introduction to database management systems (DBMS). Familiarizes students with the fundamental issues and terminology of DBMS. Relations models, SQL, normalization. Design methodologies are covered in lectures and through a series of laboratory experiments. Typical functions of a DBMS and DBMS administration are covered. Advanced topics include distributed systems, client/server systems, and object-oriented systems. Course requirements include several laboratory exercises. Prerequisites: CSC 5 (or equivalent, CSC 50).

CSC 58. Fundamentals of JavaScript Programming 3 credits

JavaScript is a powerful programming tool that facilitates the use of multimedia graphics, animation and sound in Web page design. This course will familiarize students with the essential concepts of Web programming using the JavaScript language. Covers basic systems concepts, including network protocols and software. Coverage of JavaScript syntax, including fundamental language components, object-oriented programming concepts, event handlers, frames, images, HTML, control structures and relevant data structures. Hands-on exposure to the JavaScript developer environment. Course requirements include completion of homework exercises and several laboratory programming projects. Prerequisites: CSC 50, 54.

CSC 60. Fundamentals of Networking 3 credits

Introduction to networking. Peer-to-peer, LANs and WANs. History and evolution of networking. Current applications. Communication protocols, Open Systems Interconnection, secure communications. Hardware and software issues. Structure of the Internet: protocols, services, the World Wide Web and HTML. Course requirements include homework exercises and research paper on a topic of interest and presentation of findings. Prerequisite: CSC 54.

CSC 62. Ecommerce (capstone course) 3 credits

Provides students with an overview of the issues and technologies relevant to electronic commerce. Students design and implement a prototype ecommerce Web site. Topics include communications, networking and the Internet; programming, scripting languages and authoring tools, security; data bases and archiving; multimedia; transaction processing; search engines; and data mining. Students work in teams on the design and implementation of their WEB sites and present a report and demonstration to the class. Prerequisites: CSC 50, 52, 54, 56, 58 and 60.

Total 21 credits

B. THE CONCENTRATION IN PUBLIC AFFAIRS

The concentration in Public Affairs offers an interdisciplinary examination of a broad range of public policy questions confronting modern societies. Students begin by learning about the nature of the policy-making process and how it works, with examples drawn from the policy-making process for important issues in American life today. Next they study the values context of public policy and the makers and implementers of it. Students are then prepared to commence an in-depth study of a specific policy area. Policy areas that may be offered include Communication Issues, Economic Issues, Environment and Energy Issues, Health Issues, International Issues, Legal Issues, Racial Issues, Science and Technology Issues, Urban Issues or Women's Issues. But whichever policy area is offered, in every instance courses are drawn from a variety of departments and schools within Hofstra. The aim is to provide a focused, balanced and relevant examination of specific areas of public policy.

To review the structure and potential courses in the concentration in Public Affairs, please see the Minor in Public
Affairs on page 290. Students who choose the concentration in Public Affairs complete:

- PSC 105, Contemporary Issues in American Politics (3 s.h.).
- The Values Context of Public Policy (3 s.h.). The specific course to be offered in the concentration is selected by the University.
- The Makers and Implementers of Public Policy (3 s.h.). The specific course to be offered in the concentration is selected by the University.
- One of ten policy areas. Both the policy area and the specific courses within it are selected by the University. Students complete four courses (12 s.h.) within the selected policy area.

C. ORGANIZATION AND LEADERSHIP STUDIES
The concentration in organization and leadership studies is designed to introduce students to the fundamental theoretical and practical issues in the realm of organizational analysis. The concentration provides students with a better understanding of the dynamics of organizational life in a variety of settings (e.g., industrial, public, voluntary and non-profit sectors). This course of interdisciplinary study emphasizes the variety of factors that shape the nature of organizations. These include the psychological and motivational aspects of organizational participants, the role of leadership, the structure and process of intra- and inter-organizational relations, and the multicultural dimensions of organizations operating within the modern global economy. The courses in this concentration are grounded in the theoretical and research contributions from the social sciences as they pertain to organizational and work-life issues. The courses lead up to a capstone experience in which students will be expected to integrate their knowledge and understanding of organizations and leadership in the context of an original research project.

PSY 34. Organizational Psychology 3 credits
Study of psychological principles and methods, and their application to work motivation, job satisfaction, leadership, communication, job design and organizational development.

SOC 107. Organizational Structure and Process 3 credits
Most people spend the majority of their active lives in the context of some organizational setting. Organizations are such a dominant component of contemporary life that we take their presence for granted. At the same time, most people have only a vague understanding of organizational relations. This course focuses on the nature of organizations and the social, economic, technological and political factors that shape them. Topics include the relationships among organizational size, technology and structure; power within and between organizations; the politics of decision making and leadership; the impact of environmental factors; and organizational goals and effectiveness.

SOC 106. Work, Alienation, and Power in Social Life 3 credits
This course examines how work affects our lives as individuals, as citizens of a specific society, and as participants in a world economy. Some of the key questions to be addressed in the course include: What is the relationship between work and power? Why do so many people feel alienated at work? Do people benefit equally from work? What is the role of technology in shaping how people work? The course attempts to address these issues by looking at work and labor relations in the United States and comparing them to conditions in other sectors of the world economy.

ANTH 112. Anthropology of the Global Economy 3 credits
How do other cultures organize their economic lives? Are there aspects of human economic behavior that are universal, or are our economic motives culturally determined? As capitalism becomes more global, what kinds of native economies and economic principles will it bump up against? In this course, we apply the theory and methods of economic anthropology to look at the full range of economic behavior and organization in world cultures.

PSY 180. Work Motivation: Theory and Applications 3 credits
Examination of modern developments in motivational psychology as they pertain to individual behavior in organizational settings and their practical applications. Four approaches are examined. The first approach focuses upon need-motive-value strategies such as need fulfillment theories, intrinsic motivation and equity/justice theories. The second approach attends to expectancy-value formulations of behavior with attention directed toward VIE theory. A third approach involves an examination of the self-regulation-cognitive approach embodied in goal setting theory. The final theoretical perspective involves an analysis of the behavioral (operant) and social learning views of work motivation. The course focuses on the practical implications of motivational theory, with an emphasis upon job satisfaction, work design and reward systems.

PSY 181. Leadership and Group Processes 3 credits
Presents a broad review and analysis of leadership in organizations and groups. Examines organizational work groups within the perspective of the organization as a system. Topics include functions, history, theories and styles of leadership. Gender issues, cross-cultural perspectives, leader-member relations, group development, communication, conflict, decision making, and self-managed teams are also examined. Prerequisites: PSY 34; SOC 81 or PSY 141.

PSY 183. Capstone Research Integration Course 3 credits
Provides a capstone experience in which students integrate the knowledge and understanding of organizational behavior and leadership that they acquire in other courses in the concentration. Students work together in small groups on a single project throughout the term. Each group selects a research topic in consultation with the instructor. The project requires that data be collected from an industrial, public, voluntary or nonprofit organization. Using valid diagnostic procedures, students examine the psychological, structural, environmental, political and cultural factors that affect organizational systems.

Total 21 credits

4. Electives
A variety of courses in such areas as history and literature will be available as needed.

Four 3-credit courses
Total: 12 credits
Degree Total: 120 credits