PREPARE FOR SUCCESS IN THE 21ST CENTURY WORKPLACE!

YOUR GUIDE TO LIFELONG LEARNING

FALL 2017 BULLETIN
HOW CAN WE HELP? For assistance with registration and transcripts, or for general information, call 516-463-7200 or email ce@hofstra.edu.

For information about specific Continuing Education courses and programs:

Call 516-463-7800 for:
• Bookkeeping
• Business and Management
• Certified Financial Planner
• Insurance Studies
• Real Estate Studies
• Paralegal Studies
• School Facilities Management
• Forensics

Call 516-463-6961 for:
• Information Technology
• Project Management
• Health Care
• Workforce Development
• Culinary Institute

Call 516-463-7139 for:
• Communication Skills
• Social Media
• Writing
• Personal Enrichment
• Not-for-Profit
• Careers and Transitions

Call 516-463-7600 for:
• Personal Trainer and Nutrition
• CPR Certification
• Deaf Studies/ASL

Call 516-463-5909 for:
• Sports Journalism

Call 516-463-CAMP for:
• Hofstra Summer Camps

Call 516-463-7400 for:
• Saturday Classes for Young People
• Postbaccalaureate Test Preparation
• Precollegiate Test Preparation

Call 516-463-4824 for:
• PEIR (Personal Enrichment in Retirement)

HOW TO REGISTER You may register online; via telephone, fax or mail; or in person. To register by fax or mail, you may use the registration form included in this publication or download the registration form from our website at ce.hofstra.edu/forms.

<table>
<thead>
<tr>
<th>ONLINE</th>
<th>New and returning Continuing Education students may register online at ce.hofstra.edu for any course, except those that are part of the Paralegal Studies Certificate Program. In order to register online, you must have a student account ID and password. If you are a returning student, you should already have this information. If not, please call our office at 516-463-7200 or send an email to <a href="mailto:ce@hofstra.edu">ce@hofstra.edu</a> and we will be happy to send it to you. Payment must be made by major credit card (MasterCard, Visa or American Express) or electronic check. If you have any problems registering online or creating a student account, please call our office at 516-463-7200 or send an email to <a href="mailto:ce@hofstra.edu">ce@hofstra.edu</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY FAX</td>
<td>The registration form can be faxed to 516-463-4836 anytime. Payment must be made by major credit card (MasterCard, Visa or American Express).</td>
</tr>
<tr>
<td>BY PHONE</td>
<td>Telephone registrations are accepted at 516-463-7200, Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa or American Express).</td>
</tr>
<tr>
<td>BY MAIL</td>
<td>Mail a completed registration form at least one week before the first day of classes to: Hofstra University Continuing Education, Registration Office Oak Street Center 255 Hofstra University Hempstead, NY 11549-2550 Payment must accompany registration form and may be made by personal check or major credit card (MasterCard, Visa or American Express).</td>
</tr>
<tr>
<td>IN PERSON</td>
<td>Visit our office located at the Oak Street Center on the North Campus of Hofstra University (101 Oak Street, Uniondale*). Offices are open Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment may be made by personal check or major credit card (MasterCard, Visa or American Express). *for GPS only</td>
</tr>
</tbody>
</table>
PROFESSIONAL DEVELOPMENT 3
21st Century Workplace Institute 3
Business and Management 4
• Insurance Studies 4
• Real Estate Studies 6
• School Facilities Management 7
• Certified Financial Planner 9
• Bookkeeping 11
• Forensics 12
• Management 14
• Patient Advocacy 14
• Not-for-Profit Management 15
• Digital and Social Media Marketing 18
• Business Communications 20
• Sports Journalism Institute for Teens 22
• Design and Graphic Arts 23
• National Protection Training Center at Hofstra 24

Health Care 26
• Health Care Information Technology 26
• Additional Health Care Courses 28

Information Technology 30
• Coding Institute 30
• Project Management 30
• Web Development 32
• Database Design and Development 35
• Additional Database Courses 35
• Object-Oriented Programming 36
• Cisco Networking 37

Paralegal Studies 38
American Sign Language/Deaf Studies 41
Personal Trainer– Exercise and Fitness Specialist 45
CPR Certification 47
Certificate and Licensing Programs 48

PERSONAL ENRICHMENT 49
• Art and Design 49
• Photography 49
• Writing 51
• Voice-Over 52

LIFELONG LEARNING 53
• Saturday Classes for Young People 53
• Hofstra Summer Camps 53
• PEIR (Personal Enrichment in Retirement) 55

REGISTRATION AND GENERAL INFORMATION 57
ADMINISTRATION AND STAFF 63
Hofstra University Continuing Education’s 21st Century Workplace Institute helps businesses create the right environment to attract and retain the best leaders, engage and motivate employees, and move their organizations forward to become more effective and profitable.

The institute offers programs that are focused on teaching employees the higher level cognitive and social skills that are so essential to thrive in the 21st century workplace. Your organization can choose from existing workshops and combine them in whatever way you wish or ask us to develop workshops that are specifically tailored to your organization’s needs.

Sample Workshops:

- Emotionally Intelligent Leadership
- Transitioning From Traditional Management to Leadership
- Understanding Personality Type: The “Silent Factor” That Is Key to Effective Communication
- Critical Thinking, Creative Problem-Solving and Collaboration: Essential 21st Century Skills
- Business Improv
- Confident Communications
- Public Speaking and Storytelling
- Digital and Social Media Marketing
- Retrain Your Brain for Success: The Power of Positive Thinking

For more information, visit ce.hofstra.edu/corporate or contact Debbi Honorof at 516-463-6331 or debbi.honorof@hofstra.edu.
21ST CENTURY LEADERSHIP: TRANSITIONING FROM TRADITIONAL MANAGEMENT TO LEADERSHIP
H1441-01  Barbara Kessler  1 session  $175
            Maribeth Kraus
Friday     October 20  9:30 a.m.-4 p.m.

This one-day interactive and experiential workshop is designed to help participants become effective 21st century leaders. To survive — and thrive — in the 21st century, companies must ensure that their leaders are prepared and empowered to effectively lead a different and diverse workforce and to hire, engage and retain employees who are prepared with 21st century skills. Geared toward executives and middle-level managers at small, medium and large organizations, the workshop draws on the extensive experience of both presenters as coaches and business leaders in the corporate and nonprofit sectors.

FINDING A PATHWAY TO A SUCCESSFUL CAREER AND LIFE IN THE 21ST CENTURY
H1440-01  Barbara Kessler  1 session  $175
            Maribeth Kraus
Saturday  November 4  9:30 a.m.-4 p.m.

Are you at a crossroads in your life? Are you feeling overwhelmed or stressed because of the rapidly changing pace of life and business and wish that you could get a handle on what’s going on or what you should do next? Finding one’s way has been a theme through the ages — philosophers, poets, writers and spiritual leaders all have written or spoken about defining your “best self.” In this one-day workshop, you will come away with tools you can use now or in the future, a better understanding of your personality type, and a plan that consolidates the information gathered from the various exercises into a personalized plan aimed at achieving the success you desire.

Detailed descriptions for these courses are at ce.hofstra.edu. Group discounts are available for both courses. For more information, contact Debbi Honorof at 516-463-6331 or debbi.honorof@hofstra.edu

“The Hofstra Continuing Education team continues to put together some fantastic professional development learning programs.”
— Alison Orne, CE Student
INSURANCE STUDIES

INSURANCE LICENSING

INSURANCE BROKERS QUALIFYING COURSE
H7111-01  Staff  33 sessions  $1,175
Monday, Wednesday  October 2-February 7  6-9 p.m.
No class November 22, December 25, 27, January 1, January 15.

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. Tuition includes study materials.

INSURANCE CONTINUING EDUCATION

Continuing Education Credits for Insurance Agents, Brokers and Consultants
The New York State Department of Financial Services is committed to keeping licensees current in the knowledge and understanding of the marketplace, as well as in changes to insurance laws and regulations. Section 2132 of New York State Insurance Law requires every licensed agent, broker, consultant and public adjuster to complete continuing education (CE) credits as a condition of renewing the insurance license.

Effective January 1, 2008, a licensee no longer receives credit for any course previously completed for continuing education credit. Enforcement of this policy began with every license renewal or relicensing application processed after January 31, 2009.

Licensees must maintain records of completed continuing education courses and are held responsible if a course is repeated.

When is CE required?
After a license has been renewed the first time, CE is required for all subsequent renewal or relicensing applications. Credits must be accumulated during the renewal period, which begins with the effective date of the license. CE must be completed before processing the renewal or relicensing application.

The Insurance Law requires that agents, brokers and consultants satisfactorily complete 15 credits of continuing education during each biennial licensing period.

Currently, there is no CE requirement for renewal of Independent Adjuster, Bail Bond, Mortgage Guarantee, Reinsurance Intermediary or Viatical Settlement licenses. Holders of all other licenses must complete the CE requirement as a condition of renewing those licenses.
NOTE: Hofstra University is an approved provider organization (approval number NYPO-100009) in the New York State Department of Financial Services Continuing Education Program. All New York state-approved classroom courses are eligible for use in satisfying the 50-percent classroom instruction requirement. Choose your courses carefully; not all courses are applicable to every license. If you are unsure, it is your responsibility to check with the New York State Department of Financial Services at www.dfs.ny.gov to verify which courses are required for your specific licensing needs. Each approved credit represents a 50-minute hour; attendance is mandatory to achieve the required continuing education credits.

SPECIAL PRICING: If you register for two fall 2017 insurance CE courses, you will receive a $60 tuition discount. When registering, please indicate the correct license number(s) and the exact name(s) of the license holder(s).

<table>
<thead>
<tr>
<th>COVERAGE CHANGE IN CGL POLICIES (NYCR-252632)</th>
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<tbody>
<tr>
<td>H7148-01 Steve Flood</td>
<td>1 session</td>
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<tr>
<td>Saturday October 7</td>
<td>9 a.m.-5 p.m.</td>
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This course explores the different versions and uses of CGL insurance, as well as how CGL policies can help manage risk for small businesses.

Approved for the following licenses: Brokers, General Consultants, Life Brokers, Life Consultants, Life Settlement Brokers, Life/Accident and Health Agents, Property/Casualty Agents, Public Adjusters

<table>
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<tr>
<th>INTRODUCTION TO RISK MANAGEMENT (NYCR-252633)</th>
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<tbody>
<tr>
<td>H7149-01 Steve Flood</td>
<td>1 session</td>
</tr>
<tr>
<td>Saturday October 14</td>
<td>9 a.m.-5 p.m.</td>
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</table>

This course reviews the financial importance of insurance and non-insurance methods to cover the exposure of risk. The instructor discusses the tools available to risk managers and how risk managers utilize those tools.

Approved for the following licenses: Brokers, General Consultants, Life Brokers, Life Consultants, Life Settlement Brokers, Life/Accident and Health Agents, Property/Casualty Agents, Public Adjusters

<table>
<thead>
<tr>
<th>THE COST OF FRAUD (NYCR-252634)</th>
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<tbody>
<tr>
<td>H7150-01 Steve Flood</td>
<td>1 session</td>
</tr>
<tr>
<td>Saturday October 21</td>
<td>9 a.m.-5 p.m.</td>
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</tbody>
</table>

This course considers the definition of fraud and what fraud costs the insurance industry and clients. It also explores whether social media increases fraud or deters it.

Approved for the following licenses: Brokers, General Consultants, Life Brokers, Life Consultants, Life Settlement Brokers, Life/Accident and Health Agents, Property/Casualty Agents, Public Adjusters
THE RISING COST OF IDENTITY THEFT (NYCR-252635)

H7151-01  Steve Flood  1 session  $180
Saturday  October 28  9 a.m.-5 p.m.  8 CE credits

This course discusses the federal and state consumer guides on how to reduce the risk of identity theft and what to do if identity theft occurs. A discussion includes purchasing identity theft protection and what can be done to avoid identify theft when using the internet.

Approved for the following licenses: Brokers, General Consultants, Life Brokers, Life Consultants, Life Settlement Brokers, Life/Accident and Health Agents, Property/Casualty Agents, Public Adjusters

REAL ESTATE STUDIES

PRESENTED IN COOPERATION WITH HOFSTRA UNIVERSITY’S WILBUR F. BRESLIN CENTER FOR REAL ESTATE STUDIES

REAL ESTATE SALESPERSON’S QUALIFYING COURSE (APPROVAL NUMBER F0117)

H5125-01  Joe Sinnona  26 sessions  $550
Monday, Tuesday, October 2-November 14  6:30-9:30 p.m.
Wednesday, Thursday

The salesperson’s qualifying 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). Individuals who complete this course and pass the course and state exam are 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.

Fulfilling the requirements established by the New York State Department of State, Division of Licenses, this course consists of 75 hours of lecture, a review session and a final examination. To earn a certificate, a student must attend a minimum of 70.5 hours in the lecture portion of each course and pass the final exam. If the student does not meet the 70.5-hour minimum, the entire course must be repeated. (New York state specifically denies the right to fulfill attendance by attending only “makeup” lectures.)

Note: Course registrants must be 18 or older. Tuition includes study materials.

“I have recommended the Hofstra Continuing Education program to countless people, and have every intention of continuing to improve my business by taking classes at Hofstra.” — Stacy Berkowitz, CE Student
REAL ESTATE CONTINUING EDUCATION

REAL ESTATE TITLE CLOSING
H5135-01  Christine Raffa Seip, JD  6 sessions  $525
Wednesday  October 4-November 8  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 legal professionals. As an essential part to a closing, a title closer can often earn hundreds of dollars a day. This practical course familiarizes students with documents, procedures, and problems that may arise in a title search, along with the varying fees, transfer and mortgage taxes, and other charges collected by the title company at a closing. Tuition includes study materials.

NOTARY PUBLIC TEST REVIEW
H3410-02  Beth O’Neill  1 session  $115
Wednesday  November 15  6-10 p.m.

H3410-01  Lesli Hiller  1 session  $115
Saturday  December 2  9 a.m.-1 p.m.

Becoming a notary public makes you a more valuable employee. Although the work of a notary is often unheralded, it is crucial to most legal transactions. Surprisingly, however, to earn a notary license, you are only required to pass an easy-to-prepare-for test. This short course teaches you everything you need to know – both statutes and judicial decisions – about the law governing the practice of the notary public in New York state. (If you are already a notary, this course can be a helpful review of your rights and responsibilities.)

SCHOOL FACILITIES MANAGEMENT CERTIFICATE PROGRAM

In conjunction with the Nassau County Chapter of the New York State Association for Superintendents of School Buildings and Grounds, Hofstra University Continuing Education is pleased to offer a School Facilities Management Certificate Program designed to provide professional development to school facilities leaders. This program is also geared toward members of the school staff aspiring to careers in school facilities management or those pursuing a greater understanding of school facilities. This two-year certificate program, consisting of two classes per semester for a total of eight courses, focuses on the budgetary challenges and the complex rules and regulations faced by school district leaders. Led by school and industry leaders, the program is sure to add value to the services participants provide to school districts. School district leaders contribute their vast cumulative experience, knowledge, and expertise to this program, with planned contributions from superintendents, business officials, Board of Education members, industry leaders, and legal experts.

For more information, call June Mullan at 516-463-5014.
The School Facilities Management Certificate Program requires successful completion of eight (8) required courses.

**Required Courses**

H3421 - Building Cleaning and Maintenance  
H3422 - Management  
H3423 - Organizational Structure of the School District  
H3424 - Safety  
H3425 - Business Functions  
H3426 - Construction  
H3427 - Energy Management  
H3428 - Indoor Air Quality and Green Cleaning

**BUILDING CLEANING AND MAINTENANCE**  
H3421-01  Michael Sheehan  5 sessions  $375  
Monday  October 16-November 13  7-9:30 p.m.

Students review the steps to having an appropriate preventive maintenance program in place, cleaning a school building, performing school facility inspections, making long-range plans, and related topics. The cost impact of an effective preventive maintenance program is also examined.

**MANAGEMENT**  
H3422-01  Kim Parahus, Patrick Pizzo  5 sessions  $375  
Monday  October 16-November 13  7-9:30 p.m.

Students review management techniques; supervising civil service employees; how to counsel, reprimand and dismiss employees; interviews and performance evaluations; union contracts; conducting meetings; public speaking; preparing reports; preparing PowerPoint presentations; and related areas. We also review how to codify all the functions related to the position of director of facilities into an effective plan for implementation.

**ORGANIZATIONAL STRUCTURE OF THE SCHOOL DISTRICT**  
H3423-01  Robert Gorman  5 sessions  $375  
Wednesday  October 18-November 15  7-9:30 pm.

This course provides a detailed overview of the hierarchy within the public school system, including the school board, superintendent, assistant superintendents, principals, teachers, PTA, union groups, students, and constituents.

**SAFETY**  
H3424-01  Peter LaDuca  5 sessions  $375  
Wednesday  October 18-November 15  7-9:30 p.m.

Students review safety regulations that apply to New York state public schools, including AHERA, BCS, AVI, lockout/tagout, confined space, PPE, noise control, ergonomics, SAVE regulations, response actions, supervising security staff, and related areas. Students learn how to establish an effective system to implement, monitor and control a safety program.
Hofstra University, in association with the Certified Financial Planner Board of Standards Inc., offers an intensive program in financial services. This program prepares financial service professionals – accountants, attorneys, bankers, insurance agents, brokers and securities representatives – to better serve clients. Additionally, it prepares individuals with the educational requirements for a professional career in financial planning. To qualify for the Certified Financial Planner (CFP) exam (available only through the CFP Board of Standards Inc.), students must complete seven courses as follows: Fundamentals of Financial Planning, Risk Management and Insurance Planning, Investment Planning, Income Tax Planning, Employee Benefits and Retirement Planning, Estate Planning, and Certified Financial Planning Capstone Case Applications.

For information, call 800-487-1497 or visit www.cfp.net.

Note: Students are responsible for obtaining required materials and registering for the national examinations directly with the CFP Board of Standards. If you have questions about the program or would like to register, please call 516-463-5014.

### FUNDAMENTALS OF FINANCIAL PLANNING

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>H4131-01</td>
<td>Kevin Cantwell</td>
<td>12</td>
<td>$525</td>
</tr>
<tr>
<td>Monday</td>
<td>October 2-December 18</td>
<td>6:15-9:45 p.m.</td>
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</table>

This course introduces students to the fundamental issues of personal financial planning. It is designed to provide students with an understanding of the financial planning process, economic environment, time value of money, legal environment, financial analysis, and ethical and professional considerations in financial planning. The course is intended to be the first of a series of seven courses in a preparatory program for the CFP exam and is designed to meet the educational requirements for certification in the fundamentals of financial planning.

### RISK MANAGEMENT AND INSURANCE PLANNING

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>H4132-01</td>
<td>Jeffrey Taubman</td>
<td>12</td>
<td>$525</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 3-December 19</td>
<td>6:15-9:45 p.m.</td>
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</tbody>
</table>
This course introduces students to the application of income tax planning in personal financial planning. Its construct is based on the learning objectives specified by the Certified Financial Planner Board of Standards Inc., and it is designed to provide students with an understanding of fundamentals of income taxation, tax computations and concepts, tax planning, hazards and penalties.

CERTIFIED FINANCIAL PLANNING CAPSTONE CASE APPLICATIONS
H4140-01 Steve Labiner 15 sessions $650
Monday September 25-January 22 6:15-9:15 p.m.
No class December 25, January 1 and 15.

This is the capstone course for our financial planning curriculum. Each case includes a family scenario that the financial planner obtained from the client. The case work is reviewed in class, but students are expected to arrive at solutions for each case during the week preceding the class.

“After more than 20 years of working in my field, I found myself in a job transition. I used this time to take a number of Hofstra Continuing Education courses. CE proved to be an invaluable resource. My mind was reinvigorated, and the classes provided great networking opportunities with fellow students and instructors. I also greatly appreciated the extra support from CE staff regarding course selection and possible career paths. After taking the courses and through the many amazing contacts I made through CE, I received multiple job offers, and I am once again gainfully employed. The Continuing Education courses I took over the past year have totally changed my life, and I am truly grateful for the experience.”

— Hortense Simmonds, CE Student
Bookkeeping is the recording of all financial transactions undertaken by an individual or organization. The organization may be a business, charitable organization or local sports club. Bookkeeping involves keeping records of what is bought, sold, owed and owned; what money comes in, what goes out, and what is left. Individual and family bookkeeping involves keeping track of income and expenses in a cash account record, checking account register, or savings account passbook. Individuals who borrow or lend money track how much they owe to others or how much is owed from others. The following courses must be completed to receive a Bookkeeping Certificate. Courses may also be taken on an individual basis.

**BOOKKEEPING I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>H2115-01</td>
<td>Daniel Benjamin</td>
<td>9 sessions</td>
<td>$560</td>
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<tr>
<td></td>
<td>Monday, Wednesday,</td>
<td>10 a.m.-2 p.m.</td>
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<td>Friday</td>
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<td>September 25-October 16</td>
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<td><em>No class October 9.</em></td>
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<tr>
<td>H2115-02</td>
<td>Joseph Cecchetto</td>
<td>12 sessions</td>
<td>$560</td>
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<tr>
<td></td>
<td>Monday, Tuesday,</td>
<td>6:30-9:30 p.m.</td>
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<td></td>
<td>September 25-October 18</td>
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This course introduces the principles of double-entry bookkeeping. Students learn the basics of preparing financial statements, how to analyze business transactions, working with a general ledger, preparing end-of-period worksheets and financial statements, and adjusting and closing entries.

**BOOKKEEPING II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>H2116-01</td>
<td>Daniel Benjamin</td>
<td>9 sessions</td>
<td>$560</td>
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<tr>
<td></td>
<td>Monday, Wednesday,</td>
<td>10 a.m.-2 p.m.</td>
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<td>Friday</td>
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<td></td>
<td>October 18-November 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H2116-02</td>
<td>Joseph Cecchetto</td>
<td>12 sessions</td>
<td>$560</td>
</tr>
<tr>
<td></td>
<td>Monday, Tuesday,</td>
<td>6:30-9:30 p.m.</td>
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<td>Wednesday</td>
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<td></td>
<td>October 23-November 15</td>
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This course continues the student’s study of bookkeeping. Emphasis is placed on specialized journals and ledgers. Other topics include payroll accounting, gross pay, employee deductions, employer’s taxes, net pay through the payroll register’s journal entries, income tax, Social Security tax, FICA and unemployment.  
*Prerequisite: Bookkeeping I*
COMPUTERIZED ACCOUNTING USING QUICKBOOKS
H2117-01  Daniel Benjamin  5 sessions  $335
Monday, Wednesday,  November 8-20  10 a.m.-2 p.m.
Friday
No class November 10.

H2117-02  Joseph Cecchetto  6 sessions  $335
Monday, Tuesday, November 27-December 6  6:30-9:30 p.m.
Wednesday

Through hands-on training, students learn how to create a QuickBooks company and modify the preset chart of accounts to suit individual needs. They also acquire skills in the many features that automate accounting functions, such as checking account reconciliation, tracking credit card transactions, invoicing customers, receiving payments and making bank deposits, writing checks and assigning amounts to specific expense accounts, paying bills, setting up inventory, tracking, and paying sales tax. Students learn how to create and customize QuickBooks reports and export them to Excel.

EXCEL FOR ACCOUNTING
H2118-01  Daniel Benjamin  3 sessions  $170
Monday, Wednesday, November 27-December 1  10 a.m.-2 p.m.
Friday

H2118-02  Joseph Cecchetto  4 sessions  $170
Monday, Tuesday, December 11-18  6:30-9:30 p.m.
Wednesday

This course introduces students to the tools used to customize reports in Excel. Topics include absolute vs. relative cell referencing, linking worksheets, database features, financial functions, creating charts, and interfacing reports with QuickBooks.

FORENSICS

FORENSIC LINGUISTICS: APPLICATIONS
H2000-01  Robert Leonard,
           Tanya Christensen  5 sessions  $900
Monday-Friday  September 25-29

Forensic Linguistics at Hofstra University is proud to announce that Dr. Tanya Christensen of the University of Copenhagen will join Hofstra’s Dr. Robert Leonard to co-teach this fall.

This weeklong course uses data from cases worked by Dr. Leonard and Dr. Christensen, focusing on authorship analysis; linguistic profiling; discourse, conversation and pragmatic analysis in law case evidence; threat assessment, counterterrorism, intelligence, counter-intelligence and law enforcement; and tools to analyze police interviews and undercover sting operations.
Included will be a special guest lecture by Dr. Tammy Gales, director of research at PROFESSIONAL DEVELOPMENT
Hofstra’s Institute for Forensic Linguistics, Threat Assessment, and Strategic Analysis. Dr. Gales will discuss recent threat assessment practices and research that she has spearheaded, such as honing threat assessment protocols; investigating the linguistic differences between threat types (e.g., stalking vs. harassment) for legal purposes; and examining the differences in markers of commitment between realized and non-realized threats.

Dr. Tanya Christensen, associate professor at the University of Copenhagen, teaches forensic linguistics on the undergraduate and graduate levels and is highly active on the European continent. The first linguist to be registered on the Danish National Police’s list of forensic experts, she recently worked with them to help secure convictions in a Syrian Warrior case (a Dane traveling to Syria to fight on the side of ISIS) and a hate crime threat case. Dr. Christensen initiated the establishment and expansion of forensic linguistic networks both with U.S. universities and law schools, and even more so in northern Europe, among academics and with practitioners of all kinds (police, judges, lawyers, prison correction services), both nationally and internationally. Dr. Christensen is also working with the Danish National Forensic Center to construct a database of criminally oriented communications.

Dr. Robert Leonard is professor of linguistics; director of the Institute for Forensic Linguistics, Threat Assessment, and Strategic Analysis; and director of the Graduate Program in Linguistics: Forensic Linguistics at Hofstra. The New Yorker magazine calls Dr. Leonard “one of the foremost language detectives in the country.” A Fulbright Fellow for his doctoral work at Columbia University, he has worked with the FBI and police, protective services, counterterrorism, and intelligence agencies throughout the United States, Canada, the U.K., continental Europe, and Asia, as well as with many defense teams. Other clients include Apple Inc., Facebook, the NYPD Hate Crimes Task Force, and the prime minister of Canada. Dr. Leonard’s testimony has been pivotal in investigating and prosecuting high-profile cases, including the JonBenet Ramsey murder, death threats to judges and U.S. Congress members, and the triple homicide of the Coleman family in Illinois.

The course is aimed at both investigative and legal professionals as well as the more academically oriented student; there are no prerequisites. The costs are $900 for Continuing Education credit and approximately $3,900 for three graduate credits to be counted toward a degree. Scholarships are not available, and students cannot participate as distance learners. This is a small class with a high level of interaction both between instructors and participants and among participants who form small teams for analysis of case evidence. For more information, please email the course coordinator at June.M.Mullan@hofstra.edu Dr. Robert Leonard at cllral@hofstra.edu.
### MANAGEMENT

#### STRATEGIC 21ST CENTURY MARKETING

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<th>Course Code</th>
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<tr>
<td>H1805-01</td>
<td>Sharyn O’Mara</td>
<td>4</td>
<td>$330</td>
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<td>Tuesday</td>
<td>November 7-28</td>
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With today’s decreasing marketing budgets and increasing competition for limited financial resources, strategic marketing is more important than ever. This course provides an immersion in best practice marketing concepts and affordable tactics. We compare and contrast not-for-profit and for-profit entities as we discuss a range of traditional and digital marketing strategies, including websites, social media, content management, reputation management, advertising, email marketing, direct marketing, networking, consistent messaging, public relations/publicity, event management, and internal and external communications.

#### MARKETING TOOLS FOR ATTORNEYS AND PROFESSIONAL PRACTICES

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<td>H1152-01</td>
<td>Sharyn O’Mara</td>
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<td>Tuesday</td>
<td>September 19-October 10</td>
<td>6:30-8:30 p.m.</td>
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At one time, lawyers did their networking on the golf course and financial advisors played tennis and attended fundraisers with colleagues and clients. Today, if you are not using every marketing tool available, you can be sure that your biggest competitors are, and you can be left behind.

We will discuss the what to do and what not to do in the areas of publicity and public relations, advertising, messaging, promotions and programs, networking, speaking opportunities, marketing alignments, social media, etc. You’ll learn how to maximize your marketing opportunities to achieve the biggest “bang for the buck.” And speaking of bucks, some of these opportunities cost little or nothing. Join us to learn how to break through the clutter and stand out.

### PATIENT ADVOCACY

#### FAMILY-CENTERED PATIENT ADVOCACY

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<tr>
<td>H9010-01</td>
<td>Ilene Corina</td>
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<td>$175</td>
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<td>Thursday</td>
<td>October 12-26</td>
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Have you ever wondered how you, as a patient, might communicate better with members of the medical profession? Have you been an advocate for a family member or friend and had to support them as they navigated the health care system? Or maybe you have thought about becoming a professional patient advocate. This course teaches the history of patient safety, medication safety, health literacy, communication skills, and much more, and helps participants learn to be active partners with the medical team and provide a voice for themselves or others.
NOT-FOR-PROFIT MANAGEMENT

For more information and advisement on course selection and requirements, please call Debbi Honorof at 516-463-6331, email debbi.honorof@hofstra.edu or visit ce.hofstra.edu/afp.

Hofstra University Continuing Education, in partnership with the Association of Fundraising Professionals-Long Island Chapter (afpli.org), offers an 80-hour certificate in 21st Century Not-for-Profit Management. The program is designed for not-for-profit administrators and staff, board members and volunteers, and individuals who may be interested in changing careers. In recent years, not-for-profits have had to dramatically change the way they operate. Scarcity of resources to support not-for-profits, the proliferation of social media and information technology, stricter government oversight, more savvy donors, an increased emphasis on outcomes measurements, and the need to build sustainable organizations have affected the way not-for-profits do business. Even seasoned not-for-profit professionals who want to remain current in the field will benefit from the courses offered in this certificate program. Courses may also be taken on an individual basis without participating in the certificate program. AFP members receive a 10 percent tuition discount.

INDEPENDENT STUDY OPTION

For students who are interested in completing the Not-for-Profit Management certificate in one or two semesters, we offer an independent study option. Students learn from instructors one on one, and complete additional research, field visits and assignments. If you are interested in learning more, call Debbi Honorof at 516-463-6331.

CERTIFICATE IN 21ST CENTURY NOT-FOR-PROFIT MANAGEMENT

Required Courses (12 hours each):
H1801 – Fundamentals of Not-for-Profit Management
H1802 – Building a Sustainable Fundraising Program
H1803 – Not-for-Profit Finance and Legal Issues
H1805 – Strategic 21st Century Marketing
H1818 – Using Data and Research to Thrive and Grow

Required Courses (5 hours each):
H1810 – Grant Writing in a Challenging Economy
H1812 – Creating a Major Gifts Program
H1819 – Special Events Planning and Volunteer Management
H1820 – 21st Century Fundraising and Awareness Initiatives
Over the last several years, the way not-for-profits conduct business has changed dramatically. Whether you are new to the world of not-for-profit employment, are volunteering with or joining a not-for-profit board, or are thinking about changing careers, this course will give you a comprehensive overview of how not-for-profit organizations operate. Included in the course is up-to-date information about the financial and legal aspects of not-for-profits, board and staffing issues, program development, fundraising, membership programs, marketing, public relations, branding and raising awareness. Learn what not-for-profits need to do to flourish in today’s challenging economy.

In these times of increased demand for services and more limited funding, building a sustainable base of support in a not-for-profit organization has never been more important. This course explores the path to sustainability, with best practices that create a more compelling case for support, including a diversified funding strategy that reduces dependency on special events and generates new prospect pipelines, while building donor engagement and loyalty. Your mission matters, and strengthening your fundraising capacity will allow your organization to survive and thrive regardless of the economic climate.

This course offers a hands-on opportunity to review the important tools needed for successful fiscal oversight. You will have the chance to take a detailed look at a not-for-profit budget and ultimately develop one on your own. You’ll also examine additional financial documents, including IRS form 990, the certified audit, profit and loss statements, and cash flow statements. The fiduciary responsibilities of the board and financial staff will also be reviewed. The course also explores potential legal issues affecting not-for-profits.

With today’s decreasing marketing budgets and increasing competition for limited financial resources, strategic marketing is more important than ever. This course provides an immersion in best practice marketing concepts and affordable tactics. We compare and contrast not-for-profit and for-profit entities as we discuss a range of traditional and digital marketing strategies, including websites, social media, content management, reputation management, advertising, email marketing, direct marketing, networking, consistent messaging, public relations/publicity, event management, and internal and external communications.
USING DATA AND RESEARCH TO THRIVE AND GROW
H1818-01  Adam Lenter  4 sessions  $330
Susan Shebar Fioribello
Wednesday  October 25-November 15  6-9 p.m.

This highly interactive course is designed to help not-for-profit leaders embrace the use of
data toward achieving their organizations’ missions – from managing operations to program
evaluation to fundraising. We use case studies to show how not-for-profit organizations in
various sectors have used research and data to enhance their organizations. We also provide
a framework through which participants can evaluate their own organizations’ use of data
and develop plans for taking it to the next level.

GRANT WRITING IN A CHALLENGING ECONOMY
H1810-01  Cynthia Doerler  2 sessions  $135
Thursday  October 12, 19  6-8:30 p.m.

Grants are an important part of any not-for-profit’s fundraising efforts, but in these
challenging economic times, foundations and corporations have been forced to reduce the
number of projects they fund. Therefore, developing the skills to most effectively present
your project is more important than ever. This course covers the basics of grant writing,
including researching grant opportunities, deciding which grant opportunities to pursue,
understanding proposal guidelines, writing an effective proposal, following up, measuring
outcomes, and reporting.

CREATING A MAJOR GIFTS PROGRAM
H1812-01  Patricia Clemency  2 sessions  $135
Tuesday, Thursday  October 31, November 2  6-8:30 p.m.

This course will help you prepare to launch or expand a major gifts program with a
systematic strategy for success. You’ll explore the steps needed to create a major gifts
campaign as a logical part of a diversified funding plan. Topics include determining
institutional readiness, engaging the board in giving and getting major gifts, building
pipelines of prospective donors from other revenue streams, prospect research, face-to-face
solicitation, and donor cultivation and recognition. It’s just as easy to ask for large gifts as it
is to ask for small gifts!

SPECIAL EVENTS PLANNING AND VOLUNTEER MANAGEMENT
H1819-01  Kathy Munsch  2 sessions  $135
Monday  October 30, November 6  6-8:30 p.m.

Planning successful not-for-profit special events requires a range of skills, including
ingenuity, attention to detail, and the ability to delegate tasks to staff and volunteers. In this
course, you will learn how to plan dynamic special events and use them as opportunities to
introduce prospective donors to your organization.
21ST CENTURY FUNDRAISING AND AWARENESS INITIATIVES
H1820-01  Kevin Ryan  2 sessions  $135
Thursday  November 9, 16  6-8:30 p.m.

Rapidly changing technology offers both opportunities and challenges for not-for-profit organizations. Innovative social media initiatives like the Ice Bucket Challenge have demonstrated how savvy not-for-profit professionals can create out-of-the-box campaigns that increase awareness and raise funds. In this course, students learn about some of these initiatives and then have the opportunity to brainstorm ideas for their own campaigns.

DIGITAL AND SOCIAL MEDIA MARKETING

DIGITAL AND SOCIAL MEDIA MARKETING INTENSIVE
H1330-01  Staff  3 sessions  $450
Monday, Tuesday  October 16, 17  9:30 a.m.-5 p.m.
Wednesday  October 18  10 a.m.-5 p.m.
$25 early registration discount is available if you register by September 15, 2017.

Spend three days earning a certificate in social media marketing while gaining the knowledge necessary to market your business in today’s high-tech world. Participants will learn website design, e-commerce, content marketing, search engine optimization (SEO), Google Analytics, mobile marketing and blogging, as well as how to use Facebook, Twitter, LinkedIn, and other social media platforms to meet their business goals. This program allows students ample opportunity for hands-on learning in a computer lab.

Prerequisite: Facebook, LinkedIn and Twitter for Beginners: A Hands-On-Computer Lab or basic social media platform skills. Must have a profile with Facebook, LinkedIn and Twitter.

SEO: WHAT YOU NEED TO KNOW
H1110-01  Jerry Allocca  1 session  $75
Tuesday  October 31  10 a.m.-noon

Update your internet marketing skill set with this search engine optimization (SEO) course for beginners, taught in plain English. Learn about today’s SEO practices and discover how to rank higher on search engines and be more visible when people are searching for what your company or organization specializes in. Find out how search engines rank web pages using on-page and off-page factors, learn how to avoid violations, and explore 27 proven ways to create magnetic content that will build valuable links and get other sites to send traffic to your page.

“I recently took two digital/social media classes – SEO Optimization and Content Marketing Strategies – with Jerry Allocca as part of the Hofstra CE program. I came out of both courses with valuable information that I could put to use right away at my job.”

— Russell Redman, CE Student
HOW TO MEASURE THE SUCCESS OF DIGITAL AND SOCIAL MEDIA
H1111-01 Jerry Allocca 1 session $75
Tuesday November 28 10 a.m.-noon

One of the most important questions facing marketers today is, “What is the return on investment of my digital marketing efforts?” Online analytics tools help answer that question by showing you where your website visitors are coming from, what they’re doing while on your website, and what is driving conversions/desired outcomes. This class will help you get the most out of Google Analytics and help you better identify the marketing efforts that are making you money, and those that are wasting your money.

CONTENT MARKETING: 27 PROVEN CONTENT STRATEGIES TO GET YOU LIKED, SHARED AND HUMMING WITH TRAFFIC
H1124-01 Jerry Allocca 1 session $75
Tuesday November 14 10 a.m.-noon

Advance in your current career and/or update your career skill set with the latest and greatest trend in internet marketing. Step by step, and backed by client success stories, the instructor presents 27 ways to create magnetic content that sticks, makes brands more memorable, and adds online visibility to your organization. You’ll leave the workshop with ideas that you can implement right away!

FACEBOOK, LINKEDIN AND TWITTER FOR BEGINNERS: A HANDS-ON COMPUTER LAB
H1133-01 Beth Granger, Kevin Ryan 1 session $175
Monday October 2 10 a.m.-4:30 p.m.

Learn the basics of Facebook, LinkedIn and Twitter so that you can be comfortable navigating each platform. You must be able to access your email from your phone or by computer. Bring your photo or logo on a flash drive or have access to one online in order to build your profile.

VIDEO MARKETING INTENSIVE: YOUTUBE AND BEYOND
H1309-01 Jerry Allocca Sandra Mardenfeld 1 session $200
Wednesday October 25 9 a.m.-5 p.m.

In today’s world, where just about everyone has a mobile device, it’s become easier than ever to shoot videos. And with social platforms like YouTube growing exponentially, how do you reap the benefits – from a professional standpoint? In this one-day, intensive course, you’ll learn how to craft compelling visual stories, as well as video marketing strategies, tactics and analysis tools, using YouTube, Facebook and other social media platforms, SEO, PPC advertising, and blogging. Get a hands-on introduction to advertising on YouTube and the Google display network, Facebook video advertising, sharing videos on social media, video syndication, video blogging, and how to optimize your videos for Google search results. Learn common mistakes to avoid when shooting videos on your smartphone or with professional equipment, and leave with recommendations on what you need to make it all work effectively. Note: All participants receive a certificate of completion from Hofstra University Continuing Education.
ONE-DAY BLOGGING INTENSIVE
H1307-01  Jerry Allocca  1 session  $230
Sunday  Sandra Mardenfeld  November 8  9 a.m.-5:30 p.m.

Become a blog expert in just one day! Whether you want to promote a business, establish a platform for your brand, or create a spirited forum for discussion, this class offers an overview of the entire blogging process — from clarifying your concept and finding a niche to creating must-read content and developing an audience. This hands-on intensive is perfect for newbies or those revamping an existing site.

SALES AND MARKETING TECHNOLOGY INTENSIVE: SAVE TIME AND INCREASE PROFITS
H1333-01  Ellen Williams  1 session  $175
Wednesday  November 1  9:30 a.m.-4:30 p.m.

Knowledge is power, and the more you know about your customers and potential customers, the better equipped you are to build a strong relationship. We’re stripping down today’s powerful sales and marketing tools to their basic functions. We’ll trash the technical jargon like CRM (customer relationship management) and marketing automation (a series of emails and social media posts that are designed in advance), and we’ll simplify the process by using real-world scenarios. You’ll learn, step-by-step, how to capture useful contact information, create a sales pipeline that fits your business, and design relevant and impactful emails that lead to new business and repeat sales. You’ll leave this one-day session armed with the knowledge to set up and use these tools to save time and increase profits.

BUSINESS COMMUNICATIONS

BECOME A CONFIDENT BUSINESS WRITER!
U6330-01  Dina Santorelli  3 sessions  $175
Tuesday  October 3-17  6:30-8:30 p.m.

Writing is a powerful tool in today’s business environment. However, many professionals are not trained writers, or they may need a refresher on the basics. This interactive course teaches students how to spot, correct, and avoid the most common writing pitfalls and articulate their thoughts in a clear and concise manner. By working on writing assignments through various stages – from drafting to proofreading – students learn how to write with clarity and power and develop skills that will enhance their image, increase their confidence, boost their productivity, and help achieve their objectives.

Join us for a FREE breakfast seminar, “Marketing Automation Simplified,” on Friday, October 6, at 8:30 a.m. For more information and to reserve your place, call 516-463-7200.
CONFIDENT COMMUNICATIONS
H1198-01  Gerald Laytin  5 sessions  $285
Wednesday  October 18-November 15  7-9 p.m.

If you work a 40-hour week, you spend at least 2,000 hours a year at work, so it’s important to spend that time communicating effectively with colleagues, clients and the public. You want to talk so that people listen — and listen so that people talk. In this highly interactive course, communications coach Gerry Laytin guides you through the process of becoming a more effective communicator. You’ll explore the four basic communication styles, determine where you fall on that spectrum, and learn how to converse with individuals in the other three quadrants. You’ll also learn how to run a successful meeting, make a persuasive presentation, make the most of a media interview, dress for success, craft an “elevator pitch,” and form and nurture new business relationships. We also discuss body language, successful networking, negotiating skills, and tips and techniques for coaching others in your organization.

PUBLIC SPEAKING WITH CONFIDENCE
H1221-01  Gerald Laytin  4 sessions  $230
Thursday  October 19-November 9  7-9 p.m.

Speaking with confidence, conviction and clarity can make all the difference in your personal and professional life. With some tried, tested and proven-to-be-effective techniques, this course can help you become less self-conscious and learn to enjoy speaking in public. This class covers many aspects of public speaking, including coping with nerves, tips for delivery, organizing content, and adding interest. We will also discuss ways to build your self-confidence, which in turn will make you a better speaker. We will cover different types of speeches and conduct a mini-presentation that will bring out the inner speaker in you.

SO YOU WANT TO BE A VOICE-OVER ACTOR?
U7351-01  Gerry Laytin  5 sessions  $275
Monday  October 16-November 13  7-9 p.m.

If you have ever been told, “You have a great voice. You ought to do commercials!” and you want to explore this possibility, this is the class for you! While commercials can be very lucrative, more than 90 percent of the work out there is in the narrative field. The audio book industry is a $2 billion business that, with the addition of digital downloads, continues to grow exponentially. And year after year, the overall field of voice-over acting grows at a rate of 17 percent! With more than a billion websites worldwide, there is tremendous opportunity for voice work. In this overview class, taught by a working professional, you will have the opportunity to read copy, record and have your voice evaluated, and learn what it means to be a voice-over actor. Guest lecturers provide additional viewpoints on the business of voice-over acting. Enrollment is limited.
SPORTS JOURNALISM INSTITUTE FOR TEENS

Sports journalism is a rapidly growing field that focuses on reporting of sports-related topics and sporting events. Sports journalism’s fundamentals include researching a topic, interviewing skills, the ability to be organized and prepared to go on the air, and the importance of writing and how to do so for radio and television. Our sports journalism/broadcasting programs are designed to prepare aspiring broadcasters with the basic skill sets they will need to succeed in the television and radio industry. The courses include lessons from professionals who have broadcast on every level and handled all types of stories, including news, sports, and entertainment. Courses may be taken individually or as part of a certificate program that requires successful completion of eight (8) courses.

For more information and advisement on course selection and requirements, please call Michael Chisena at 516-463-5909 or email Michael.Chisena@hofstra.edu.

SPORTS JOURNALISM CERTIFICATE PROGRAM

Required Courses (six):
H1014 – Introduction to Sportscasting for Teens
or
H0830 – Introduction to Sports Journalism for Young Women
H0800 – Sportscasting Research and Prep
H0805 – Sports Writing, Blogging and Social Media
H0810 – Preparing and Conducting Sports-Related Interviews
H0815 – Sports Radio Hosting
H0821 – Sports Producing and Editing

Elective Courses (choose two):
H1016 – Intermediate Sportscasting for Teens
H0809 – Vocal Coaching
H0820 – Sports Television Hosting and Anchoring
H0822 – Television Sports Reporting
H0823 – Hosting Pre- and Postgame Shows for Radio and Television
H0824 – Sports Roundtable Hosting
H0825 – Sports Play-by-Play for Television and Radio
H0831 – Sportscasting 101 for Teens

“Every year, one of my summer highlights is the day I spend with the students in the Sportscasting program at Hofstra. I always enjoy sharing stories and anecdotes about my career, and distributing the materials I use in preparing for a broadcast. I can’t wait to sit back and watch and listen to some of the students as they embark on their careers in the years to come.”

— Kenny Albert, FOX Sports/MSG Network/NBCSN
Surely everyone has watched the news or sports on television and has seen a reporter ask questions. And surely either you have been impressed with those questions or you were left wondering, Why did the reporter ask that? It takes organization and preparation to conduct a good interview. In this workshop, each student will determine what constitutes a good question, learn how to organize notes, and determine how to ask follow-up questions. Students also utilize the instructor’s memorization techniques, and gain the confidence to be flexible with their questions and the interview.

Is it your dream to become the play-by-play announcer for your favorite sports franchise? Do you have what it takes to be the next Mike Breen or Kenny Albert? Here is your chance to find out. This course teaches you the methods of play-by-play for both television and radio, and for many different sports. You will learn the fundamentals and get a chance to record your own play-by-play segments of baseball, basketball, football, hockey, lacrosse, soccer and more! If your goal is to be behind the microphone for the world’s biggest sporting events, this is the place to get your start.

Adobe Photoshop is the industry standard in digital image editing. In this course, you will learn how to use Adobe Photoshop and its tools to design fliers, print media, and web marketing and communications, while focusing on areas such as photo retouching and manipulation, art effects, type effects and color correction. In the first session, you will be provided with images. After that, you will experiment using images saved to your own thumb or jump drive.

**Prerequisite:** Basic PC skills
Launch a Career as an Executive Protection Professional!

In today’s world, protection agents, highly trained professionals are needed to provide security for executives, celebrities, and public officials. At Hofstra Continuing Education, we have the protection training courses you need to launch a rewarding career.

Why Take Executive Protection Training Classes at Hofstra Continuing Education? Hofstra Continuing Education has partnered with Global Threat Solutions (GTS) to create the National Protection Training Center, where we offer specialized training in the field of protection operations.

• Earn your Executive Protection Professional certificate from Hofstra University Continuing Education.

• We offer assistance to all our students to submit an individual training exemption for the Virginia Personal Protection Specialist (PPS) designation. We also provide employment assistance that includes resume building, developing cover letters, and approaching the job search.

• Our instructors have extensive experience in their respective fields, and many have decades of experience in law enforcement and the military.

• A combination of classroom and hands-on training provides the ideal learning environment.

• We offer mobile training teams that can provide customized on-site, training programs for businesses and other organizations.

• We offer convenient interest-free payment plans.

For more information, visit ce.hofstra.edu, call 516-463-7200 or email ce-security@hofstra.edu.

About Our Educational Partner: Global Threat Solutions (GTS) is a U.S.-based, 100 percent veteran-owned intelligence and security consulting and services firm that provides comprehensive security training, guidance, and consulting services to governments and businesses domestically and internationally. For additional information about GTS, visit globalthreatsolutions.com.
PROFESSIONAL DEVELOPMENT

BASIC EXECUTIVE PROTECTION COURSE
H0402-01     Staff  2 sessions $600
Saturday, Sunday November 4, 5 8 a.m.-6:30 p.m.

The Basic Executive Protection course gives an overview of what a career as an executive protection specialist entails. According to Indeed.com, the average salary for an executive protection specialist in New York as of April 20, 2017, is $77,311 per year. Other career alternatives include asset protection, surveillance operations, advanced security assignments, chauffeur, courier services, hotel and casino security, and residential protection services. Course graduates will receive a certificate from Hofstra University Continuing Education.

ADVANCED EXECUTIVE PROTECTION COURSE-9 DAY INTENSIVE
H0403-01     Staff  9 sessions $2,900
Please visit ce.hofstra.edu for dates and times.

ADVANCED EXECUTIVE PROTECTION COURSE-12 WEEK PROGRAM
H0407-01     Staff  26 sessions $2,900
Please visit ce.hofstra.edu for dates and times.

The objective of the Advanced Executive Protection course is to prepare the students for a career in executive, corporate, celebrity and dignitary protection. Other career alternatives include asset protection, surveillance operations, advanced security assignments, chauffeur, courier services, hotel and casino security, escort services and residential protection services. Course graduates will receive a certificate from Hofstra University Continuing Education.
HEALTH CARE INFORMATION TECHNOLOGY

Health care information technology is the intersection of information science, computer science, and health care. Billions of federal dollars are spent on health care IT, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in health care information technology! The program’s online learning platform provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles. Each course features approximately 24 hours of material. Students are encouraged to spend at least four hours a week on course work to complete the course in a timely fashion. The Health Care Information Technology Certificate Program requires successful completion of eight (8) courses (seven required courses and one prerequisite). Courses may be taken on an individual basis without participating in the certificate program.

HEALTH CARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

Prerequisite Courses (choose one):
T2090 – Introduction to Health Care Studies*
T3190 – Java Programming
*Designed for students with no prior health care experience

Required Courses:
T5205 – Database Management Systems
T2010 – Introduction to Health Information Technology (HIT)
T2085 – Electronic Medical Records (EMR) Implementation
T2030 – Health Care Data Warehousing and Analytics
T2020 – Security, Privacy, and Regulation Issues in HIT
T2060 – Fundamentals of Health Informatics
T2040 – Health IT Projects: Processes, Controls and Quality

INTRODUCTION TO HEALTH CARE STUDIES
T2090-01 Staff ONLINE $740

This course provides students with a basic knowledge of anatomy and the body’s systems, including the functioning of the skeletal and muscular systems. We also cover the circulatory, nervous, respiratory, digestive, and endocrine systems. The focus is on the knowledge needed for an employee who does not work directly with patients.
JAVA PROGRAMMING  
T3190-01  Staff  ONLINE  $350  
This course provides software developers with knowledge and skills to use Java to build internet and intranet applets and Windows applications. Topics include an overview of the Java Virtual Machine, Java classes and methods, instantiating Java objects, access methods, creating Java applets and the Java applet lifecycle, inheritance and polymorphism, and Java class libraries.  
*This is a self-paced course. The estimated course completion is five (5) weeks.*

INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY (HIT)  
T2010-01  Staff  ONLINE  $740  
Health information technology is the fastest-growing segment of the health care industry. Recent government initiatives are dedicating billions of dollars to this field for the purpose of driving down costs through increased quality of care, decreased error rates, and more expedient claims adjudication, payment and fraud detection. Students learn how the technologies and policies affect various stakeholders in the environment — patients, providers (hospitals and doctors), payers (insurance companies and FSA holders) and government (CMS, Medicare, HHS, DOJ, etc.). Topics include provider health systems, payer systems, patient systems, and government policy and oversight.

FUNDAMENTALS OF HEALTH INFORMATICS  
T2060-01  Staff  ONLINE  $740  
This course is designed to introduce health informatics at a level appropriate for non-IT professionals. It is a practical course that emphasizes how to use computers to solve some central problems in coordinating the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health care. Topics include the nature of health care data; their exchange and analysis; challenges surrounding clinical data storage and retrieval; medical imaging systems; telemedicine; and the management of health care information.

ELECTRONIC MEDICAL RECORDS (EMR) IMPLEMENTATION  
T2085-01  Staff  ONLINE  $740  
The adoption of electronic medical records (EMR) represents one of the major initiatives facing the health care industry, with the federal government providing $19 billion in funding to physicians, hospitals and related institutions for its implementation. Beyond the typical complexities of implementing any large-scale architectural initiative, EMR presents unique challenges to information technology and medical professionals alike. The intricate integration of clinical and technical knowledge requires individuals with the ability to face technical hurdles within the dynamic nature of health care. Learn how to navigate the process of workflow analysis, benefit/expense, meaningful use criteria, and clinical requirements configuration.
HEALTH CARE DATA WAREHOUSING AND ANALYTICS
T2030-01  Staff ONLINE $740
This course examines the importance of data warehousing for both providers and payers. It provides the student with an overview of data warehousing technologies for OLAP and considers the importance of analytics throughout the health care information technology environment. It also examines the use of data warehouses for clinical analysis used by hospitals, researchers and government agencies; medical management for the purposes of minimizing costs while providing quality care; and underwriting risk for group policies. Additional topics include database design, ETL, and data mining.

SECURITY, PRIVACY, AND REGULATION ISSUES IN HIT
T2020-01  Staff ONLINE $740
This course provides an overview of the complex nature of government (both state and federal) regulations affecting health information systems such as HIPAA and SOX, and examines the impact on systems for payers, providers and patients. It also reviews security concerns and the technologies used to ensure data integrity and privacy. By learning how to secure data from both a provider perspective and payer perspective, students will understand the complexity and costs associated with securing the environment and data. Course topics include hardware security, encryption, firewalls, secure transmissions, internal controls, data retention and monitoring systems.

HEALTH IT PROJECTS: PROCESSES, CONTROLS AND QUALITY
T2040-01  Staff ONLINE $740
This course examines project management for health IT projects, and provides an overview of the processes specific to HIT as they relate to meeting regulatory standards and privacy concerns. Put into action the skills you’ve learned in the previous courses. As part of a team, you will develop and complete a plan for a project. As you go along, your team will provide updates to “management.” At the end of the course, your team will formally present its project deliverables.

ADDITIONAL HEALTH CARE COURSES

HUMAN ANATOMY
U1881-01  Sharon Borzone 3 sessions $305
Tuesday, Thursday  October 17, 19 6:30-9:30 p.m.
Sunday          October 22 9:30 a.m.-3:30 p.m.
This course provides students with a basic overview of the skeletal, nervous and muscular systems. We explore aspects of the skeletal and muscular systems using a functional and biomechanical approach to help students relate theoretical principles to anatomy and exercise.
ADULT CPR-AED CERTIFICATION
H1151-01   Staff   1 session   $100
Please visit ce.hofstra.edu for date and time.

Learn how to act in an emergency; recognize the signs and symptoms of a heart attack; respond to an adult who stops breathing, is choking or whose heart has stopped beating; and use a defibrillator. Students who successfully complete this course will be issued a Red Cross certificate that is valid for two years.

Note: A $40 nonrefundable materials fee is included in the program tuition.

ENTREPRENEURIAL ASSISTANCE PROGRAM
PARTIALLY FUNDED BY EMPIRE STATE DEVELOPMENT

Recipient of the New York State Award for Excellence for Outstanding Program Performance, Achievement and Dedication to the Entrepreneurs of New York State

October 2-December 6, 2017
Monday and Wednesday, 6-9 p.m.

Join us for a free information session:
Wednesday, September 13, 2017, 6-8 p.m.

Whether you want to start a new business or expand an existing one, in just 10 weeks the Entrepreneurial Assistance Program (EAP) will help you:

- Develop a comprehensive business plan
- Create a marketing plan
- Manage your finances
- Increase your bottom line

BUSINESS PLAN COMPETITION

A Business Plan Competition sponsored by Capital One Bank offers EAP participants who complete the program requirements the opportunity to compete for prizes.

First Prize: $2,500  Second Prize: $1,500  Third Prize: $1,000

The $495 program fee (payable in two installments) includes NxLevel training materials. For more information or to register, please contact April Jones at 516-463-5850 or april.jones@hofstra.edu.

Scholarships are available for veterans and Nassau Community College alumni based on eligibility criteria.
For more information and advisement on course selection and requirements, please call Seth Liebstein at 516-463-6961 or email seth.liebstein@hofstra.edu.

Hofstra University Continuing Education offers the most highly regarded business and management technology classes on Long Island. Our information technology programs provide stand-alone classes as well as structured certificate programs for your career and creative ambitions.

CODING INSTITUTE

INTRODUCTION TO PROGRAMMING LANGUAGES AND CODING
T4000-01  Jay Mir  7 sessions  $750
Monday, Wednesday, September 18-October 6  6:30-9:30 p.m.
Friday
No class September 20 and 29.

In this introductory course, we will study the fundamentals of coding in an applied learning classroom – coding as we go! From the first day of class, we will be building and coding a responsive, mobile-friendly website as we begin to uncover the fundamentals of Object-Oriented Programming (OOP), while building an app in a collaborative environment. Students will enhance their technical, problem-solving, and communication skills – all of which are highly valuable in today’s evolving workforce.

PROJECT MANAGEMENT

Given the increasing complexity of projects and the escalating costs associated with missing deadlines, project management has become an expertise that is essential to any economic or creative success. Hofstra University Continuing Education’s unparalleled Project Management Certificate Program takes the best of real-world experience and combines it with cutting-edge technology to ensure that our students have the tools and expertise they need to make the ultimate difference in all their professional endeavors. Courses may be taken individually or as part of a certificate program that requires successful completion of three (3) courses.

PROJECT MANAGEMENT CERTIFICATE PROGRAM

Required Courses:
T8010 – Project Management
T8025 – Project Management Tools and Techniques
T8040 – Capstone Course in Project Management

This certificate meets the continuing education requirements to apply for the CAPM® and PMP® exams.
If you’ve recently been promoted to a project/program management position, or you’re thinking about seeking such a position, or you simply want to learn how to manage your own workload and time more efficiently, start here! With a curriculum based on the PMBOK Guide (Fifth Edition), this course covers the processes and phases of the project/program life cycle, with anecdotal discussion and examples to help you understand the applicability of project management tools and techniques. Topics include project management processes; the project plan; and management of a project’s scope, time, cost, quality, human resources, communications, risk, procurement and contracts/contractors.

Prerequisites: Basic PC skills and knowledge of Microsoft Excel

This course focuses on the analytical skills and leadership aspects of project management, as well as data processing competencies that are essential for an effective project manager. The course includes a practical understanding of the project financial plan, the importance of risk management and quality management, and the establishment of efficient and effective relationships with a project’s vendors and suppliers. The lessons cover a practical application of concepts and theory for use in developing a project schedule and budget, and managing/leading resources while proactively planning for the management of risks, ensuring acceptance by the project owner, and establishing required agreements between the project organization and its partners. Students apply standard tools and techniques in developing a project management plan, including a work breakdown structure (WBS), project budget, probability impact analysis of risks, quality control measures, and preparation of a statement of work.

Prerequisite: Project Management

Put into action the skills you’ve learned in the previous two courses. As part of a team, you will develop and complete a plan for a four-week project. As you go along, your team will provide updates to “management.” At the end of the course, your team will formally present its project deliverables.

Prerequisites: Project Management and Microsoft Excel and Microsoft Project for Project Managers
PROFESSIONAL DEVELOPMENT

PMP® PREP COURSE

T8001-01  Raymond Murphy  4 sessions  $1,250
Saturday  November 4-December 9  9 a.m.-4 p.m.
No class November 11 and 25.

Hofstra University Continuing Education’s PMP Prep Course is structured for students to prepare for the PMP exam to earn the Project Management Professional certification offered by PMI. It is intended for experienced project managers. Students taking the course should plan to take the PMP exam as soon after completing the course as possible. Each student is expected to apply during the course for PMI permission to sit for the exam. Help will be provided in completing the application. The course will cover the five life cycle process groups, 10 knowledge areas, and 47 project management processes of the *PMBOK Guide* (Fifth Edition), plus a section on professional ethics. In addition, material frequently asked on the exam but not covered in the *PMBOK Guide* will be included. This review course is focused on what you need to know to pass the exam.

WEB DEVELOPMENT

The World Wide Web is the driving force – both economically and creatively – of the 21st century. Choose from a variety of course options and outcomes, taking courses either separately to develop or refresh your expertise, or in our structured Web Development Certificate Program. The certificate program requires successful completion of five (5) required courses and one (1) elective.

WEB DEVELOPMENT CERTIFICATE PROGRAM

**Required Courses:**

T4000 – Introduction to Programming Languages and Coding
T4010 – HTML Programming
T4040 – Cascading Style Sheets (CSS)
T4028 – Java Programming
T4048 – Responsive Web Design

**Elective Courses (choose one):**

T4016 – Web Graphics with Adobe Photoshop CS6
T4041 – Introduction to Dreamweaver CS6
T4046 – Advanced Dreamweaver CS6
T4051 – Introduction to Flash CS6
T4056 – Advanced Flash CS6
T4057 – Introduction to Action Script with Flash CS6
T4061 – Developing Web Applications with ASP.NET 4.5 and C# 2013 – Online
T4062 – Advanced ASP.NET 4.5 – Online
T4070 – Introduction to Data Science
In this introductory course, we will study the fundamentals of coding in an applied learning classroom – coding as we go! From the first day of class, we will be building and coding a responsive, mobile-friendly website as we begin to uncover the fundamentals of Object-Oriented Programming (OOP), while building an app in a collaborative environment. Students will enhance their technical, problem-solving, and communication skills – all of which are highly valuable in today’s evolving workforce.

**HTML PROGRAMMING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4010-01</td>
<td>Jay Mir</td>
<td>8 sessions</td>
<td>$790</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday</td>
<td>October 9-25</td>
<td>6:30-9:30 p.m.</td>
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</table>

HTML (Hypertext Markup Language) is the foundation of web programming. A thorough knowledge of HTML is needed to understand and utilize applications such as Dreamweaver and to properly write code in languages such as JavaScript.

*Prerequisite: Basic PC knowledge*

**CASCADING STYLE SHEETS (CSS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4040-01</td>
<td>Jay Mir</td>
<td>4 sessions</td>
<td>$450</td>
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<tr>
<td>Monday, Wednesday, Friday</td>
<td>October 27-November 3</td>
<td>6:30-9:30 p.m.</td>
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</table>

Cascading Style Sheets (CSS) is used to implement consistent formatting and appearance of web pages. CSS enables developers to be more productive by separating content from design.

*Prerequisite: Knowledge of HTML programming*

**JAVASCRIPT PROGRAMMING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4028-01</td>
<td>Mohammed Rahman</td>
<td>10 sessions</td>
<td>$790</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday</td>
<td>November 6-December 1</td>
<td>6:30-9:30 p.m.</td>
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</table>

JavaScript is a platform-independent, event-driven, interpreted programming language that can enhance the interactivity of web pages. Learn how 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. Course topics include AJAX, JSON, object-oriented programming, event handling, closures, and advanced DOM querying and manipulation.
# Professional Development

## Responsive Web Design

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Fee</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4048-01</td>
<td>Jay Mir</td>
<td>6 sessions</td>
<td>$790</td>
<td>Monday, Wednesday, Friday December 4-15, 6:30-9:30 p.m.</td>
</tr>
</tbody>
</table>

Whether you are using a desktop computer or a smartphone, responsive web design allows coders to build websites and web applications that can adapt automatically to the size of the many screens found on our digital devices. From day one we begin building websites, and continue on to develop a solid understanding of web design. You will use HTML5/CSS3 and the JavaScript framework known as JQuery together to create dynamic content to enrich the user experience, and you will learn how to animate letters or scroll pictures and create fluid grids by using a technique called responsive web design.

*Note: Some knowledge of HTML, CSS and JavaScript is preferred.*

## Developing Web Applications with ASP.NET 4.5 and C# 2013

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Mode</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4061-01</td>
<td>Staff</td>
<td>ONLINE</td>
<td>$740</td>
</tr>
</tbody>
</table>

This course teaches students the fundamentals of very creative, dynamic, data-driven and interactive website design with ASP.NET 4.5, C# and VB 2012. Working with the most current and advanced ASP.NET 4.5 technologies, students gain a competitive edge in employment and productivity. Students use real-world examples and have a chance to discuss the technology and Visual Studio 2012 features. The course will give you an extra edge and recognition in your professional career.

*Note: Prior programming experience is not required.*

## Advanced ASP.NET 4.5

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Mode</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4062-01</td>
<td>Staff</td>
<td>ONLINE</td>
<td>$740</td>
</tr>
</tbody>
</table>

This course teaches students how to design advanced interactive and database-connected web applications with ASP.NET 4.5 technology. Students also learn about adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom web controls, input validation and site navigation, ASP.NET management, programming the web application, customizing and personalizing a web application, web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile web applications, monitoring, deploying, caching applications and serialization. Each student completes a major website project, which will be hosted by the production data center of a web hosting provider. The student can keep this project code and utilize it and its components in future designs.

*Prerequisite: Developing Web Applications with ASP.NET 4.5 and C# 2013*
The Database Design and Development Certificate Program is currently being updated. Information on the new program and courses will be available soon. Please visit ce.hofstra.edu/it for further information.

DEVELOPING WEB APPLICATIONS WITH ASP.NET 4.5 AND C# 2013
T4061-01 Staff ONLINE $740

This course teaches students the fundamentals of very creative, dynamic, data-driven and interactive website design with ASP.NET 4.5, C# and VB 2012. Working with the most current and advanced ASP.NET 4.5 technologies, students gain a competitive edge in employment and productivity. Students use real-world examples and have a chance to discuss the technology and Visual Studio 2012 features. The course will give you an extra edge and recognition in your professional career.

Note: Prior programming experience is not required.

ADVANCED ASP.NET 4.5
T4062-01 Staff ONLINE $740

This course teaches students how to design advanced interactive and database-connected web applications with ASP.NET 4.5 technology. Students also learn about adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom web controls, input validation and site navigation, ASP.NET management, programming the web application, customizing and personalizing a web application, web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile web applications, monitoring, deploying, caching applications and serialization. Each student completes a major website project, which will be hosted by the production data center of a web hosting provider. The student can keep this project code and utilize it and its components in future designs.

Prerequisite: Developing Web Applications with ASP.NET 4.5 and C# 2013

ADDITIONAL DATABASE COURSES

MICROSOFT SHAREPOINT 2010: DESIGN FOR COLLABORATION
T5550-01 Staff ONLINE $700

This course will benefit students who wish to become developers on Enterprise applications based on the Microsoft Office or SharePoint systems, or are working on integration projects with third-party vendors. As they develop real-world solutions to complex business problems and challenges, students learn how to combine interesting code examples with Microsoft collaboration platform’s services. The solutions focus on using Visual Studio 2013 and SharePoint 2010 with built-in Office 2010 development tools to construct the user interface layer. Solutions can interact with SharePoint as a service provider, taking advantage of SharePoint’s many collaboration features, such as document repositories, collaboration sites and search functions. Students enjoy learning how to use the collaboration platform to support business processes. The solutions are presented as
hypothetical business challenges of a fictional company. These examples build applications that apply the benefits of the Office desktop interface to the richness of SharePoint collaboration features.

OBJECT-ORIENTED PROGRAMMING

Do you need to make the transition from procedural to object-oriented programming? This certificate program is highly recommended for mainframe and COBOL professionals who are retraining and upgrading their skills or for anyone who wants to learn object-oriented programming. Courses may be taken on an individual basis or as part of a structured certificate program. The Object-Oriented Programming Certificate Program requires successful completion of six (6) courses.

OBJECT-ORIENTED PROGRAMMING CERTIFICATE PROGRAM

Required Courses:
T3021 – Introduction to C# and .NET Framework Foundation – Online
T3041 – Advanced C# and .NET Framework Foundation – Online
T3061 – Introduction to Visual Basic.NET
T3081 – Advanced Visual Basic.NET
T4061 – Developing Web Applications with ASP.NET 4.5 and C# 2013 – Online
T4062 – Advanced ASP.NET 4.5 – Online

INTRODUCTION TO C# AND .NET FRAMEWORK FOUNDATION
T3021-01  Staff ONLINE $700

The C# programming language derives from C and C++, but 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: Introduction to Visual Basic.NET

ADVANCED C# AND .NET FRAMEWORK FOUNDATION
T3041-01  Staff ONLINE $700

Expanding on the material presented in Introduction to C# and .NET Framework Foundation, topics include structures, data files, data structures and dynamic memory allocation, C# and Windows, delegates and events, and web programming.
Prerequisite: Introduction to C# and .NET Framework Foundation
CISCO NETWORKING

In today’s highly connected world, computer networks are indispensable in business and government. You can enhance your career by becoming a Certified Cisco Network Associate (CCNA). We offer classes to help you pass both Part I and Part II of the CCNA exam.

INTERCONNECTING CISCO NETWORK DEVICES, PART I
T7097-01 Randy Graves 9 sessions $945
Friday September 15 - November 17 6-10 p.m.
No class November 10.

In this course, we review the seven layers of the OSI reference, the encapsulation process, IP Subnetting, TCP/IP, PPP, ISDN, and Frame Relay protocols. Network equipment such as bridges, hubs, switches and routers are studied comprehensively through lectures and hands-on exercises.

Prerequisite: Basic PC knowledge

“Earning a project management certificate from Hofstra Continuing Education was a good decision on my part. The classes were interesting, and I learned many new skills that I apply to my job as a client services manager. Having the project management certificate also makes me feel more confident and marketable in the workplace.”

— Noreen Alvarez, CE Student
PARALEGAL STUDIES CERTIFICATE PROGRAM
An ABA-Approved Paralegal Education Program

If you have an interest in the law and have earned a minimum of 60 college credits, the Paralegal Studies Certificate Program can help you enter a rewarding career in a growing profession. An excellent foundation is provided to students interested in seeking employment or advancement in the legal field. Real-world, hands-on experience is gained through a series of 10 required courses. The courses in this noncredit certificate program run consecutively.

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. Cited as one of the fastest-growing occupations by the U.S. Department of Labor, employment opportunities for paralegals exist at law firms, corporations, banks, insurance companies, government agencies and the courts.

The goal of the Hofstra Paralegal Studies Certificate Program is to train highly motivated individuals who meet requisite qualifications to work in the public and private sector legal communities as effective paralegals, while at all times placing emphasis on the ethical mandates of the paralegal profession. It is the intention of the program administrators and faculty to mentor each certificate candidate in accordance with individual needs, goals and aspirations. This mentoring includes assistance and support through voluntary internship opportunities, guidance regarding career and educational prospects, and special instruction in unique and emerging areas of the law. It is the further goal of the program to expose each candidate to specific substantive and procedural aspects of New York law, so as to adequately prepare the successful graduate for service to and advancement of the profession in the metropolitan area.

The Paralegal Studies Certificate Program offers complete career preparation. The 306 hours of classroom instruction are taught by experienced attorneys and sitting judges. Students can also receive hands-on legal experience through our internship program. We offer comprehensive employment assistance, including instruction in resume preparation, individual career counseling, and distribution of graduates’ resumes to potential employers in the legal community.

All prospective students are required to submit a completed application, supply official transcripts and demonstrate basic computer skills. Six-month full-time day or eight-month part-time evening … the choice is yours! Student loans are available.
About the Program Director: The Honorable Edward G. McCabe is a retired judge whose experience includes many years of service to the Nassau County Supreme Court as both the administrative judge and a Supreme Court justice. Judge McCabe also served as a presiding justice for the New York Appellate Term, a Nassau County attorney, a Nassau County district attorney, and the North Hempstead Town attorney.

Note: Paralegals may not provide legal services directly to the public, except as permitted by law.

UPCOMING PROGRAM OFFERINGS:

FALL DAY 2017
September 11, 2017, to March 8, 2018
Monday-Thursday, 9 a.m.-1 p.m.
Orientation: Thursday, September 7, 10-11 a.m.

FALL EVENING 2017
October 3, 2017, to June 21, 2018
Tuesday and Thursday, 7-10 p.m., and Saturday, 9 a.m.-1 p.m.
Orientation: Thursday, September 28, 7-8 p.m.

THE FOLLOWING ARE REQUIRED COURSES:

INTRODUCTION TO LAW
This course introduces students to the American legal system, law office procedure, legal ethics, the laws of torts and contracts, etc. The course also introduces students to the paralegal field.

LEGAL RESEARCH AND WRITING
This course explores physical, statutory and case law sources; digests; the key number system; and Shepardizing (enables you to find, read and update case law). You’ll also learn to prepare legal correspondence.

CIVIL LITIGATION
A study of procedural rules and process in the New York and federal courts, from the client interview through the filing of a complaint, motions, discovery, trial preparation and trial, as well as post-trial activities.

CONTRACTS
A study of the law and practical considerations in the drafting and interpretation of contracts. The law governing sales is also discussed.

BANKRUPTCY
A study of the United States Bankruptcy Code; voluntary and involuntary petitions; concerns of debtors and creditors, including treatment of the automatic stay provisions of the code; the formation of debt; secured transactions law; statutory liens and exemptions; and collection of debt.
REAL ESTATE
A study that includes types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens, and landlord/tenant law.

BUSINESS ORGANIZATIONS
A study that includes sole proprietorships, partnerships and corporations. The application of basic principles of business formation, as well as the tax law affecting business organizations, is explained.

FAMILY LAW
The formation and dissolution of marriages, primarily focusing on divorce and separation, grounds for divorce, spousal maintenance, child support, custody/visitation, property division, and tax consequences.

CRIMINAL LAW
A study that includes fundamental criminal law concepts; the basics of criminal procedure from arrest and bail through trial and appeal, including a review of the omnibus motion; and requisites to secure pre-trial hearings.

ESTATES, TRUSTS AND WILLS
A study that includes the laws of intestacy, requirements for all types of wills and trusts, probate and intestate administration, and the procedure for each, as well as the tax consequences regarding estates, trusts and wills.

WANT TO LEARN MORE?
JOIN US AT A FREE PARALEGAL INFORMATION SESSION:

Tuesday, September 19, 2017
Thursday, November 28, 2017
Information sessions are held from 6:30 to 7:30 p.m.

To register or to schedule an individual appointment, visit ce.hofstra.edu/paralegal or call 516-463-5014.

“I started working as a paralegal consultant for the MTA-New York City Transit Authority in the Workers’ Compensation unit. I just wanted to thank you for everything. I am so happy that I had the pleasure of taking the Hofstra Paralegal Program. It really is a life-altering program, and you should be very proud of it. The program gave me the education through fantastic instructors and the experience through an internship with the Nassau County Attorney’s Office, which helped me obtain my current position with the MTA.”
— Joseph Cassar, Paralegal, MTA-NYC Transit Authority
PROFESSIONAL DEVELOPMENT

>> AMERICAN SIGN LANGUAGE/DEAF STUDIES <<

FOR ADULTS AND PRECOLLEGIATE STUDENTS

For more information and advisement on course selection and requirements, please call Kathleen Montalbano at 516-463-7600 or email Kathleen.Montalbano@hofstra.edu. Visit ce.hofstra.edu/asl for course details and to register online.

Hofstra’s American Sign Language (ASL)/Deaf Studies Certificate Program is a 200-hour program composed of a sequence of noncredit courses that leads to a clear level of competence in American Sign Language. The certificate is awarded to students who successfully complete all required courses plus eight (8) workshops of the student’s choice. The courses and workshops in this program are continually updated and rotated in the summer, spring and fall. A full list of course offerings and details are available at ce.hofstra.edu/asl. Affiliated instructors are members of both the hearing and deaf communities. Those who complete the certificate program may choose to pursue further studies in an interpreter program.

Courses may be taken on an individual basis without participating in the certificate program.

Note: Students with prior but inconsistent ASL course work through Hofstra Continuing Education must be evaluated prior to registering.

Transfer Students:
Students with advanced standing may substitute courses taken at other institutions, and these course hours will be accepted at Hofstra. All transfer students must be evaluated to determine ASL proficiency and remaining courses required in the certificate program. Please call 516-463-7600 to make an appointment.

Payment plans are available for students in the certificate program; email Kathleen.Montalbano@hofstra.edu for more information.

Note: Hofstra University Continuing Education reserves the right to reschedule courses and reassign faculty.

AMERICAN SIGN LANGUAGE/DEAF STUDIES CERTIFICATE PROGRAM

REQUIRED COURSES FOR CERTIFICATION (200-hour program)

• U2111 – ASL 1 and 2
• U2113 – ASL 3 and 4
• U2115 – ASL 5
• U2116 – ASL 6
• U2117 – ASL 7 & Issues and Trends
• Eight (8) workshops of the student’s choice
<table>
<thead>
<tr>
<th>Course Title</th>
<th>U.S.C. code</th>
<th>Instructor(s)</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMERICAN SIGN LANGUAGE 1 AND 2</strong></td>
<td>U2111-01</td>
<td>Ashleen Macedonio</td>
<td>13 sessions</td>
<td>$425</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td>September 5-November 28</td>
<td>6:30-8:30 p.m.</td>
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This course provides students with a strong foundation in American Sign Language (ASL). Students study the alphabet and numbers 1-1,000 and learn basic vocabulary, as well as fingerspelling, language functions, grammar, basic questions and dialogue practice. Instruction also includes conversational strategies, sentence practice with directional verbs, adverbs, pronouns, time and calendar-related words. The history of ASL is explored so that students become knowledgeable in the basics of deaf culture.

| **AMERICAN SIGN LANGUAGE 3 AND 4** | U2113-01    | Michael Smith                  | 13 sessions| $425  |
|                                      | Tuesday     | September 5-November 28        | 6:30-8:30 p.m.|       |

This course focuses on a variety of topics, including directional verbs and adverbs, plural and negative formations, quantifiers, noun-verb pairs, pronouns, question words and endings, opposites, quality and quantity, unit, time and age. Additionally, students learn how to handle interruptions, solve conflicts, and give listener feedback. Locational relationships and pronominal classifiers are also covered. Current issues in the deaf community are addressed, along with additional information on deaf culture, language functions and grammar.

*Prerequisite: ASL 1 and 2, or equivalent*

| **AMERICAN SIGN LANGUAGE 5**        | U2115-01    | Carolyn Kelly, Michael Smith   | 12 sessions| $405  |
|                                      | Monday      | September 11-November 27       | 6:30-8:30 p.m.|       |

Students are instructed in how to make requests and suggestions; ask for permission and directions; express concern; and explain, correct and confirm information. Additional grammar is studied, including comment structure and locative classifiers.

*Prerequisite: ASL 3 and 4, or equivalent*

| **AMERICAN SIGN LANGUAGE 6**        | U2116-01    | Fran Holtzman                  | 12 sessions| $405  |
|                                      | Monday      | September 11-November 27       | 6:30-8:30 p.m.|       |

This course is concerned with additional language functions, including clauses, phrasing for the sequencing of events, contrastive structure, possessive forms, dates and addresses. Descriptive, locative and instrument classifiers are addressed. Students are taught how to discuss life events, narrate family history, and provide definitions. The positive impacts on the world by members of the deaf community are explored.

*Prerequisite: ASL 5 or equivalent*
### AMERICAN SIGN LANGUAGE 7 & ISSUES AND TRENDS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor(s)</th>
<th>Sessions</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2117-01</td>
<td>Carolyn Kelly, Fran Holtzman</td>
<td>12</td>
<td>Tuesday</td>
<td>$405</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>September 5-November 21</td>
<td>6:30-8:30 p.m.</td>
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</table>

Sharing amusing stories is one way for people to connect with each other. This course is designed to provide ASL students with the opportunity to expand the vocabulary needed to discuss various topics and to develop conversational fluency by sharing stories, specifying language function and introducing grammar structures. Students develop the essential skills for telling a story successfully, use role shifting to help enhance the stories, and learn to sequence appropriate classifiers to enable full descriptions.  
*Prerequisite: ASL 6 or equivalent*

### INTRODUCTION TO AMERICAN SIGN LANGUAGE FOR TEENS (Grades 8-12)

<table>
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<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2118-01</td>
<td>Ashleen Macedonio</td>
<td>6</td>
<td>Tuesday</td>
<td>$205</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>September 5-October 10</td>
<td>4-6 p.m.</td>
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</tbody>
</table>

This class introduces teens to the exciting world of American Sign Language. Students learn to sign the alphabet and basic vocabulary, fingerspell words, and even learn some ASL structure. The goal of this course is to enhance communication in a conversational way so that students can interact with each other and with people in the deaf community. Hands-on activities and games help to make learning fun.

### ADVANCED AMERICAN SIGN LANGUAGE FOR TEENS (Grades 8-12)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2125-01</td>
<td>Ashleen Macedonio</td>
<td>6</td>
<td>Tuesday</td>
<td>$205</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>October 24-November 28</td>
<td>4-6 p.m.</td>
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</table>

Are you familiar with ASL and want the opportunity to enhance your skills while interacting with students with similar interests? This course is intended for high school students who have already acquired basic ASL conversational skills. Lessons focus on developing the students’ expressive and receptive signing skills, as well as fluidity in sign production and fingerspelling. Students also spend time learning about ASL grammar and deaf culture. The overall goal is for students to increase their sign vocabulary and aptitude for signing within the deaf community. This course is taught without voice.

### ASL WORKSHOPS

#### MEDICAL ASL: FOR MEDICAL, EMERGENCY AND COUNSELING SITUATIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Duration</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>U2135-01</td>
<td>Fran Holtzman</td>
<td>1</td>
<td>Saturday</td>
<td>$150</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>October 28</td>
<td>9 a.m.-2 p.m.</td>
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</tbody>
</table>

This workshop provides an opportunity for medical professionals, counseling and rehabilitative personnel, or others who need accurate information quickly when a deaf person is involved in a life-threatening situation. As it is critical at these times to be on target in the way you communicate, a variety of strategies and systems are examined to see what works best in specific circumstances. Signs related to the body, sex and drugs are covered in a thorough and informative manner. Students build on this specialized vocabulary through interactive role-playing exercises.
Deaf history and heritage are rich and fascinating. Students learn about historical topics such as the 1988 Deaf President Now (DPN) movement, which brought Gallaudet University in Washington, D.C., its first deaf president. Students also learn about the development of hearing assistive technology, the controversial use of cochlear implants, the role of American Sign Language in forging a sense of community, and the branches and agencies of state government that affect legislation and initiatives for members of the deaf community.

Building upon the syntax and structures that students have been exposed to in VISTA Signing Naturally, this workshop gives students the opportunity to expand their vocabulary on a more advanced level by adding to their grammar structures and language functions to achieve fluency in ASL. In this hands-on workshop, students work individually and in small groups, and begin to develop clarity and fluency in their expressive skills.  
Level: Intermediate/Advanced

This workshop is a continuation of ASL Linguistics 1. The structural features of American Sign Language are explored in more detail, and some pragmatic aspects are addressed. The information provided in this workshop will be valuable while learning ASL and will serve as a foundation for continued study in ASL linguistics.  
Prerequisite: ASL Linguistics 1
PROFESSIONAL DEVELOPMENT

>> PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST <<

For more information and course advisement, please call Kathleen Montalbano at 516-463-4803 or email kathleen.montalbano@hofstra.edu.

HOFSTRA-AAPTE PARTNERSHIP

- Hands-on practical training
- Classroom learning with top subject experts
- Our Personal Trainer program graduates are in demand at top health and fitness clubs, including Equinox, New York Sports Clubs, LA Fitness, Blink Fitness and Life Time

- Do you want to launch a career in the field of personal training?
- Are you seeking national certification as a personal trainer-exercise and fitness specialist (CPT-EFS)?
- Are you already an exercise or fitness professional who wants to take personal training courses to keep your skill set up to date?
- Do you want to be your own boss?

The Academy of Applied Personal Training Education (AAPTE), in alliance with Hofstra Continuing Education, provides a program of study that combines theoretical science and hands-on practical skills training that prepares students for the AAPTE CPT-EFS exam.

Launch a Career in Fitness in as Little as Six Weeks!
When it comes to personal training programs, not all are created equal. The AAPTE program provides the education and training you need to achieve success as a fitness professional.

AAPTE provides the strategies you need to get hired and get clients, or launch your own personal training business. Obtain firsthand, real-life instruction from a team of specialized instructors and subject matter experts with in-depth experience in their disciplines, and participate in collaborative learning experiences. No online program provides all that you need for success in this competitive field!

Two Decades of Educating and Certifying Personal Trainers
Established in 1996, AAPTE has had an ongoing focus to “exceed industry standards” by offering a course of study specifically designed to educate and train aspiring and current fitness professionals. AAPTE’s unique educational curriculum provides comprehensive course work to introduce students to current, relevant, scientific information relating to the human body; human performance; and methods to implement safe, effective and efficient client-centered exercise programming and instruction. In addition to classroom education (theory), students participate in live (hands-on) practical skills training modules where the theoretical and practical aspects of analyzing and teaching resistance training exercise and fitness assessments merge and are practiced in a state-of-the-art training center.
Personal Trainer-Exercise and Fitness Specialist Certificate Program Highlights

• Fifty-eight (58) hours of classroom theory (includes 12 hours of anatomy, meeting the prerequisite for AAPTE CPT-EFS exam eligibility). Note: Those with prior course work in anatomy or a current nationally accredited personal trainer certification are exempt from this prerequisite course.

• Eighteen (18) hours of hands-on practical skills training taught at a state-of-the-art fitness center. Topics include pre-exercise screening, fitness assessments, spotting, stretching and resistance training exercise biomechanics.

• Optional one-hour review session is offered before each class; course concludes with a three-hour review session.

• Personal training courses are presented by subject matter experts.

• All course materials and exam fees are included in the program tuition.

• Hofstra University Continuing Education–Academy of Applied Personal Training Education certificate of program completion is awarded to candidates who meet all course and attendance requirements.

• Approved for veterans benefits.

• Interest-free tuition payment plans are available.

This program is not a requirement to sit for the AAPTE CPT-EFS exam but is recommended for those seeking a classroom and practical skills learning experience.

Participation in the Personal Trainer-Exercise and Fitness Specialist program does not guarantee a candidate’s success in passing the AAPTE CPT-EFS exam. Visit aapte.org for exam eligibility requirements.

Certificate of Program Completion: Upon successful completion of the program and meeting the attendance requirements (participant may miss only two lectures and one lab class), participants receive a certificate of program completion from Hofstra University Continuing Education and the Academy of Applied Personal Training Education. (This certificate does not constitute accreditation.)

NCCA-Accredited Certification Exam for CPT-EFS

Those seeking certification as a Certified Personal Trainer-Exercise and Fitness Specialist must sit for and pass the AAPTE CPT-EFS exam. The CPT-EFS exam is accredited by the National Commission for Certifying Agencies (NCCA), the accreditation body of the Institute for Credentialing Excellence.
WANT TO LEARN MORE ABOUT HEALTH AND FITNESS OR HOW TO BECOME A CERTIFIED PERSONAL TRAINER?

Attend a FREE Information Session!
Sunday, September 10, 2017, 9:30-10:30 a.m.
Sunday, September 24, 2017, 9:30-10:30 a.m.
Wednesday, October 4, 2017, 7-8 p.m.

To reserve your place, call 516-463-7600 or visit ce.hofstra.edu and click on Free Events. Reservations are required.

HUMAN ANATOMY
U1881-01    Sharon Borzone    3 sessions    $305
Tuesday, Thursday    October 17, 19    6:30-9:30 p.m.
Sunday    October 22    9:30 a.m.-3:30 p.m.

This course provides students with a basic overview of the skeletal, nervous and muscular systems. We explore aspects of the skeletal and muscular systems using a functional and biomechanical approach to help students relate theoretical principles to anatomy and exercise.

PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST PROGRAM
U1971-01    Vincent Carvelli    12 sessions    $995
Tuesday, Thursday    October 24-December 5    7-10 p.m.
No class November 23.
Class on October 24 starts at 6 p.m.

Program fee includes all course materials, registration, CPT-EFS exam and lab fees, practice test and review sessions. Interest-free tuition payment plans are available.

Hands-on Practical Skills Training Sessions
Sunday, November 5, 9:30 a.m.-4:30 p.m.
Sunday, November 12, 9:30 a.m.-4:30 p.m.
Sunday, November 19, 9:30 a.m.-4:30 p.m.
Course review at Hofstra: Tuesday, December 5, 7-10 p.m.

*AAPTE CPT-EFS EXAM AT HOFSTRA: Sunday, December 10, at 10 a.m.

>> CPR CERTIFICATION <<

ADULT CPR-AED CERTIFICATION
H1151-01    Staff    1 session    $100
Please visit ce.hofstra.edu for date and time.

Learn how to act in an emergency; recognize the signs and symptoms of a heart attack; respond to an adult who stops breathing, is choking or whose heart has stopped beating; and use a defibrillator. Students who successfully complete this course will be issued a Red Cross certificate that is valid for two years.

Note: A $40 nonrefundable materials fee is included in the program tuition.
Are you looking to stay current with developments in your field, begin a new career, or improve your skills and knowledge? Our certificate and licensing programs offer a practical, structured course of study with flexible, conveniently scheduled classes designed for busy people. Students who satisfy the program requirements receive a certificate of completion.

NONCREDIT CERTIFICATE PROGRAMS
- Health Care Information Technology
- Project Management
- Web Development
- Database Design and Development
- Object-Oriented Programming
For more information and advisement on these noncredit programs, please call Seth Liebstein at 516-463-6961 or email seth.liebstein@hofstra.edu.

- 21st Century Not-for-Profit Management
For more information and advisement on this noncredit program, please call Debbi Honorof at 516-463-6331 or email debbi.honorof@hofstra.edu.

- Paralegal Studies
- Bookkeeping
- School Facilities Management
For more information and advisement on these noncredit programs, please call June Mullan at 516-463-5014 or email june.mullan@hofstra.edu.

- American Sign Language/Deaf Studies
- Personal Trainer-Exercise and Fitness Specialist
For more information and advisement on these noncredit programs, please call Kathleen Montalbano at 516-463-7600 or email kathleen.montalbano@hofstra.edu.

- Sports Journalism for Teens
For more information and advisement on this noncredit program, please call Michael Chisena at 516-463-5909 or email michael.chisena@hofstra.edu.

LICENSING PROGRAMS
- Insurance Agents and Brokers
- Notary Public
- Real Estate Salesperson
For more information and advisement on these licensing programs, please call June Mullan at 516-463-5014 or email june.mullan@hofstra.edu.
Hofstra University Continuing Education offers personal enrichment courses that will intrigue, inform, challenge and inspire you. Our courses provide general knowledge and allow for the development of intellectual and artistic abilities while you explore your passions and interests. The personal enrichment courses listed below are sure to pique your interests, challenge your intellect, and help you discover hidden talents.

For more information and course advisement, please call 516-463-7200 or email ce@hofstra.edu.

ART AND DESIGN

AT THE POTTER’S WHEEL: A POTTERY WORKSHOP
U5301-01 Eric Kubinyak 10 sessions $475
Thursday September 14-November 30 7-10 p.m.
No class September 21 and November 23.

More than other artists, potters feel their material respond to the touch as they squeeze, pound and mold form out of 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 everyone working at a comfortable pace. (Glazing material and kiln firings are included; clay is extra.)
Enrollment is limited.

ADOBE PHOTOSHOP FOR DESIGN: A HANDS-ON COMPUTER LAB
U5432-01 Lockheed Lee 5 sessions $285
Tuesday, Thursday October 3-17 6-8 p.m.

Adobe Photoshop is the industry standard in digital image editing. In this course, you will learn how to use Adobe Photoshop and its tools to design fliers, print media and web marketing and communications, while focusing on areas such as photo retouching and manipulation, art effects, type effects and color correction. In the first session, you will be provided with images. After that, you will experiment using images saved to your own thumb or jump drive.
Prerequisite: Basic PC skills

PHOTOGRAPHY

GETTING TO KNOW YOUR DIGITAL CAMERA
U5407-01 Michelle Neacy 1 session $100
Saturday October 7 10 a.m.-1 p.m.

Learning the basics of a digital camera is fairly easy, but what do all the dials and buttons do, and how can you adjust the camera to take specific types of photos? The instructor describes the main controls of the modern digital camera and demonstrates how each affects the resulting image.
Note: Students must bring a digital camera to class.
These days, anyone with a smartphone has a camera at the ready. But a digital camera allows you to take photographs that are more than just snapshots. A camera is a tool that, used properly, can capture breathtaking images. In this class, you’ll learn the basics of camera settings, subject selections, lens choices, composition, light, and more. You’ll also learn how to find your own unique photographic style. Students must bring a digital camera and camera manual (in hard copy or digitally downloaded to your mobile device) to class.

**HOW TO SHOOT AND EDIT PHOTOS ON YOUR SMARTPHONE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U5412-01</td>
<td>Sandra Mardenfeld</td>
<td>2</td>
<td>$120</td>
</tr>
<tr>
<td>Saturday</td>
<td>November 4, 11</td>
<td>10 a.m.-noon</td>
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</table>

Want to be an expert smartphone photographer? In this class, you’ll learn how to take a great shot – including techniques such as the rule of thirds – plus we’ll tell you about amazing apps that can enhance your phone’s capabilities. You’ll also become an editing pro: We’ll show you how filters can enhance your photos and how to crop effectively. In the second session, you’ll take photographs, edit them, and present your images in a no-pressure workshop.

**PHOTOSHOP BASICS: MAKING GOOD PHOTOS LOOK GREAT!**

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<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
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<tbody>
<tr>
<td>U5422-01</td>
<td>Lockheed Lee</td>
<td>1</td>
<td>$100</td>
</tr>
<tr>
<td>Saturday</td>
<td>October 14</td>
<td>1-4 p.m.</td>
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</table>

This hands-on introduction to Photoshop – held in a state-of-the-art computer lab – will teach you the basic editing tools you need to enhance your images. Bring your images to class, and learn how to make your good photos look even better!

*Prerequisite: Basic PC skills*

**PHOTOSHOP PART II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
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<tbody>
<tr>
<td>U5424-01</td>
<td>Lockheed Lee</td>
<td>4</td>
<td>$230</td>
</tr>
<tr>
<td>Tuesday, Thursday</td>
<td>November 7-16</td>
<td>6-8 p.m.</td>
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In this hands-on class, students learn how to use Adobe Photoshop and its more advanced image enhancement tools, including layers and layer masks; how to smooth skin tones using levels and histograms; how to use the stamp tool like a professional; as well as selections, advanced use of filters, and shortcuts. Students have time to work on individual projects with guidance from the instructor.

*Prerequisite: Basic Photoshop skills or U5422 Photoshop Basics: Making Good Photos Look Great!*
WRITING

Do you have a story you want to share with the world? If you have always dreamed of sharing your thoughts or life experiences but need help crafting your words, Hofstra University Continuing Education is the perfect place to start! If you’re a more experienced writer, our courses can help you improve your skills, workshop your writing, and get published. We are proud to offer a wide variety of courses taught by writing professionals, including seasoned and successful authors and journalists. With so much to say, it’s time to begin your journey!

WRITING AND PUBLISHING FUNDAMENTALS

BECOME A CONFIDENT BUSINESS WRITER!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U6330-01</td>
<td>Dina Santorelli</td>
<td>3</td>
<td>$175</td>
<td>Tuesday October 3-17 6:30-8:30 p.m.</td>
</tr>
</tbody>
</table>

Writing is a powerful tool in today’s business environment. However, many professionals are not trained writers, or they may need a refresher on the basics. This interactive course teaches students how to spot, correct, and avoid the most common writing pitfalls and articulate their thoughts in a clear and concise manner. By working on writing assignments through various stages – from drafting to proofreading – students learn how to write with clarity and power and develop skills that will enhance their image, increase their confidence, boost their productivity, and help achieve their objectives.

ONE-DAY BLOGGING INTENSIVE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructors</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1307-01</td>
<td>Jerry Allocca, Sandra Mardenfeld</td>
<td>1</td>
<td>$230</td>
<td>Wednesday November 8 9 a.m.-5:30 p.m.</td>
</tr>
</tbody>
</table>

Become a blog expert in just one day! Whether you want to promote a business, establish a platform for your brand, or create a spirited forum for discussion, this class offers an overview of the entire blogging process — from clarifying your concept and finding a niche to creating must-read content and developing an audience. This hands-on intensive is perfect for newbies or those revamping an existing site.

“I am writing to let you know that I truly enjoyed yesterday’s Blogging Intensive class with Sandra Mardenfeld and Jerry Allocca. I learned a great deal from Sandra’s in-depth knowledge in researching, conceptualizing, creating, and maintaining blogs, and I am always floored by Jerry’s social and digital expertise. The class was fun, interactive, and extremely informative. I greatly benefited from it, and I can’t wait to start to put what I learned into action!”

— Alison Orne, CE Student
NONFICTION WRITING

MEMOIR AND PERSONAL ESSAY WORKSHOP
U6356-01 Sandra Mardenfeld 2 sessions $120
Wednesday November 8, 15 7-9 p.m.

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

FICTION WRITING

INTRODUCTION TO CREATIVE WRITING
U6306-01 Ellen Meister 4 sessions $230
Tuesday October 3-24 7-9 pm

Here’s a chance to dive into creative writing. You’ll learn how to find inspiration and overcome creative block. With writing prompts designed to help your inner creativity blossom, this class will awaken your potential. Gentle critiques from your instructor will help improve your ability to write clear sentences, vivid descriptions, authentic characterizations, lively dialogue, and compelling stories.

VOICE-OVER

SO YOU WANT TO BE A VOICE-OVER ACTOR?
U7351-01 Gerry Laytin 5 sessions $275
Monday October 16-November 13 7-9 p.m.

If you have ever been told, “You have a great voice. You ought to do commercials!” and you want to explore this possibility, this is the class for you! While commercials can be very lucrative, more than 90 percent of the work out there is in the narrative field. The audio book industry is a $2 billion business that, with the addition of digital downloads, continues to grow exponentially. And year after year, the overall field of voice-over acting grows at a rate of 17 percent! With more than a billion websites worldwide, there is tremendous opportunity for voice work. In this overview class, taught by a working professional, you will have the opportunity to read copy, record and have your voice evaluated, and learn what it means to be a voice-over actor. Guest lecturers provide additional viewpoints on the business of voice-over acting. Enrollment is limited.

“I have taken many classes at Hofstra, but this was by far one of the best. Gerry Laytin is a wonderful teacher who spent a great of time teaching us about the business of voice-overs. There was a lot of hands-on experience in the studio, and having the panelists critique us was very helpful.” — Dr. Cynthia Paulis, CE Student
LIFELONG LEARNING

>> SATURDAY CLASSES FOR YOUNG PEOPLE <<

Saturday Classes for Young People offers more than 60 courses in academics, arts and athletics for students aged 3 to 18 years, so there is something for everyone. Utilizing the rich resources of Hofstra University, including technologically advanced classroom buildings, state-of-the-art computer labs, art studios, theaters, and an Olympic-sized swimming pool, these offerings help young people explore their intellectual and creative interests. Exciting courses include video game design, aquatics, theater workshops, language arts, math, and test preparation. Also included in the Saturday youth program is the Hofstra Gifted Academy for academically advanced students and Hofstra REACH Program for young people with autism spectrum disorder and other special needs.

HOFSTRA PRECOLLEGIATE CAREER DISCOVERY INSTITUTE — NEW!

SATURDAY CLASSES

Hofstra Continuing Education announces a brand-new program: the Hofstra Precollegiate Career Discovery Institute – Saturday Classes. Designed for teens and taught mainly by Hofstra professors, these interactive, hands-on classes and workshops help teens explore their passions and interests and discover new ones as they prepare for college and beyond.

For more information, visit ce.hofstra.edu/youth or call 516-463-7400 to request a brochure.

>> HOFSTRA SUMMER CAMPS <<

For over 30 years, Hofstra Summer Camps has provided a safe, nurturing and enriching environment for children of all ages.

Hofstra’s beautiful, 244-acre campus provides an intellectually enriching atmosphere for hours of fun, and we fully utilize the University’s excellent indoor and outdoor athletic and cultural facilities. Days are full of excitement, socialization and swim instruction. Hofstra Summer Camps teaches self-respect, courage and responsibility, and our caring staff builds upon our campers’ self-esteem, self-confidence and character. This is a summer alternative that surpasses child care, one that captures our campers’ special talents and helps them identify their goals and dreams.

Hofstra Summer Camps offers a broad spectrum of coed camps – with the flexibility to register for two, four, six or seven weeks. Our goal is to assist in the development of the whole child – educationally, athletically, artistically and socially. Our programs combine the excitement of Hofstra’s varied curriculum with the professionalism and knowledge of our distinguished instructional staff.

The mission of the Hofstra Learning Institute is to teach and inspire young people to be creative and reach their academic potential. These camps are tailored to meet the varied interests of all students and are wonderful opportunities for students to challenge themselves in positive, enjoyable settings.
Hofstra Sports Academy Camps are the perfect summer choice for campers whose interests are strictly athletic. For campers entering grades 2 through 12, we offer Sports Academy Camps in basketball, lacrosse, wrestling, volleyball, soccer, softball, and dance and cheerleading. All of our Sports Academy Camps are supervised and run by Hofstra’s well-known NCAA Division I coaching staff.

For more information, visit ce.hofstra.edu/camp or call 516-463-CAMP.

HOFSTRA IS HOME TO THE NEW YORK BASEBALL ACADEMY!
The New York Baseball Academy (NYBA) is now in its 42nd year and ranked by Baseball America as one of the top 5 baseball schools in the country.

Players ages 7-17 can register for one through six weeks of ability-level instruction and take full advantage of Hofstra’s turf baseball field, indoor practice bubble and Olympic-sized swimming pool. NYBA founder Bob Hirschfield and Hofstra Baseball Head Coach John Russo direct the program.

Learn why the New York Baseball Academy at Hofstra University can make the difference in a youngster’s baseball career! Call 516-463-CAMP or visit hofstra.edu/nyba.
What is the PEIR Program? Simply put, PEIR provides opportunities for intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals. Bring your curiosity, your opinions, your expertise, your passions — and share them with like-minded individuals who thirst for learning, meaningful social interaction and stimulation in a lively, dynamic environment unique to a university setting.

How does PEIR work? Classes, discussion and interest groups, volunteer opportunities, social events and outings are planned and facilitated by PEIR members and guest speakers. PEIR members set the agenda, and new offerings are added each semester.

What does PEIR offer? PEIR offers exposure to or immersion in the subjects, events, issues and trends that you care about — whether your interests are in literature, history, religion, philosophy, natural sciences, political and social sciences, performing arts, visual arts and architecture, economics, finance or technology.

Who attends PEIR meetings and events? You’ll find a diverse mix of vibrant, intelligent men and women. Like you, they view retirement as a time for interests they couldn’t explore while working or raising their families. PEIR members are friendly, welcoming, and open to new experiences.

Program Benefits:
• Convenient schedule … meetings are held weekdays.
• Access to many of the resources of a major university.
• Social opportunities.
• The stimulating, engaging retirement you’ve waited for.
• An opportunity to learn new skills, develop latent talents, and make the most of retirement right here at home.

Who should enroll in PEIR? Enthusiastic adults who are eager to make the most of an active retirement while learning and socializing with others who are determined to stay young in body, mind and spirit!

For more information, visit ce.hofstra.edu/peir or call 516-463-7200.
The Hofstra Cultural Center (HCC) is an internationally renowned organization that includes a conference and symposium component, performance arts programming, and the publication of the proceedings of its conferences and symposia. The goal of the Hofstra Cultural Center is to augment the offerings of the academic departments of the University by developing educational programs related to the cultural and interdisciplinary experience of students, faculty, staff, alumni and scholars.

The HCC plans and coordinates conferences and symposia in the fields of the humanities, business, presidential studies, law and the sciences to promote the University as an international arena of scholarly thought and to foster Long Island as a cultural entity.

In addition to the conference and symposium component, the Hofstra Cultural Center is dedicated to becoming a thriving center for the arts (music, theater, dance performances, lectures) by offering the Joseph G. Astman Cultural Events, which provide opportunities for us to explore who we are as a diverse culture.

Many events on campus, especially lectures and museum exhibitions, are free and open to the public unless otherwise noted. Concerts and theatrical performances generally have a ticket fee.

For more information on our Fall 2017 programs and to join our mailing list, please visit hofstra.edu/culture, email hofculctr@hofstra.edu or call 516-463-5669.
CONTINUING EDUCATION GENERAL CALENDAR — FALL 2017

Monday, September 4    Labor Day-University closed.
Tuesday, September 5    Classes begin.
Wednesday-Sunday, November 22-26    Thanksgiving Break – No classes. University closed.

REGISTRATION OPTIONS
You may register online; via telephone, fax or mail; or in person. To register by fax or mail, you may use the registration form included in this publication or download the registration form from our website at ce.hofstra.edu/forms.

ONLINE
New and returning Continuing Education students may register online at ce@hofstra.edu for any course, except those that are part of the Paralegal Studies Certificate Program. In order to register online, you must have a student account ID and password. If you are a returning student, you should already have this information. If not, please call our office at 516-463-7200 or send an email to ce@hofstra.edu and we will be happy to send it to you. Payment must be made by major credit card (MasterCard, Visa or American Express) or electronic check. If you have any problems registering online or creating a student account, please call our office at 516-463-7200 or send an email to ce@hofstra.edu.

BY FAX
The registration form can be faxed to 516-463-4836 anytime. Payment must be made by major credit card (MasterCard, Visa or American Express).

BY PHONE
Telephone registrations are accepted at 516-463-7200, Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa or American Express).

BY MAIL
Mail a completed registration form at least one week before the first day of class to:
Hofstra University Continuing Education Registration Office
Oak Street Center
255 Hofstra University
Hempstead, NY 11549-2550

Payment must accompany registration form and can be made by personal check or major credit card (MasterCard, Visa or American Express).

IN PERSON
Visit our office located at the Oak Street Center on the North Campus of Hofstra University (GPS address: 101 Oak Street, Uniondale). Offices are open Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment may be made by personal check or major credit card (MasterCard, Visa or American Express).
REGISTRATION AND GENERAL INFORMATION

TUITION AND FEES

• Tuition as listed with each course description.
• Materials fees, etc., as listed with course description.

Other Fees and Charges
• Certificate reprint: $15
• Returned check/declined credit card: $35
• Transcript: $5
• Adult CPR/AED Certification card replacement: $30

Payment Methods. Tuition and fees are to be paid in full at the time of registration. Acceptable forms of payment are personal check, bank check, money order and major credit card (MasterCard, Visa or American Express). Cash, second- or third-party checks, and credit card checks are not accepted. Checks must be made payable to Hofstra University, in U.S. dollars and drawn on a U.S. bank. When paying by check, you authorize check payments to be processed as Automated Clearing House (“ACH”) transactions, which immediately debit the account. The process will read the information from a paper check and convert it to an electronic payment or debit transaction. The result is that funds may be withdrawn from your account as soon as we receive your payment, and you will not receive your check back from your financial institution. For online registration, only credit cards or electronic checks are accepted as payment.

*Note: Money orders and bank-certified check payments cannot be used for online registration.

Veterans. Various programs have been approved by the Department of Veterans Affairs for tuition reimbursement to eligible veterans. For information, call 1-888-GI-BILL-1 (1-888-442-4551). Hofstra University does not guarantee reimbursement and urges you to check course approvals.

ACCES-VR. New York State Education Department ACCES-VR (formerly known as VESID) vouchers are accepted. For inquiries or an application, please call Seth Liebstein at 516-463-6961.

Tax Deduction for Education. Under certain circumstances, educational expenses undertaken to maintain or improve job skills may be deductible for income tax purposes. Also, education assistance under an employer’s education plan may be considered nontaxable income. Students are advised to bring this to the attention of their tax advisor or accountant.
REGISTRATION AND GENERAL INFORMATION

REGISTRATION PROCEDURES

You may register online; via telephone, fax at 516-463-4836 or mail; or in person. Tuition and fees are to be paid in full at the time of registration.

Add/Drop. Students registered for Continuing Education courses may request to add one course and drop another, by sending an add/drop/withdrawal request in writing (using the Add/Drop/Withdrawal form) to the Continuing Education Registrar’s Office via fax at 516-463-4836, postal mail or in person. Certificate students must obtain their advisor’s approval prior to making schedule changes.

Withdrawing From a CE Course for a Refund. All programs are subject to a $25 fee for withdrawing before the program begins. No refunds will be issued after the program’s start date. For additional information about the refund policies and procedures, please refer to ce.hofstra.edu/refund.

Refunds for Canceled Courses. Hofstra University Continuing Education reserves the right to cancel courses or adjust curriculum. Typical reasons for course cancellation include insufficient enrollment, withdrawal of the instructor, or inability to schedule appropriate instructional space. If you are registered for a course that is canceled, Continuing Education will notify you by telephone or mail. You will be asked if you wish to register for a different course or if you wish a full refund of tuition and fees. Refunds will be issued only in the original form of payment.

Refunds for Hofstra Summer Camps. Call 516-463-CAMP for details.

Add/Drop/Withdrawal and Refunds. To receive a refund, students must complete the Add/Drop/Withdrawal form and forward it to the Continuing Education Registrar’s Office. Refunds are not granted to students receiving incomplete and/or failing grades in a specific course.

Paralegal Studies Program Tuition Refund, Withdrawal and Leave of Absence Policy. For information about the Paralegal Studies Program’s tuition refund, withdrawal and leave of absence policy, please refer to the Paralegal Studies Student Handbook or contact June Mullan at 516-463-7800.

ADMINISTRATIVE POLICIES

Transcripts. Noncredit students may request a transcript through the Continuing Education Registrar’s Office. Continuing Education official transcripts will be mailed to the student’s home address or to a third party. Unofficial transcripts may be picked up in person. There is a nonrefundable fee of $5 per copy, which must be paid by the student’s own personal check, MasterCard, Visa or American Express; cash is not accepted. All noncredit transcript requests must be made in writing by completing the Continuing Education Transcript Request form. The Continuing Education and Paralegal Transcript Request forms can be found at ce.hofstra.edu/forms and must be submitted with payment. Processing of requests takes approximately two business days.
REGISTRATION AND GENERAL INFORMATION

Credit students must request a transcript from the Hofstra University Office of Academic Records; its transcript request form can be found at hofstra.edu/academicrecords.

Changing Your Name or Contact Information. If your name, address, phone number, or email address changes at any time, please contact the Continuing Education Registrar’s Office as soon as possible to request a CE Student Profile Change form, or download the form at ce.hofstra.edu/forms. Some change of information requests require verification. Please be prepared to provide a valid government-issued photo identification card or legal documentation.

Please note that it is important for us to have your current contact information so that you will receive all important letters and notices from Hofstra University Continuing Education.

Admission to Class. All persons wishing to attend any course or event offered by Hofstra University Continuing Education must be properly registered. Be prepared to show a current-term schedule confirmation to the instructor for admission to any class. If you have not received your schedule confirmation or have forgotten or lost it, you may be admitted to class if your name appears on the course roster.

Schedule Confirmation. A schedule confirmation will be sent to the email address and mailing address on record. Please retain the schedule confirmation for your records.

GENERAL INFORMATION

Hofstra University Bookstore/Post Office. Located in the Mack Student Center, North Campus, the Bookstore stocks all required course materials as well as Hofstra apparel, gifts, sundries, office supplies, magazines, candy/snacks and greeting cards. Textbooks can be ordered online at hofstra.bncollege.com. The Post Office, located outside the Bookstore on the lower level, sells stamps, issues money orders, and offers typical mail-related services. Hours for the Bookstore and Post Office vary. Please visit hofstra.bncollege.com or call 516-463-6654 for more information.

Classroom Locations. The location of your classroom will be listed on the schedule confirmation email sent prior to the start of classes. Classroom locations for Continuing Education classes can also be viewed at ce.hofstra.edu/classrooms. Classroom locations are subject to change; please refer to this website for the most up-to-date classroom assignments.

DISCIPLINE

Hofstra University reserves the right to refuse enrollment in or admittance to any Continuing Education course to any student who engages in conduct deemed by Hofstra, in its sole discretion, as interfering with the learning experience or safety of any person in the Hofstra community. Laws prohibiting harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status, or any other legally protected status are observed and enforced. Students are expected to familiarize themselves and comply with academic regulations and established practices of the University and Continuing Education. If, pursuant to such regulations or practices, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.
POLICY ON STUDENT CONDUCT

Introduction
Students enrolled in noncredit courses at Hofstra University Continuing Education can take advantage of the privileges afforded to all members of the Hofstra academic community for the duration of their enrollment, including access to facilities and assistance from faculty members and staff. Students must comply with all applicable Hofstra rules and policies governing student conduct.

Policy Statement
Students enrolled in noncredit courses are expected to demonstrate appropriate professional and personal behavior in the classroom, on campus, at on-site visits, at internships, and in other situations applicable to their role as Hofstra students. They are expected to practice civility and respect in their interactions with others in the University community; to abide by the principles of academic integrity; to represent honestly their noncredit status at the University; and to refrain from conducting themselves in ways that compromise the reputation, academic processes, or regular operations of the University.

Behavior subject to disciplinary action includes behavior that violates University rules of conduct; the policies of Hofstra University; any local, state, or federal laws; and conduct deemed by Hofstra to not comply with the expectations described in this policy or to interfere with the learning experience, safety, or well-being of any person in the Hofstra community, wherever any such behavior occurs. Examples of conduct that is subject to review include, but are not limited to, harassing students, faculty, and staff members; contributing to an unsafe environment; interfering with academic classes or events; disrupting University functions, programs, and activities; compromising the academic or administrative process by making excessive and unreasonable demands on faculty or administrative staff; accessing or using Hofstra facilities or files (including electronic files) without authorization; jeopardizing the health, well-being, or safety of any member of the Hofstra community; causing damage to University facilities, property, or equipment; and the inappropriate use of University electronic services (e.g., running a business, spamming, and any other form of electronic/email harassment).

Disciplinary Sanctions
Adult Programs: Students engaging in violations of this policy may be directed by Hofstra faculty or staff to leave the classroom or other educational setting immediately. Any student determined by the head of the department to have engaged in violations of this policy shall be subject to the imposition of further sanctions, such as, but not limited to, suspension from the course for a stated period, dismissal from the course or program, prohibition from future enrollment, and notation on the student’s record. Hofstra shall have sole discretion in determining whether a violation of this policy has occurred. The student may request an appeal of the sanction, in writing, within seven (7) days of notice of the sanction. The divisional dean will review the appeal and render a decision, which shall be final and binding.

Youth Programs: I understand and agree that my child will comply with the University’s rules, standards and instructions. I understand that the University and its agents and employees have the right to enforce its standards and may at any time terminate my child’s participation in Camp for failure to maintain these standards or for any conduct that the
REGISTRATION AND GENERAL INFORMATION

University or its agents consider to be incompatible with the interest and welfare of the other Campers or the University. I understand that I will not be entitled to any refund if my child’s participation in Camp is terminated as described in this paragraph.

CELL PHONE USE – ADULT PROGRAMS
Students are NOT permitted to use cell phones during program activities.

CELL PHONE USE – YOUTH PROGRAMS
Students are NOT permitted to use cell phones during program activities. Students who violate this policy will be removed from the program and their parent/legal guardian will be notified. No refunds and/or credits will be issued if a student is removed from any program due to a violation of this policy. In case of an emergency, students/campers may request permission from the counselor/instructor to make a phone call to their parents.

Forms. Forms mentioned in this publication are available on the Continuing Education website at ce.hofstra.edu/forms.

Parking. There are no parking restrictions on campus after 5 p.m. However, before 5 p.m., Continuing Education students must observe the University’s parking lot restrictions. Parking restrictions can be found on the Hofstra University Public Safety website at hofstra.edu/parking.

Student Advising. Continuing Education program directors and Student Services staff are available to assist you in deciding which program(s) or course(s) will best meet your educational, personal and professional goals. For advisement, please call 516-463-7200.

Weather Emergency. Continuing Education may cancel courses due to a weather emergency, even when Hofstra University remains open. Call the Continuing Education offices at 516-463-7200, Public Safety at 516-463-6606, or Hofstra’s Weather Hotline at 516-463-SNOW for accurate information.

Questions? If you have any questions or concerns, please email us at ce@hofstra.edu or call us at 516-463-7200.

Disclaimer. The information contained within this publication, including schedules, instructor assignments, tuition and fees, is subject to change without notice at the sole discretion of Continuing Education. For the most up-to-date information, please visit the Hofstra University Continuing Education website at ce.hofstra.edu. Hofstra University is not responsible for errors or omissions in this publication.
HOFSTRA UNIVERSITY CONTINUING EDUCATION

Oak Street Center • 255 Hofstra University • Hempstead, NY 11549-2550
Phone: 516-463-7200 • Fax: 516-463-4833
Email: ce@hofstra.edu • Website: ce.hofstra.edu
Hofstra Summer Camps Phone: 516-463-CAMP • Camp Fax: 516-463-6114
Hofstra Summer Camps Email: ce-camps@hofstra.edu

Nondiscrimination Policy
Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act, and other applicable federal, state and local laws and regulations relating to nondiscrimination ("Equal Opportunity Laws"). The Equal Rights and Opportunity Officer is the University's official responsible for handling inquiries regarding the nondiscrimination policies and coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Nondiscrimination Policy should be directed to the Equal Rights and Opportunity Officer at EROO@hofstra.edu, 516-463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. The University's Title IX Coordinator, who is responsible for the University's efforts to comply with and carry out responsibilities under Title IX, can be reached at TitleIXCoordinator@hofstra.edu, 516-463-5841, 214 Roosevelt Hall, Hofstra University Harassment Policy
Hofstra's prohibition against discrimination is also addressed in Hofstra's Harassment Policy. The Harassment Policy prohibits harassment—including sexual harassment and sexual violence—based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status. Hofstra University is committed to professional and interpersonal respect ensuring that no individual is subjected to harassment or discrimination in any way on the basis of any of these protected characteristics. Harassment based on any of these protected characteristics is a form of discrimination prohibited by law and by Hofstra University's Harassment Policy. The Harassment Policy, which is available online at the link referenced below, contains complaint procedures for resolving complaints of harassment in violation of Hofstra's Harassment Policy. Harassment policy link: hofstra.edu/harassment

Campus Crime Reporting and Fire Safety Statistics
In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, an annual campus safety report which contains detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at hofstra.edu/campussafetyreport or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at ope.ed.gov/security. The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the United States Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 516-463-6606.
NEW!

HOFSTRA UNIVERSITY

Precollegiate Career Discovery Institute
Saturday Classes

Designed for teens and taught mainly by Hofstra professors, these interactive, hands-on classes and workshops help teens explore their passions and interests and discover new ones as they prepare for college and beyond.

Classes and workshops in:
- ARTS
- CROSS-CULTURAL COMPETENCY
- LEGAL STUDIES
- PREPARING FOR COLLEGE
- SCIENCE AND HEALTH PROFESSIONS
- WELLNESS AND SPORTS
- WRITING

To register, visit ce.hofstra.edu/satpc or call 516-463-7400.

Want to learn more? Join us at a free information session on SATURDAY, SEPTEMBER 16, at NOON at Hofstra’s Oak Street Center, 101 Oak Street, Uniondale, NY 11553.*

*This is not a mailing address. Use this address for GPS only.
**PLEASE PRINT CLEARLY.**

*Denotes required fields

☐ FALL      ☐ SPRING      ☐ SUMMER

**Student’s Last Name**  **First Name**  **M.I.**  

**Address**

Date of Birth (required under 18 years old)

**City**  **State**  **ZIP**

**Home Phone**  **Cell Phone**  **Work Phone**

**Email**  **Organization**

**COURSE INFORMATION**

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<th>Course Tuition Discount</th>
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**METHOD OF PAYMENT**

☐ **Check enclosed**  **Type of Bank Account:**  ☐ Checking  ☐ Savings

(Checks payable to Hofstra University)

Charge to:  ☐ Visa  ☐ MasterCard  ☐ American Express

Account Holder’s Name (please print)

Card Number  Exp. Date  Security Code

[AmEx cards utilize 4 digits]

*Account Holder’s Signature

Billing Address for Credit Card  City  State  ZIP

**OFFICE USE ONLY**

Date  Initials

Payment Reference #

Order #

**FOR CHILD’S REGISTRATION ONLY (UNDER 18)**

*Parent’s Name

*Emergency Contact (other than parent)

*Emergency Contact Phone Number

*Student Age  *Date of Birth  *Grade

**Tuition Discounts for Saturday YOUTH Classes**

$25 early registration discount available per course if you register one week prior to the start of the class. For further information, please call Jessica Dease, Associate Director of Youth Programs, at 516-463-7400.

Fax this registration form to 516-463-4836 or mail to:

Hofstra University Continuing Education Registrar’s Office
Oak Street Center
255 Hofstra University
Hempstead, NY 11549-2550

**Hofstra University Confidential**

**When paying by check, you authorize check payments to be processed as Automated Clearing House ("ACH") transactions, which immediately debit the account. The process will read the information from a paper check and convert it to an electronic payment or debit transaction. The result is that funds may be withdrawn from your account as soon as we receive your payment, and you will not receive your check back from your financial institution.**