BEGIN ... IMPROVE ... GROW!

Never Stop Learning

HOFSTRA UNIVERSITY
CONTINUING EDUCATION

SUMMER 2020

YOUR GUIDE TO LIFELONG LEARNING
Want to stay current with developments in your field, begin a new career, or improve your skills and knowledge? The certificate, licensing, and certification programs offered through Hofstra University Continuing Education provide a practical, structured course of study with flexible, conveniently scheduled classes – some online – designed for busy people.

Hofstra University Continuing Education also offers noncertificate courses that will intrigue, inform, challenge, and inspire you. Whether you want to try something new or perfect your skills, our classes allow for the development of intellectual and artistic abilities.

Register today and let the learning begin!
NONCREDIT CERTIFICATE PROGRAMS
• American Sign Language/Deaf Studies
• Bookkeeping
• Business and Data Analytics
• Computer Programming
• Database Design and Development
• Digital and Social Media Marketing Certificate
• Healthcare Information Technology
• Microsoft Office Bootcamp Certificate
• Paralegal Studies
• Project Management
• School Facilities Safety and Security
• Sports Journalism and Broadcasting
• Website Development

LICENSING PROGRAMS
• Insurance Brokers and Agents
• Real Estate Salesperson

CERTIFICATION PROGRAMS
• Adult CPR-AED
• Certified Financial Planner
• Cisco Certified Network Associate (CCNA)
• Personal Trainer-Exercise and Fitness Specialist

LOOK FOR THIS...

These courses are offered ONLINE!
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.

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, 9 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, 9 a.m. to 7 p.m., and Saturday, 9 a.m. to 2 p.m. Payment may be made by personal check or major credit card (MasterCard, Visa, or American Express).
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AMERICAN SIGN LANGUAGE/ DEAF STUDIES

Hofstra’s American Sign Language/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 (ASL). The certificate is awarded to students who successfully complete all required courses plus eight (8) workshops of their choice. The courses and workshops in this program are continually updated and rotated in the summer, spring, and fall. 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 coursework 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 516-463-4803 to make an appointment.

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

AMERICAN SIGN LANGUAGE CERTIFICATE PROGRAM

Required Courses:
U2111: American Sign Language 1 and 2
U2113: American Sign Language 3 and 4
U2115: American Sign Language 5
U2116: American Sign Language 6 and 7

Workshops (choose eight):
U2122: English to ASL Interpreting
U2129: Deaf History
U2131: ASL Conversational
U2135: Medical ASL – For Medical, Emergency, and Counseling Situations
U2136: ASL Practice Sessions
U2137: ASL Linguistics 1
U2138: ASL Idioms
U2139: ASL Storytelling
U2143: ASL Linguistics 2
U2144: Overcoming Nerves When Signing – Mindfulness and ASL Workshop
U2145: ASL Games
U2146: ASL Numbers
U2353: ASL Fingerspelling
U2354: ASL Vocabulary
U2355: ASL Classifiers
U2356: ASL Semantics Workshop
AMERICAN SIGN LANGUAGE 1 AND 2
U2111-71 Sarah Gelpern 13 sessions $440
Tuesday May 26-August 18 6:30-8:30 p.m.
Get a strong foundation in American Sign Language (ASL) by studying the alphabet, numbers 1-1,000, and basic vocabulary as well as fingerspelling, language functions, grammar, basic questions, and dialogue practice. Instruction also includes conversational strategies and sentence practice with directional verbs, adverbs, pronouns, time, and calendar-related words. Explore the history of ASL to become knowledgeable in the basics of deaf culture.
Recommended Textbook: Signing Naturally Units 1-6, ISBN: 978-1581212105

AMERICAN SIGN LANGUAGE 3 AND 4
U2113-71 Dana Maneri 13 sessions $440
Tuesday May 26-August 18 6:30-8:30 p.m.
Focus 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, 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.
Recommended Textbook: Signing Naturally Units 7-12, ISBN: 978-1581212211
Prerequisite: U2111: ASL 1 and 2 or equivalent.

AMERICAN SIGN LANGUAGE 5
U2115-71 Heather Kittenplan 12 sessions $420
Monday June 1-August 17 6:30-8:30 p.m.
Learn 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: U2113: ASL 3 and 4 or equivalent.
AMERICAN SIGN LANGUAGE 6 AND 7
U2116-71 Megan Forrester 12 sessions $420
Monday June 1-August 17 6:30-8:30 p.m.

This course covers 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: U2115: ASL 5 or equivalent.

ASL LINGUISTICS 2
U2143-71 Michael Smith 1 session $130
Saturday June 27 9 a.m.-1 p.m.

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. Students learning ASL and those looking for a foundation for continued study in ASL linguistics are sure to benefit from this workshop.

Prerequisite: U2137: ASL Linguistics 1.

ASL CLASSIFIERS
U2355-71 Catherine Conticello 2 sessions $130
Thursday June 4, 11 6:30-8:30 p.m.

Classifiers create a whole new atmosphere for storytelling and conversations. Different hand shapes and size specifiers represent people, things, and actions. This intensive workshop reviews basic classifier use and moves on to practice on a more advanced level so that students are able to read and convey appropriate hand shapes and develop consistent use of signing space.

Prerequisite: U2113: ASL 3 and 4 or higher.

ASL SEMANTICS
U2356-71 Catherine Conticello 2 sessions $130
Thursday August 6, 13 6:30-8:30 p.m.

There is more than one correct sign or group of signs that can be used to express the meaning of an English word or words. Students are introduced to multiple meanings and gain practical and experiential (hands-on) understanding by exploring standardized signs. Students learn to distinguish multiple meanings of words/signs and phrases/sentences; recognize lexical, phrasal, sentential, and textual meanings; distinguish nouns and verbs; and create signs/words naturally, accurately, and clearly.

Prerequisite: U2113: ASL 3 and 4 or higher.
BUSINESS AND DATA ANALYTICS

Business analytics is the study of how to transform data into insights. In these courses, students learn the basics of qualitative and quantitative data, group comparisons, probability distributions, hypothesis tests, prediction models used in machine learning such as regression, and how to apply the techniques for business solutions.

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

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

BUSINESS AND DATA ANALYTICS CERTIFICATE PROGRAM

Required Courses:
T1500: Basics of Analytics – Understanding Data and Analysis
T1501: Statistical Concepts and Machine Learning Introduction

BASICS OF ANALYTICS – UNDERSTANDING DATA AND ANALYSIS

T1500-71 Staff ONLINE $400

The module provides information on basic descriptive statistics using Excel. In addition, students learn about probability distributions, variance and standard deviation, kurtosis and skewness, and covariance and correlation. Additional topics include probability, sampling, and estimation, and the application of these measures.

Prerequisites: Knowledge of Excel (Mac or PC) and basic understanding of mathematical concepts.

STATISTICAL CONCEPTS AND MACHINE LEARNING INTRODUCTION

T1501-71 Staff ONLINE $400

This module concentrates on more complex techniques such as the use of regression analysis and experimentation to improve performance. Specific topics covered include hypothesis testing, confidence intervals, simple and multiple regression, design of experiments, and analysis of variance.

Prerequisite: T1500: Basics of Analytics – Understanding Data and Analysis.
BUSINESS COMMUNICATIONS

CONFIDENT COMMUNICATIONS
H1198-71     Gerry Laytin      5 sessions      $285
Wednesday     May 6-June 3      7-9 p.m.
Talk so that people listen – and listen so that people talk. Communications coach Gerry Laytin guides you through exploring the four basic communication styles, determining where you fall on that spectrum, and learning how to converse with individuals in the other three quadrants. Learn how to run a successful meeting, make a persuasive presentation, dress for success, make the most of a media interview, craft an “elevator pitch,” and form and nurture new business relationships. Other topics include body language, successful networking, negotiating skills, and tips and techniques for coaching others in your organization.

PUBLIC SPEAKING WITH CONFIDENCE
H1221-71     Gerry Laytin      4 sessions      $230
Thursday      June 11-July 2      7-9 p.m.
Become less self-conscious and learn to enjoy speaking in public by understanding the many aspects of public speaking, including coping with nerves, tips for delivery, organizing content, and adding interest. We discuss ways to build your self-confidence, explore different types of speeches, and conduct a mini-presentation that will bring out the inner speaker in you.

CERTIFIED FINANCIAL PLANNER
Offered in association with the Certified Financial Planner Board of Standards Inc., this intensive program prepares financial service professionals (accountants, attorneys, bankers, brokers, securities representatives, and insurance agents) to better serve clients. It also enables individuals to meet 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 the following seven courses:
H4131: Fundamentals of Financial Planning
H4132: Risk Management and Insurance Planning
H4133: Investment Planning
H4134: Income Tax Planning
H4135: Employee Benefits and Retirement Planning
H4136: Estate Planning
H4140: Certified Financial Planning Capstone Case Applications

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

Note: Students are responsible for obtaining required materials and registering for the national examination directly with the CFP Board of Standards. If you have questions about the program or would like to register, please call 516-463-7200.
FUNDAMENTALS OF FINANCIAL PLANNING

H4131-71    Ken Eldi    12 sessions    $525
Monday       June 1-August 24    6:15-9:45 p.m.
No class July 20.

This course provides students with an understanding of the personal 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.

Required textbooks:

Note: Students must bring an HP 12C financial calculator to class.

INCOME TAX PLANNING

H4134-71    John Spinelli    12 sessions    $525
Wednesday    May 6-July 22    6:15-9:45 p.m.

Students receive an introduction to the application of income tax planning in personal financial planning. Based on the learning objectives specified by the Certified Financial Planner Board of Standards Inc., the course examines the fundamentals of income taxation, tax computations and concepts, tax planning, hazards, and penalties.


FIXED INCOME 1 – UNDERSTANDING BOND MARKETS AND SECURITIES

H2130-71    Michael Bruno    3 sessions    $180
Saturday    April 4-18    9-11 a.m.

This class focuses on the types of securities comprising the markets; the structures of those securities and markets; the various risks inherent in fixed income securities; and how value, risk, and return are measured and used by market participants.
CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

In today’s highly connected world, computer networks are indispensable in business and government. Enhance your career by becoming a Cisco Certified Network Associate (CCNA). These classes provide you with the skills you need to pass both Part 1 and Part 2 of the Cisco Certified Network Associate (CCNA) exam.

Note: The CCNA exam is taken through Cisco, not Hofstra.

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

INTERCONNECTING CISCO NETWORK DEVICES, PART 2

T7098-71      David Archival      9 sessions      $985
Friday       June 19-August 21      6-10 p.m.
No class July 3.

Learn about the Cisco proprietary protocols, Cisco Discovery Protocol (CDP), VTP, Spanning Tree Protocol (STP), Access Control Lists (ACLs), NAT/PAT protocols, and the Single-Area OSPF routing protocol. These TCP/IP protocols will be discussed in detail using a sequential approach paired with in-depth lectures and engaging discussions.

Prerequisite: T7097: Introduction to Cisco CCNA Networking, Part 1.
Our Computer Programming Certificate Program will give you a strong foundation in object-oriented programming languages, such as Python, C#, and ASP.NET, and will help you keep your programming skills current. Hofstra Continuing Education’s Computer Programming certificate will qualify you for many high-paying programming jobs – according to the Bureau of Labor Statistics (2018), the median pay is just over $84K per year!

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

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

COMPUTER PROGRAMMING CERTIFICATE PROGRAM

Required Courses:
T3000: Introduction to Coding – Python
T3001: Intermediate Coding – Python
T3021: Introduction to C# and .Net Framework Foundation
T3041: Advanced C# and .Net Framework Foundation

Elective Courses (choose two):
T3190: Java Programming
T4061: Web Development and Web Applications with ASP.Net, C#, and VB.Net
T4062: Advanced ASP.Net

INTRODUCTION TO CODING – PYTHON
T3000-71  Jay Mir 6 sessions $615
Tuesday, Thursday May 5-21 6:30-9:30 p.m.
Using the easy-to-learn and very popular programming language known as Python, we explore the fundamentals that are part of any programming language. Learning how to program is becoming increasingly more popular among nonprofessional coders, and individuals from any profession can benefit from gaining an understanding of theoretical and computational thinking. This course is designed to teach new skills or add to knowledge you may already have.

INTERMEDIATE CODING – PYTHON
T3001-71  Jay Mir 6 sessions $615
Tuesday, Thursday May 26-June 11 6:30-9:30 p.m.
The best way to learn programming is by doing. We discuss and design programs while covering the common paradigms and practices used by software engineers. We reinforce the fundamentals and explore how to build your own libraries to integrate with the modules already offered by the programming language Python.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Format</th>
<th>Price</th>
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<tbody>
<tr>
<td><strong>INTRODUCTION TO C# AND .NET FRAMEWORK FOUNDATION</strong></td>
<td>T3021-71</td>
<td>ONLINE</td>
<td>$740</td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>ADVANCED C# AND .NET FRAMEWORK FOUNDATION</strong></td>
<td>T3041-71</td>
<td>ONLINE</td>
<td>$740</td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>JAVA PROGRAMMING</strong></td>
<td>T3190-71</td>
<td>ONLINE</td>
<td>$740</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td><strong>WEB DEVELOPMENT AND WEB APPLICATIONS WITH ASP.NET, C#, AND VB.NET</strong></td>
<td>T4061-71</td>
<td>ONLINE</td>
<td>$740</td>
</tr>
<tr>
<td>This course teaches students the fundamentals of very creative, dynamic, data-driven, and interactive website design with ASP.NET, C#, and VB.NET. Working with the most current and advanced ASP.NET 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 features.</td>
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<tr>
<td><strong>ADVANCED ASP.NET</strong></td>
<td>T4062-71</td>
<td>ONLINE</td>
<td>$740</td>
</tr>
<tr>
<td>Students learn how to design advanced interactive and database-connected web applications with ASP.NET technology, as well as adding and configuring server controls and 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. Students complete a major website project, hosted by the production data center of a web hosting provider, and can keep this project code to use in future designs.</td>
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<tr>
<td><strong>Prerequisite: T4061: Web Development and Web Applications with ASP.NET, C#, and VB.NET.</strong></td>
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CREATIVE SKILLS – PHOTO EDITING

PHOTOSHOP BASICS: MAKING GOOD PHOTOS LOOK GREAT!
U5422-71 Lockheed Lee 1 session $100
Saturday May 16 1-4 p.m.
Get a hands-on introduction to Photoshop – held in a state-of-the-art computer lab – and learn the basic editing tools you need to enhance your images. Bring your images to class, and learn how to improve them and make your good photos look even better!

Prerequisite: Basic PC skills.

PHOTOSHOP PART 2
U5424-71 Lockheed Lee 4 sessions $230
Tuesday, Thursday June 16-25 6-8 p.m.
Adobe Photoshop is today’s industry standard photo editing, image creation, and graphic design software. With side-by-side guidance from the instructor, you will learn advanced image enhancement tools, including layers, masks, how to smooth skin tones using levels and histograms, how to use the stamp tool like a professional, making selections, advanced use of filters, shortcuts, and much more.

Prerequisite: Basic Photoshop skills or U5422: Photoshop Basics: Making Good Photos Look Great!
CREATIVE SKILLS – VOICE-OVER ACTING

SO YOU WANT TO BE A VOICE-OVER ACTOR?

U7351-71  Gerry Laytin  5 sessions  $275
Monday    June 8-July 6  7-9 p.m.

Have people told you, “You have a great voice. You ought to do commercials!”? While commercials can be very lucrative, more than 90% of the work out there is in the narrative field, including the $2 billion audiobook industry. Learn what it means to be a voice-over actor by exploring the possibilities with a working professional – reading copy, recording, and having your voice evaluated. Guest lecturers provide additional viewpoints on the field, which grows year after year at a rate of 17%!

CREATIVE SKILLS – 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, jolt your writing, and get your work 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!

For more information, please contact Jackie Schmitt at 516-463-7139 or jackie.r.schmitt@hofstra.edu.

MEMOIR AND PERSONAL ESSAY WORKSHOP

U6356-71  Sandra Mardenfeld  2 sessions  $125
Thursday  June 4, 11  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 times in your life 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.
DATABASE DESIGN AND DEVELOPMENT

Databases are essential for online transactions and increasingly vital to the success of companies across nearly every industry. Being able to create and maintain Microsoft Access, Microsoft SQL Server, MongoDB, and Oracle databases enables you to have the in-demand IT skills employers need now and in the future.

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

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

DATABASE DESIGN AND DEVELOPMENT CERTIFICATE PROGRAM

Required Courses:
T5202: Introduction to Database Design and SQL Programming
T5311: Introduction to Microsoft SQL Server
T5321: Advanced Microsoft SQL Server
T1401: Introduction to Microsoft Access
T1421: Advanced Applications of Microsoft Access

Elective Courses (choose two):
T4049: PHP/MySQL Web Application
T3061: Introduction to Coding – Python
T3081: Intermediate Coding – Python
T4061: Web Development and Web Applications with ASP.NET, C#, and VB.NET
T4062: Advanced ASP.NET

INTRODUCTION TO CODING – PYTHON

T3000-71      Jay Mir      6 sessions      $615
Tuesday, Thursday  May 5-21      6:30-9:30 p.m.

Using the easy-to-learn and very popular programming language known as Python, we explore the fundamentals that are part of any programming language. Learning how to program is becoming increasingly more popular among nonprofessional coders, and individuals from any profession can benefit from gaining an understanding of theoretical and computational thinking. This course is designed to teach new skills or add to knowledge you may already have.

INTERMEDIATE CODING – PYTHON

T3001-71      Jay Mir      6 sessions      $615
Tuesday, Thursday  May 26-June 11  6:30-9:30 p.m.

The best way to learn programming is by doing. We discuss and design programs while covering the common paradigms and practices used by software engineers. We reinforce the fundamentals and explore how to build your own libraries to integrate with the modules already offered by the programming language Python.
WEB DEVELOPMENT AND WEB APPLICATIONS WITH ASP.NET, C#, AND VB.NET
T4061-71 ONLINE $740
This course teaches students the fundamentals of very creative, dynamic, data-driven, and interactive website design with ASP.NET, C#, and VB.NET. Working with the most current and advanced ASP.NET 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 features.

ADVANCED ASP.NET
T4062-71 ONLINE $740
Students learn how to design advanced interactive and database-connected web applications with ASP.NET technology, as well as adding and configuring server controls and 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. Students complete a major website project, hosted by the production data center of a web hosting provider, and can keep this project code to use in future designs.

Prerequisite: T4061: Web Development and Web Applications with ASP.NET, C#, and VB.NET.

MICROSOFT SHAREPOINT – DESIGN FOR COLLABORATION
T5550-71 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 the Microsoft collaboration platform’s services. The solutions focus on using Visual Studio and SharePoint with built-in Office 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.
HEALTHCARE INFORMATION TECHNOLOGY

Billions of federal dollars are spent on healthcare information technology, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in healthcare information technology, the intersection of information science, computer science, and health care. 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 4 hours a week on coursework to complete the program in a timely fashion.

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

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

HEALTHCARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

Prerequisite Course* (choose one):
T2090: Introduction to Healthcare Studies (designed for students with no prior healthcare experience)
OR
T3190: Java Programming (designed for students with no IT background)

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

* While the certificate program has only one prerequisite, students may choose to take BOTH prerequisite courses.

INTRODUCTION TO HEALTHCARE STUDIES

T2010-71          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, and also covers 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
T3190-71 ONLINE $740
This course provides students 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.

INTRODUCTION TO HEALTHCARE INFORMATION TECHNOLOGY (HIT)
T2010-71 ONLINE $740
Healthcare information technology is the fastest-growing segment of the healthcare industry, with billions of dollars dedicated to 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 — patients, providers (hospitals and doctors), payers (insurance companies and FSA holders), and government (CMS, Medicare, HHS, DOJ, etc.) — and explore topics such as provider health systems, payer systems, patient systems, and government policy and oversight.

ELECTRONIC MEDICAL RECORDS (EMR) IMPLEMENTATION
T2085-71 ONLINE $740
Beyond the typical complexities of implementing any large-scale architectural initiative, the adoption of electronic medical records (EMR) presents unique challenges to information technology and medical professionals alike, resulting in $19 billion in government investment in this area. 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.

HEALTHCARE DATA WAREHOUSING AND ANALYTICS
T2030-71 ONLINE $740
Examine the importance of data warehousing for both providers and payers, including an overview of data warehousing technologies for OLAP, and consider the importance of analytics throughout the healthcare information technology environment. Learn about 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
T2020-71  ONLINE  $740
Get an overview of the complex nature of government (both state and federal) regulations affecting healthcare information systems, such as HIPAA and SOX, and the impact on systems for payers, providers, and patients. Review 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, you 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.

HEALTHCARE PROJECTS: PROCESSES, CONTROLS, AND QUALITY
T2040-71  ONLINE  $740
Learn about project management for healthcare IT projects, and get an overview of the processes specific to HIT as they relate to meeting regulatory standards and privacy concerns. As part of a team, you will develop and complete a plan for a project and put into action the skills you’ve learned in the previous courses. 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.

FUNDAMENTALS OF HEALTH INFORMATICS
T2060-71  ONLINE  $740
Get introduced to health informatics at a level appropriate for non-IT professionals. This practical course 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 healthcare data; their exchange and analysis; challenges surrounding clinical data storage and retrieval; medical imaging systems; telemedicine; and the management of healthcare information.
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 CE credit. Enforcement of this policy began with every license renewal or relicensing application processed after January 31, 2009. Licensees must maintain records of completed CE 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 CE credits 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% 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 CE credits.

Do you work at a busy office?
Hofstra Continuing Education’s off-campus programs will provide experienced instructors at your office location!

We offer a wide variety of off-campus educational programs, including pre-license instruction for members of your staff who are anxious to obtain their license and learn the most important aspects of property and casualty insurance. We employ tried and true methods to help staff members pass the New York state license exam.

We can design subject-specific curricula.

For information about our off-campus training, please call 516-463-7200 or email ce@hofstra.edu.

Visit ce.hofstra.edu/insurance for details pertaining to all Insurance Continuing Education courses.
### A NEW YORK HISTORY OF MANAGING RISK FOR AGENTS AND BROKERS (NYCR-259114)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Staff</th>
<th>Session</th>
<th>Price</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H7152-71</td>
<td></td>
<td>1</td>
<td>$180</td>
<td>Friday – June 12, 9 a.m. - 5 p.m.</td>
</tr>
</tbody>
</table>

We discuss how historical events, both natural and human-made, have created often unexpected and unintended risk throughout the years, and how insurance coverage was developed to protect people and businesses over time. The course examines how underwriters and risk managers developed insuring agreements to meet the demands of protecting life and property over the past decades and how standards were created for policing the ethical behavior of insurance professionals.

Number of CEU credits: 8

Approved for the following licenses: Broker, General Consultant, Life Broker, Life Consultant, Life Settlement Broker, Life/Accident and Health Agent, Property/Casualty Agent, Public Adjuster.

Students are required to bring a copy of their license certificate to the program class session.

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### AGENTS AND BROKERS PROPERTY AND CASUALTY REFRESHER CLASS (NYCR-259115)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>H7153-71</td>
<td></td>
<td>1</td>
<td>$180</td>
<td>Friday – June 26, 9 a.m. - 5 p.m.</td>
</tr>
</tbody>
</table>

Designed for practicing agents and brokers who cannot find the time to “go back to basic ISO coverage,” this course provides a refresher on some of the day-to-day general coverage issues for both their personal lines and commercial clients.

Number of CEU credits: 8

Approved for the following licenses: Broker, General Consultant, Property/Casualty Agent, Public Adjuster.

Students are required to bring a copy of their license certificate to the program class session.

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### INSURANCE FRAUD AND ABUSE: THE 21ST CENTURY COSTLY CRIME (NYCR-259116)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Staff</th>
<th>Session</th>
<th>Price</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H7154-71</td>
<td></td>
<td>1</td>
<td>$180</td>
<td>Friday – July 17, 9 a.m. - 5 p.m.</td>
</tr>
</tbody>
</table>

Explore fraud in both legal and practical terms, the high cost of insurance fraud, and what coverages and programs are available to reduce the exposure. The course is designed for agents and brokers who wish to provide counsel to clients on protecting their own agencies and their clients’ businesses from insurance fraud. Discussions center on criminal cases involving fraudulent workers’ compensation claims, health care, auto, property, and life insurance.

Number of CEU credits: 8

Approved for the following licenses: Broker, General Consultant, Life Broker, Life Consultant, Life Settlement Broker, Life/Accident and Health Agent, Property/Casualty Agent, Public Adjuster.

Students are required to bring a copy of their license certificate to the program class session.
NY WORKERS’ COMPENSATION, DISABILITY LAWS AND PROCEDURES, AND PAID FAMILY LEAVE LAW (NYCR-259117)

H7155-71   Staff   1 session   $180
Friday      July 31   9 a.m.-5 p.m.

Agents and brokers will receive the most up-to-date statutory and regulatory changes to NY workers’ compensation and disability laws, as well as an introduction to New York’s Paid Family Leave (PFL) Law, which took effect in January 2018. The course focuses on requirements for complying with state statutory laws and procedures to cover the key aspects of employee entitlements for injury and illness both on and off the job. The course also examines what employers need to know about the new PFL requirements. Legal and ethical obligations for providing a safe and secure work environment will also be discussed.

Number of CEU credits: 8

Approved for the following licenses: Broker, Life Broker, Life Consultant, Life/Accident and Health Agent, Property/Casualty Agent.

Students are required to bring a copy of their license certificate to the program class session.

WHAT AGENTS AND BROKERS NEED TO KNOW FOR NY STATUTORY COVERAGE COMPLIANCE (NYCR-259119)

H7157-71   Staff   1 session   $180
Friday      August 7   9 a.m.-5 p.m.

Designed for insurance professionals and individuals responsible for insurance, claims, safety management, and compliance, this class covers how laws, regulations, and court cases have changed the landscape of staying compliant with insurance and safety regulations in New York. The course helps to ensure that clients receive up-to-date information and techniques for managing workers’ compensation (including employers’ liability), disability, auto no fault, and safety regulations. The session also includes an introduction to New York’s Paid Family Leave Law.

Number of CEU credits: 8

Approved for the following licenses: Broker, Life Broker, Life Consultant, Life/Accident and Health Agent, Property/Casualty Agent.

Students are required to bring a copy of their license certificate to the program class session.
INSURANCE LICENSING

PROPERTY AND CASUALTY CRAM COURSE
H7115-71  Staff  4 sessions  $700
Monday-Thursday  June 22-25  9 a.m.-5 p.m.
This course prepares students to sit for the various New York State Property and Casualty licensing exams. The course is designed for those who are exempt from taking the 99-hour classroom requirement; professional experience (with sponsorship by employer) allows for a classroom exemption.

Note: Students must purchase the following books prior to the program start date:

MARKETING

CONTENT MARKETING AND BLOGGING INTENSIVE
H1307-71  Sandra Mardenfeld  1 session  $200
Wednesday  June 3  9 a.m.-5 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.

DIGITAL AND SOCIAL MEDIA MARKETING CERTIFICATE
H1330-71  Staff  3 sessions  $450
Monday  June 8  9:30 a.m.-5 p.m.
Tuesday  June 9  9:30 a.m.-5 p.m.
Wednesday  June 10  10 a.m.-5 p.m.
Earn a certificate in social media marketing by learning about 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 your business goals. The course allows ample opportunity for hands-on learning in a computer lab.

Prerequisite: Basic social media platform skills.

MARKETING 101 FOR THE SMALL BUSINESS
H1334-72  Sandra Mardenfeld  1 session  $300
Wednesday  June 10  9 a.m.-2 p.m.
Marketing your business is important — and you don’t need to hire a team of professionals to get quality results. This class demonstrates marketing techniques such as creating collateral (flyers, brochures, etc.), getting press attention, and running events, as well as digital media strategies such as creating a social media plan, basic content marketing, and building customer loyalty through your website and/or blog.
MICROSOFT OFFICE

MICROSOFT OFFICE BOOTCAMP CERTIFICATE

T1002-51 Ghosh Soumyajeet 5 sessions $500
Wednesday June 3-July 1 6:30-9:30 p.m.

This hands-on certificate course focuses on the fundamentals of Word, Excel, and PowerPoint. Using the most popular and widely used business applications in the world – those of the Microsoft Office Suite 2016 – this course is designed for individuals planning to return to work or those interested in building confidence in these skill areas.

INTRODUCTION TO MICROSOFT EXCEL

T1021-51 Ghosh Soumyajeet 4 sessions $275
Wednesday April 22-May 13 6:30-9:30 p.m.

Using Excel 2016, students learn spreadsheet fundamentals in a business context, including creating a worksheet for budgeting, as well as spreadsheet applications necessary for specific job requirements. This instructional format gives students working knowledge that can be applied to any spreadsheet software application.

Note: Students must bring a USB drive (minimum of 4 GB) to each class to save the classroom presentations, exercises (many have an answer key), and reference materials.

Prerequisite: Working knowledge of Windows and navigating through Windows.
WANT TO BRUSH UP ON YOUR LEGAL KNOWLEDGE?

Take one of our Paralegal courses as an independent course. Independent courses qualify for veteran benefits and corporate discounts. Visit ce.hofstra.edu/veterans.

For more information, please contact Stacey Kerins at 516-463-6333 or stacey.kerins@hofstra.edu.
P1110: INTRODUCTION TO LAW
An introduction to the American legal system, law office procedure, legal ethics, the laws of torts and contracts, the paralegal field, and more.

P1111: LEGAL RESEARCH AND WRITING
Explore physical, statutory, and case law sources; digests; the key number system; and Shepardizing (enabling you to find, read, and update case law), and learn to prepare legal correspondence.

P1112: CIVIL LITIGATION
Study procedural rules and processes in the New York and federal courts, including the client interview, filing of a complaint, motions, discovery, trial preparation, and trial, as well as post-trial activities.

P1113: CONTRACTS
Learn about the law and practical considerations in the drafting and interpretation of contracts, while discussing law governing sales.

P1114: REAL ESTATE
Learn about types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens, and landlord/tenant law.

P1115: BUSINESS ORGANIZATION
Explore sole proprietorships, partnerships, and corporations. The application of basic principles of business formation, as well as the tax law affecting business organizations, is explained.

P1116: BANKRUPTCY
Study 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.

P1117: FAMILY LAW
Learn about 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.

P1118: CRIMINAL LAW
Examine 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 pretrial hearings.
P1210: ESTATES, TRUSTS, AND WILLS
Learn about 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.

P1211: IMMIGRATION LAW
Learn about current trends in the field of immigration, as well as petitions and applications for immigration benefits, such as family-based and employment-based immigrant visas (the green card); employment-based and other non-immigrant visas; applications for naturalization; preparation for the naturalization civics and English examinations; applications for asylum; appeals; consular matters; and understanding the different functions of the USCIS, CPB, ICE, the immigration courts, the embassies, and consulates.

P1212: INFORMATION TECHNOLOGY FOR PARALEGALS
Learn to access and navigate the most up-to-date software, databases, and computer networking programs used by the legal profession, including courts, law offices, and agencies, as well as those of cities and municipalities.

P2100: RÉSUMÉ AND INTERVIEWING SKILLS
Learn how to prepare a résumé and cover letter; how to conduct a job search in the paralegal field; how to network and market yourself; and how to present your best self through mock interviews.

WANT TO LEARN MORE?
Attend a Paralegal Information Session!

Wednesday, June 10, 2020
6-7 p.m.

Tuesday, July 14, 2020
6-7 p.m.

Thursday, August 13, 2020
6-7 p.m.

To reserve your place, visit ce.hofstra.edu and click on Free Events.

Reservations are required.
PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST

Start a rewarding career as a certified personal trainer-exercise fitness specialist (CPT-EFS). The Academy of Applied Personal Training Education (AAPTE) and Hofstra Continuing Education prepare you with the knowledge and skills to achieve measurable results. AAPTE personal trainers are in demand at top health and fitness clubs, including Equinox, New York Sports Club, LA Fitness, Blink Fitness, and Life Time!

This dynamic program bridges theory with hands-on skills training that prepares you for the AAPTE CPT-EFS certification exam. Note: Students must be CPR-AED certified to sit for the exam.

Prerequisite: U1881: Human Anatomy. Those sitting for the AAPTE CPT-EFS certification exam must meet the prerequisite anatomy requirement. Those with prior coursework in anatomy are exempt.

Program Highlights:
• University-based, face-to-face instruction presented in 12 sessions.
• Three (3) sessions of real-time, hands-on practical skills training modules where theoretical and practical aspects of analyzing, teaching, coaching, and spotting resistance training exercise and performing fitness assessments merge and are practiced in a state-of-the-art training center.
• Teaching staff of subject matter experts within their disciplines (biomechanics, client assessment, nutrition, medical conditions, anatomy and physiology, exercise program design).

Fees include all program materials, certification exam fee, lab fees, practice tests, online support materials, and review sessions. Interest-free payment plans are available.

For more information and program advisement, please contact Kathleen Montalbano at 516-463-4803 or kathleen.montalbano@hofstra.edu.
### HUMAN ANATOMY

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Start Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1881-71</td>
<td>Sharon Borzone</td>
<td>3</td>
<td>June 23</td>
<td>6:30-9:30 p.m.</td>
<td>$305</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>June 25</td>
<td>6:30-9:30 p.m.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>June 28</td>
<td>9:30 a.m.-3:30 p.m.</td>
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</tbody>
</table>

Receive an overview of the skeletal, nervous, and muscular systems using a functional and biomechanical approach that helps relate theoretical principles to anatomy and exercise.

### PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST

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<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Start Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1971-71</td>
<td>Vincent Carvelli</td>
<td>16</td>
<td>June 30-August 9</td>
<td>6:45-9:45 p.m.</td>
<td>$995</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>July 12, 19, 26</td>
<td>9 a.m.-3 p.m.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>August 9 (Final Exam)</td>
<td>10 a.m.-4 p.m.</td>
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### ADULT CPR-AED CERTIFICATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>H1151-71</td>
<td>Jason Vitulli</td>
<td>1</td>
<td>$100</td>
</tr>
</tbody>
</table>

Visit [ce.hofstra.edu/cpr](http://ce.hofstra.edu/cpr) for schedule.

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 receive a Red Cross certificate, valid for two years.

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

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**WANT TO LEARN MORE?**

**Attend a Personal Trainer Information Session!**

- **Sunday, May 17, 2020, 9:30-10:30 a.m.**
- **Tuesday, June 9, 2020, 6:30-7:30 p.m.**
- **Wednesday, June 17, 2020, 6:30-7:30 p.m.**

To reserve your place, call **516-463-4803** or visit [ce.hofstra.edu](http://ce.hofstra.edu) and click on **Free Events**.

*Reservations are required.*
PROJECT MANAGEMENT

Given increasingly complex projects and escalating costs due to missing deadlines, project management has become an essential expertise for 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 students have the tools and expertise needed to make the ultimate difference in all their professional endeavors.

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


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

PROJECT MANAGEMENT CERTIFICATE PROGRAM

Required Courses:
T8010: Project Management
T8024: 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.

Recommended Additional Course: T8001: PMP Prep® Course

Note: Hofstra University Continuing Education is not responsible for ascertaining and/or confirming if the prospective candidate/student has satisfied any exam requirements and/or professional experience credentials. It is the sole responsibility of the prospective candidate/student to confirm this information with the appropriate authorizing board and/or agency. No tuition refunds will be approved by Hofstra University Continuing Education for students that do not meet the appropriate requirements.

PROJECT MANAGEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>T8010-71</td>
<td>Raymond Murphy</td>
<td>10</td>
<td>$990</td>
<td>May 18-July 1, 6:30-9:30 p.m.</td>
</tr>
</tbody>
</table>

This course will be beneficial to new project/program managers, those thinking about seeking such a position, or anyone who wants to manage their own workload and time more efficiently. With a curriculum based on the PMBOK Guide (Sixth Edition), we cover 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.
PROJECT MANAGEMENT TOOLS AND TECHNIQUES
T8024-71 Raymona Murphy 6 sessions $605
Monday, Wednesday July 6-22 6:30-9:30 p.m.

Learn about the analytical skills and leadership aspects of project management, as well as data processing competencies that are essential for an effective project manager. Obtain a practical understanding of a project’s financial plan, the importance of risk and quality management, and the establishment of efficient and effective relationships with a project’s vendors and suppliers. 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, project budget, probability impact analysis of risks, quality control measures, and preparation of a statement of work.

Prerequisite: T8010: Project Management.

CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION
T8040-71 Raymona Murphy 8 sessions $910
Monday, Wednesday July 27-August 19 6:30-9:30 p.m.

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.

Prerequisite: T8024: Project Management Tools and Techniques.
**PMP® PREP COURSE**

T8001-71  Raymond Murphy  4 sessions  $1,260
Saturday  July 25-August 15  9 a.m.-4 p.m.

Hofstra University Continuing Education’s PMP® Prep Course – for experienced project managers who already have a background in project management practices and fundamentals – is structured to prepare students to pass the PMP® exam to earn the Project Management Professional certification offered by PMI. Students taking the course should plan to take the PMP® exam as soon as possible after completing the course. 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 covers the five life cycle process groups, 10 knowledge areas, and 47 project management processes of the *PMBOK Guide* (Sixth Edition), plus a section on professional ethics. In addition, material frequently asked on the exam but not covered in the *PMBOK Guide* is included.

**COGNITIVE SKILLS FOR JOB SEEKERS AND HIRING MANAGERS**

T8003-71  Raymond Murphy  1 session  $240
Saturday  August 22  9 a.m.-5 p.m.

As the job market becomes more competitive, companies are applying tools and techniques to qualify applicants. The techniques used often employ the use of cognitive aptitude tests embedded within the application process, either electronically or as part of an in-person interview. Individuals who apply online may find themselves suddenly immersed within a battery of short, time-bound exams that are designed to determine how well an individual will fit within an organization. This course aims to help prospective employees approach these tests and achieve successful outcomes. It also delves into how employers use these test results in making hiring decisions.

**REAL ESTATE**

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

H5125-71  Staff  26 sessions  $560
Monday, Wednesday  June 1-August 26  6:30-9:30 p.m.

The real estate salesperson’s qualifying course is required by the Department of State as a prerequisite for its licensing exam. Individuals who pass the course and the 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, closings 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 the 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.
NOTARY PUBLIC TEST REVIEW

H3410-71      Lesli Hiller      1 session      $120
Saturday      June 13      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. This course prepares students for the notary exam and can be a helpful review of rights and responsibilities for current notaries.

Real Estate Education Built to Fit Your Life

Hofstra University has partnered with Leap EDU®, one of the region’s leading independent real estate schools, to offer a wide range of high-quality, New York state-approved real estate professional training courses on the Hofstra campus. Hofstra and Leap EDU® are reinventing the way people pursue licensing and grow their careers in real estate today … with flexible course schedules that fit your lifestyle, and exclusive online tools that help you plan your classes and track your progress!

Program Offerings

NEW YORK STATE 75-HOUR REAL ESTATE SALESPERSON COURSE

Launch your career the easy, convenient way! We break down the 75-hour course into 20 classroom sessions that can be taken in any order. Register for and begin classes on any day – classes are offered three times a day, five days a week. Begin the course at no cost or obligation with our Pass & Pay package!

NAR DESIGNATION AND CERTIFICATION COURSES

We are the only non-association in NYS approved to offer the highly sought-after designations and certifications offered by the National Association of REALTORS® (NAR).

BACK-2-BASICS CONTINUING EDUCATION COURSES

Our Back-2-Basics Continuing Education classes allow students to sit in on our Salesperson Course to attain required CE credits. You are able to attend CE classes whenever it fits your schedule.

EXCLUSIVE SOLAR SPECIALIST COURSE

The Green EDU Solar Specialist Course covers all of the issues involved in creating solar-powered homes, as well as buying and selling these properties – the only designation of its kind offered in the United States.

For more information and advisement on course selection and requirements, please call 516-453-0520 or 516-463-7200 or email hofstrace@leapedu.com.

Visit leapedu.com/HofstraCE for program details.
# Social Media

## Using Social Media in Your Job Hunt

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1310-71</td>
<td>Sandra Mardenfeld</td>
<td>1 session</td>
<td>$60</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 4</td>
<td>9-11 a.m.</td>
<td></td>
</tr>
</tbody>
</table>

Learn how to use social media platforms such as LinkedIn and Twitter to network and find jobs. Topics include how to follow job hashtags, how to create content that impresses employers, and how to improve your existing social media presence.

## Building an Influencer Platform

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1311-71</td>
<td>Sandra Mardenfeld</td>
<td>1 session</td>
<td>$150</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 11</td>
<td>9 a.m.-2 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

Do you have a unique point of view or expertise you want to share with the world? Influencers are individuals who have the power to affect the decisions of their followers. We explore how to form and build relationships on platforms such as YouTube, Twitter, and LinkedIn. We look at influencer success stories, help you construct an action plan, and show you how to create content that gets noticed.

## Digital and Social Media Marketing Certificate

See page 23.

## Website Development

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 Website Development Essentials Certificate Program requires successful completion of five (5) required courses and one (1) elective. The Advanced Certificate Program requires the successful completion of five (5) required courses and all four (4) electives.

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

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

## Website Development Certificate Program

**Required Courses:**
- T4002: Introduction to Web Development
- T4010: HTML Programming
- T4028: JavaScript Programming
- T4040: Cascading Style Sheets
- T4048: Responsive Web Design with HTML5, CSS3, and JQuery

**Electives (choose one for Essentials Certificate or all four for Advanced Certificate):**
- T4049: PHP/MySQL Web Application
- T4016: Adobe Photoshop for Design – Web Graphics
- T4061: Web Development and Web Applications with ASP.NET, C#, and VB.Net
- T4062: Advanced ASP.NET
INTRODUCTION TO WEB DEVELOPMENT
T4002-71  Staff  6 sessions  $615
Monday, Wednesday  July 6-22  6:30-9:30 p.m.

The course offers an overview of programming languages and frameworks, and where to find helpful resources as you learn and grow as a developer. You will become familiar with the terms and tools used by professional web developers.

HTML PROGRAMMING
T4010-71  Staff  6 sessions  $615
Monday, Wednesday  July 27-August 12  6:30-9:30 p.m.

Learn HTML (Hypertext Markup Language) – the foundation of web programming. Thorough knowledge of HTML allows you to understand and use applications such as Dreamweaver and to properly write code in languages such as JavaScript.

Prerequisite: Basic PC knowledge.

WEB DEVELOPMENT AND WEB APPLICATIONS WITH ASP.NET, C#, AND VB.NET
T4061-71  ONLINE  $740

This course teaches students the fundamentals of very creative, dynamic, data-driven, and interactive website design with ASP.NET, C#, and VB.NET. Working with the most current and advanced ASP.NET 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 features.

ADVANCED ASP.NET
T4062-71  ONLINE  $740

Students learn how to design advanced interactive and database-connected web applications with ASP.NET technology, as well as adding and configuring server controls and 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. Students complete a major website project, hosted by the production data center of a web hosting provider, and can keep this project code to use in future designs.

Prerequisite: T4061: Web Development and Web Applications with ASP.NET, C#, and VB.NET.
PRECOLLEGIATE
CAREER DISCOVERY INSTITUTE

Designed for teens and taught mainly by Hofstra professors and professionals in their fields, 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.

Note: Tuition includes lunch for all Precollegiate programs.

For further information, contact Jessica Dease at 516-463-7676 or email ce-precollegiate@hofstra.edu.

DIGITAL ARTS (GRADES 7-12)
U1649-71    Evangeline Christodoulou   5 sessions   $650
Monday-Friday August 10-14 9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 20.

Students are introduced to the digital arts through programs such as Adobe Photoshop and Adobe InDesign. They learn computer illustration techniques, image manipulation, typography, digital camera/cell phone camera use, graphic design, visual literacy, and the principles and elements of art in composition. Students create self-portraits and paintings entirely on the computer.

DIGITAL PHOTOGRAPHY (GRADES 7-12)
U5451-71    Staff   5 sessions   $675
Monday-Friday July 13-17 9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 1.

Students learn about history, subject matter, composition, lighting, camera functions, lens selection, Photoshop, printing, and presentation. They then put their skills to the test and create various works of digital photography.

Note: Students must bring their own camera to class.

INTRODUCTION TO FINANCE AND INVESTMENT
(GRADES 8-12)
H1634-71    Gina Farrell   2 sessions   $275
Monday, Tuesday June 29, 30 9:30 a.m.-3:30 p.m.

$25 early registration discount is available if you register by June 19.

Students are introduced to basic financial concepts and analytical techniques and learn how the stock market functions and how a business’s financial goals can maximize shareholder wealth. Students manage their own portfolio of stocks using a stock market simulation game.
BUILDING AN EMPIRE: THE TEEN ENTREPRENEUR STARTUP ACADEMY (GRADES 7-12)

H1630-71  Nancy O’Conner  5 sessions  $675
Monday-Friday  July 20-24  9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 8.

Students learn how to start a business from the ground up, culminating in a final project where they present their business ideas to a panel of Hofstra instructors and industry professionals. The course teaches students how to perform both industry and competitive analyses; generate a name, brand, customer profile, and marketing plan for their businesses; and manage finances.

INTRODUCTION TO HEALTH OCCUPATIONS IN EXERCISE, WELLNESS, REHABILITATION, AND SPORTS MEDICINE

U1900-71  Staff  4 sessions  $550
Monday-Thursday  July 13-16  9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 1.

Students engage in theoretical learning and practice their skills in hands-on lessons. They learn correct exercise mechanics, health and injury assessments, strength and conditioning drills, rehabilitation-type exercises, and muscle conditioning for flexibility.

Note: Students must be ages 14-18 to register.

DECODING DNA: FORENSIC BIOLOGY (GRADES 9-12)

H1621-71  Katherine O’Conner  5 sessions  $675
Monday-Friday  July 27-31  9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 15.

Students learn about the ever-expanding field of forensic biology, where DNA is used to identify human remains, exonerate the innocent, and solve crimes. This course covers both the background of DNA sciences (cellular biology, genetics, inheritance, and DNA analysis) and the forensic application of DNA (evidence processing, DNA profiles and databases, courtroom testimony, and trial case studies).

PRECOLLEGIATE LAW INSTITUTE (GRADES 7-12)

H1600-71  Staff  5 sessions  $675
Monday-Friday  August 3-7  9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 22.

Students work as prosecutors or members of a defense team on a mock criminal trial and present their case in front of a current Nassau County judge at the Nassau County Supreme Court. The course teaches and reinforces writing, organizational, presentation, and collaboration skills.

Note: Tuition includes field trips. Hofstra reserves the right to adjust field trips and guest speakers.
BIOENGINEERING AND FORENSIC SCIENCE
(Grades 8-12)
H1641-71  Staff  5 sessions  $775
Monday-Friday  July 6-10  9:30 a.m.-3:30 p.m.
$50 early registration discount is available if you register by June 15.
Students learn the fundamentals of bioengineering and crime scene investigation in a hands-on environment in a state-of-the-art Hofstra University laboratory.

HOFSTRA UNIVERSITY PERCUSSION SUMMER SEMINAR
(HUPSS) (Grades 7-12)
N3000-71  Staff  13 sessions  $2,500
Sunday-Saturday  August 2-14  9 a.m.-8:30 p.m.
The Hofstra University Percussion Summer Seminar (HUPSS) is a unique music intensive for precollegiate students. Set on the campus of Hofstra University, students learn from world-class instructors and performers in a hands-on environment. The directors underscore the importance of fundamental percussion skills on numerous instruments. The musical and social experiences that students develop through a program of this nature are sure to enrich their lives for years to come.
Note: Housing is available for grades 9-12 (additional fee will apply).

MUSIC BUSINESS SUMMER PROGRAM (Grades 9-12)
N3001-71  Staff  5 sessions  $1,200
Monday-Friday  August 10-14  9:30 a.m.-3:30 p.m.
$100 early registration discount is available if you register by May 1.
Students receive a comprehensive overview of the music business, including the role of an A&R (artist and repertoire) representative; copyrights and record deals; song placement into films, television shows, and commercials; and music marketing strategies. They also gain an understanding of the key players in the music industry and how to successfully navigate their path as future artists or music business professionals. A special session will be offered each day for students to bring in a song they have written/produced or a song from an artist they discovered online for discussion and critique.

BECOME A BETTER WRITER IN 5 DAYS! (Grades 7-9)
U6132-71  Dina Santorelli  5 sessions  $675
Monday-Friday  July 6-10  9:30 a.m.-3:30 p.m.
$50 early registration discount is available if you register by June 24.
This course explores all aspects of the writing process – prewriting, writing, revising, and editing – while students build the skills to write clearly and concisely. Students write descriptive, analytical, persuasive, and creative pieces that give voice to their ideas.

BECOME A BETTER WRITER IN 5 DAYS! (Grades 10-12)
U6134-71  Staff  5 sessions  $675
Monday-Friday  August 3-7  9:30 a.m.-3:30 p.m.
$50 early registration discount is available if you register by July 20.
Students learn basic and advanced writing skills that can help them earn higher grades in writing classes and prepare for the PSAT/SAT/ACT exams. The weeklong course teaches students how to write an impressive college essay and share their stories by writing more descriptively and persuasively.
DIGITAL JOURNALISM FOR TEENS (GRADES 9-12)

U6152-71 Sandra Mardenfeld 5 sessions $675
Monday-Friday August 3-7 9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 15.

Students have fun creating digital media for their own online magazine or portfolio as they improve their communication and writing skills. We discuss how to compile research and interview sources to produce a variety of journalism pieces, including profiles and reviews.

SUMMER CREATIVE WRITING RETREAT (GRADES 8-12)

U6513-71 Peter Vanderberg 5 sessions $675
Monday-Friday July 27-31 9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 15.

This program is designed for students who dream in screenplays, have stories they yearn to share with the world, or have poems appear in their head unbidden. Students explore different genres — poetry, narrative fiction, memoir, screenplays, and graphic novels — and transform their ideas into major works.

SUMMER NOVEL WRITING RETREAT (GRADES 8-12)

U6515-71 Maria Cerniello 5 sessions $675
Monday-Friday July 13-17 9:30 a.m.-3:30 p.m.

$50 early registration discount is available if you register by July 1.

This program teaches students how to improve their structure, characterization, pacing, grammar, dramatic tension, and voice. Students gain confidence in their writing and storytelling abilities as they read their pages aloud and exchange well-meaning critiques with fellow writers.

SUMMER PLAYWRITING RETREAT (GRADES 8-12)

U6516-71 Maria Cerniello 5 sessions $675
Monday-Friday July 20-24 9 a.m.-4 p.m.

$50 early registration discount is available if you register by July 1.

This class teaches students how to develop original ideas into believable dialogue. Students learn how to write a one-act play and have the opportunity to wear the director’s hat as they hear their words read by classmates.
SPORTS JOURNALISM AND BROADCASTING

The fundamentals of the rapidly growing field of sports journalism include having research and interviewing skills, being organized and prepared to go on the air, and knowing how to write for radio and television. Aspiring broadcasters learn the basic skills to succeed in the television and radio industry, with lessons from professionals who have broadcast on every level and handled all types of stories, including news, sports, and entertainment.

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

Registrants must be 12-18 years old.

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

INTRODUCTION TO SPORTSCASTING FOR TEENS

H1014-71 Staff 5 sessions $1,150
Monday-Friday July 13-17 9:30 a.m.-4 p.m.

$100 early registration discount is available if you register by July 1.

Students learn about research and preparation, writing for various forms of media, different ways to conduct an interview, how to record a sports-themed radio update, play-by-play and color commentary for the four major sports, and more! Students benefit from hands-on exercises and in-depth critiques of their work.

Note: Tuition includes lunch and materials.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
<th>Early Discount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sportscasting Research and Prep</td>
<td>H0800-71</td>
<td>Staff</td>
<td>1 session</td>
<td>$280</td>
<td>Tuesday June 30, 9:30 a.m.-4 p.m.</td>
<td></td>
<td>$25 early registration discount is available if you register by June 15.</td>
<td>This course focuses on how to prepare for an upcoming game on radio and television. Students learn how to prepare announcer’s charts, how to use statistics to their advantage, and how to use social media and other platforms.</td>
</tr>
<tr>
<td>Sports Writing, Blogging, and Social Media</td>
<td>H0805-71</td>
<td>Staff</td>
<td>1 session</td>
<td>$280</td>
<td>Wednesday July 1, 9:30 a.m.-4 p.m.</td>
<td></td>
<td>$25 early registration discount is available if you register by June 15.</td>
<td>Students learn how to write national and local radio updates, organize stories, use reliable websites, write on deadline, compose a script for a television sportscast, compose words to fit with video, and utilize shot sheets during a highlight-driven show! We also cover the importance of using various social media platforms, including Facebook and Instagram.</td>
</tr>
<tr>
<td>Preparing and Conducting Sports-Related Interviews</td>
<td>H0810-71</td>
<td>Staff</td>
<td>1 session</td>
<td>$280</td>
<td>Tuesday July 7, 9:30 a.m.-4 p.m.</td>
<td></td>
<td>$25 early registration discount is available if you register by June 15.</td>
<td>This course focuses on how to research and prepare for in-person and Skype interviews. Students have the opportunity to interview various Hofstra head coaches in this one-day intensive!</td>
</tr>
<tr>
<td>Sports Radio Hosting</td>
<td>H0815-71</td>
<td>Staff</td>
<td>3 sessions</td>
<td>$750</td>
<td>Wednesday-Friday July 22-24, 9:30 a.m.-4 p.m.</td>
<td></td>
<td>$50 early registration discount is available if you register by July 11.</td>
<td>Students learn how to create a rundown for a talk radio show, how to research the topics, and how to determine the theme of their show. They practice their techniques in Hofstra’s state-of-the-art recording studio.</td>
</tr>
</tbody>
</table>
SPORTS PRODUCING AND EDITING
H0821-71 Staff 3 sessions $750
Wednesday-Friday August 5-7 9:30 a.m.-4 p.m.
$50 early registration discount is available if you register by July 20.
Students learn how to produce a sports television segment and television show, edit highlights, and produce and edit a radio package. They use professional-grade software to create these packages.

INTERMEDIATE SPORTSCASTING FOR TEENS
H1016-71 Staff 5 sessions $1,000
Monday-Friday July 27-31 9:30 a.m.-4 p.m.
$75 early registration discount is available if you register by July 20.
This weeklong course teaches professional research techniques and how to develop a unique writing style and “voice.” Students produce in-depth stories about sports controversies and current events and create moving human interest features about sports heroes.

Prerequisite: Previous sports journalism course or experience.

VOCAL COACHING
H0809-71 Staff 1 session $280
Friday July 10 9:30 a.m.-4 p.m.
$25 early registration discount is available if you register by July 1.
Students learn inflection, projection, clarity, and emphasis – all while working to deliver their on-air message in a convincing, powerful, and clear way. They practice these techniques to tailor their sound and develop the perfect broadcast personality.

SPORTS TELEVISION HOSTING AND ANCHORING
H0820-71 Staff 2 sessions $550
Monday, Tuesday August 3, 4 9:30 a.m.-4 p.m.
$50 early registration discount is available if you register by July 20.
Students learn how to write copy, read it on-camera, and interview guests. All students have the opportunity to have their work recorded in Hofstra’s professional television studio.

TELEVISION SPORTS REPORTING
H0822-71 Staff 2 sessions $550
Wednesday, Thursday July 8, 9 9:30 a.m.-4 p.m.
$50 early registration discount is available if you register by June 15.
This course breaks down the ways to have a career as a sideline reporter, network sports reporter, or other on-air reporter. Students learn from industry professionals!
HOSTING PRE- AND POSTGAME SHOWS FOR RADIO AND TV

H0823-71  Staff  2 sessions  $550
Monday, Tuesday  July 20, 21  9:30 a.m.-4 p.m.
$25 early registration discount is available if you register by July 11.

Students learn how to conduct research that allows them to be an authority on “their team” while sounding like an expert on the “road team.” The course teaches students how to interact with a winning or losing coach, how to recap the game, and how to throw a sound bite.

SPORTS ROUNDTABLE HOSTING

H0824-71  Staff  1 session  $325
Friday  August 14  9:30 a.m.-4 p.m.
$50 early registration discount is available if you register by July 29.

Students learn what it means to host a roundtable discussion, and they practice these skills with classmates and instructors.

SPORTS PLAY-BY-PLAY FOR TV AND RADIO

H0825-71  Staff  3 sessions  $650
Monday-Wednesday  August 10-12  9:30 a.m.-4 p.m.
$75 early registration discount is available if you register by July 29.

Students learn the various methods of play-by-play for both television and radio, and they practice and record their own play-by-play segments in Hofstra’s state-of-the-art radio station!

SPORTS FANTASY PREPARATION, DRAFTING, AND DEBATING

H0833-71  Staff  1 session  $280
Thursday  August 13  9:30 a.m.-4 p.m.
$25 early registration discount is available if you register by July 29.

Students learn fantasy sports lingo and how to draft strategies and manage a team. Program Coordinator Keith Irizarry, National Fantasy Football Expert, CBS Sports Network, shares his own expertise in this one-day intensive program.
SUMMER CAMP

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 use 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, dance, tennis, and cheer, as well as a sports performance camp that takes place after the traditional camp day ends. All of our Sports Academy Camps are supervised and run by Hofstra University’s NCAA Division I coaching staff.

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

NEW YORK BASEBALL ACADEMY

HOFSTRA IS HOME TO THE NEW YORK BASEBALL ACADEMY!

Players ages 7-18 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.

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.

SATURDAY CLASSES

Saturday Classes for Young People offers more than 60 courses in academics, arts, and athletics for students aged 3 to 18, 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 courses help young people explore their 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.

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

What is PEIR?
Simply put, PEIR provides opportunities for intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals. Bring your curiosity, opinions, expertise, and 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 and intelligent people. 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 from 10 a.m. to 2:15 p.m.
• 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 near your 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, call 516-463-7200 or email PEIR@hofstra.edu.
REGISTRATION

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.

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. For rules and regulations, please visit ce.hofstra.edu/veterans.

ACCES-VR

New York State Education Department ACCES-VR (formerly known as VESID) vouchers are accepted. For inquiries or an application, please contact Stacey Kerins at 516-463-6333 or stacey.kerins@hofstra.edu.

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

COURSE CHANGE/WITHDRAWAL/REFUND PROCEDURES

Add/Drop
Students registered for Continuing Education courses may request to add one course and drop another by sending an Add/Drop/Withdrawal Form to the Continuing Education Registrar’s Office via postal mail or fax at 516-463-4836, or in person. Certificate students must obtain their advisor’s approval prior to making schedule changes. The Add/Drop/Withdrawal Form can be found at ce.hofstra.edu/forms.

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 email. 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.

Withdrawal and Refunds
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. To request a refund, students must complete the Add/Drop/Withdrawal Form and forward it to the Continuing Education Registrar’s Office. For additional information about the refund policies and procedures, and to download the Add/Drop/Withdrawal Form, please visit ce.hofstra.edu/refund.

Paralegal Studies Program Tuition Refund and Withdrawal Policy
For information about the Paralegal Studies Program’s tuition refund and withdrawal policy, please refer to the Paralegal Studies Student Handbook or contact Stacey Kerins at 516-463-6333 or ce-paralegal@hofstra.edu.

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.
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.

Registration Confirmation
A registration confirmation will be sent to the email address on record at the time of registration. This email will contain the schedule and classroom location for your class. Please retain this confirmation for your records.

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.

HOFSTRA UNIVERSITY BOOKSTORE
The Hofstra University Bookstore is located in the Mack Student Center, North Campus. Please visit hofstra.bncollege.com or call 516-463-6654 for more information.

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 noncredit 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, or any local, state, or federal laws, as well as 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 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 youth programs for failure to maintain these standards or for any conduct that the University or its agents consider to be incompatible with the interest and welfare of the other students or the University. I understand that I will not be entitled to any refund if my child’s participation in youth programs is terminated as described in this paragraph.

CELLPHONE USE – ADULT PROGRAMS
Students are NOT permitted to use cellphones during program activities.

CELLPHONE USE – YOUTH PROGRAMS
Students are NOT permitted to use cellphones 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.

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 contact us at ce@hofstra.edu or 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.
In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, 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 U.S. Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 516-463-6606.

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 individuals are subjected to harassment or discriminated against 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

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 (characteristics collectively referred to as “Protected Characteristic”) in employment and in the conduct and operation 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 coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws, other aspects of Hofstra’s Nondiscrimination Policy, or regarding Title IX as it relates to reports against employees or other nonstudents, should be directed to the Equal Rights and Opportunity Officer, who also serves as the Title IX Officer for Employee Matters, at Non-Discrimination@Hofstra.edu, 516-463-6859, 205 Hofstra University, Hempstead, NY 11549. Student-related questions or concerns regarding Title IX should be directed to the Equal Rights and Opportunity Officer, who also serves as the Title IX Officer for Student Issues at StudentTitleIX@Hofstra.edu, 516-463-5841, 127 Wellness & Campus Living Center, Hempstead, NY 11549. For additional contacts and related policies and resources, see hofstra.edu/eoe.

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, 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 U.S. Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 516-463-6606.
The Hofstra Cultural Center is an internationally renowned organization that coordinates and hosts conferences and symposia, speakers series and performance arts.

For an up-to-date listing of events, times and locations, please visit events.hofstra.edu or call the Hofstra Cultural Center at 516-463-5669.
PLEASE PRINT CLEARLY.

* Denotes required fields

- Student’s Last Name
- First Name
- M.I.
- Male / Female

- Address
- Date of Birth (required under 18 years old)

- City
- State
- ZIP

- Home Phone
- Cell Phone
- Work Phone

- Email
- Organization

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**METHOD OF PAYMENT**

- **Check enclosed**
- Type of Bank Account: Checking / Savings
- Charge to: Visa / MasterCard / American Express

- Account Holder’s Name (please print)
- Card Number
- Exp. Date
- Security Code

- *Account Holder’s Signature

- Billing Address for Credit Card
- City
- State
- ZIP

**OFFICE USE ONLY**

- Date
- Initials
- Payment Reference #
- Order #

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. Does not apply to Precollege classes.

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.**
BEGIN... IMPROVE... GROW!

Never Stop Learning

Summer classes begin soon.

Register now!

ce.hofstra.edu
516-463-7200

Hofstra University
Oak Street Center
255 Hofstra University
Hempstead, NY 11549-2550

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516-463-7200