Spring is a time for renewal. Whether you want to keep current in your field, start a new career (IT anyone? See page 23.), or update your skill set, Hofstra University Continuing Education provides practical, informative courses and conveniently scheduled classes – some online – designed for busy people. We offer certificate and licensing programs as well as noncredit courses that will challenge, inform, and enlighten you.

So whether you want to try something new, perfect your skills, or earn a certificate to further your career, Hofstra Continuing Education strives to meet all your educational endeavors.

Discover. Learn. Find success. Register today!
NONCREDIT CERTIFICATE PROGRAMS

- Health Care Information Technology
- Project Management
- Web Development
- Database Design and Development
- Object-Oriented Programming
- Not-for-Profit Management
- Paralegal Studies
- Bookkeeping
- School Facilities Management
- American Sign Language/Deaf Studies
- Personal Trainer-Exercise and Fitness Specialist
- Sports Journalism and Broadcasting Institute for Teens

LICENSING PROGRAMS

- Insurance Agents and Brokers
- Notary Public (Real Estate Studies)
- Real Estate Salesperson

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, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m.
Payment must be made by major credit card (MasterCard, Visa, or American Express).

**BY MAIL**
Mail a completed registration form at least one week before the first day of class to:
Hofstra University Continuing Education Registration Office
Oak Street Center
255 Hofstra University
Hempstead, NY 11549-2550
Payment must accompany registration form and can be made by personal check or major credit card (MasterCard, Visa, or American Express).

**IN PERSON**
Visit our office located at the Oak Street Center on the North Campus of Hofstra University (GPS address: 101 Oak Street, Uniondale). Offices are open Monday-Friday, 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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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-percent classroom instruction requirement. Choose your courses carefully; not all courses are applicable to every license. If you are unsure, it is your responsibility to check with the New York State Department of Financial Services at www.dfs.ny.gov to verify which courses are required for your specific licensing needs. Each approved credit represents a 50-minute hour; attendance is mandatory to achieve the required CE credits.
INSURANCE BROKERS QUALIFYING COURSE
H7111-51  Staff  33 sessions  $1,175
Monday, Tuesday, Wednesday  January 28-April 15  6-9 p.m.
No class February 18.

This 99-hour qualifying course meets the requirements for the New York State Insurance License Examination. Topics covered include basic insurance principles, fire, inland and ocean marine, public liability and law of negligence, automobile, workers’ compensation, burglary, boiler and machinery, glass, accident and health, fidelity and surety, involuntary plans, multiple peril and package policies, insurance law, and agency management.
Tuition includes study materials.

PROPERTY & CASUALTY CRAM COURSE
H7115-51  Staff  10 sessions  $675
Thursday  February 21-April 25  6-9 p.m.

This course prepares students to sit for the various New York State Property & Casualty licensing exams. The course is designed for those who are exempt* from taking the 99-hour classroom requirement.
Tuition includes study materials.
*Professional experience (with sponsorship by employer) allows for a classroom exemption.
REAL ESTATE STUDIES

Presented in cooperation with Hofstra University’s Wilbur F. Breslin Center for Real Estate Studies

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

H5125-51 Joe Sinnona, Christine Raffa Seip, 26 sessions $560
            Linda Damico
Monday, Wednesday  February 25-May 22  6:30-9:30 p.m.

The salesperson’s qualifying course is required by the Department of State as a prerequisite for its licensing exam to become real estate salesperson. 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 each course and pass the final exam. If the student does not meet the 70.5-hour minimum, the entire course must be repeated. (New York state specifically denies the right to fulfill attendance by attending only “makeup” lectures.)

Note: Course registrants must be 18 or older. Tuition includes study materials.
REAL ESTATE TITLE CLOSING
H5135-51 Christine Raffa Seip 6 sessions $525
Wednesday February 27-April 3 6:30-9:30 p.m.
A successful real estate or mortgage closing is often the result of knowledgeable and competent title closers working together with legal professionals. As an essential part to a closing, a title closer can often earn hundreds of dollars a day. This practical course familiarizes students with documents, procedures, and problems that may arise in a title search, along with the varying fees, transfer and mortgage taxes, and other charges collected by the title company at a closing.
Tuition includes study materials.

NOTARY PUBLIC TEST REVIEW
H3410-51 Lesli Hiller 1 session $120
Saturday March 2 9 a.m.-1p.m.
Becoming a notary public adds valuable employee skills, as the work of a notary is crucial to most legal transactions. Learn everything you need to know about the law – both statutes and judicial decisions – to pass an easy-to-prepare-for test for a notary license. This course can also be a helpful review for current notaries.

CAREER DEVELOPMENT

WHICH CAREER IS RIGHT FOR ME?
H1235-51 Francine Fabricant 1 session $99
Thursday March 21 6:30-8:30 p.m.
Launching your career, returning to work, or considering a career change? In this workshop, you will participate in career exploration exercises, selected to help you identify patterns of interest and connect these to career options, while considering your skills, values, and experience. Learn about research-based career assessment tools (now available online) and how to use these tools at home to help you identify career possibilities. Resources for career exploration will also be distributed. The course will be taught by Francine Fabricant, MA, EdM, lead author of the award-winning book Creating Career Success: A Flexible Plan for the World of Work.

WHAT’S NEXT IN YOUR CAREER? MAKING DECISIONS AND MOVING FORWARD
H1236-51 Francine Fabricant 1 session $99
Thursday March 28 6:30-8:30 p.m.
Designed to help you make a career change or take steps to advance in your current career, this workshop includes interactive activities to reflect on your experience and skills, explore strategies to gather information and make decisions without wasting time, and prepare to market yourself for a career or job change or your next promotion. Resources with at-home exercises to help you move forward will be distributed. The course will be taught by Francine Fabricant, MA, EdM, lead author of the award-winning book Creating Career Success: A Flexible Plan for the World of Work.
Offered in conjunction with the Nassau County Chapter of the New York State Association for Superintendents of School Buildings and Grounds, the School Facilities Management Certificate Program is designed to provide professional development to school facilities leaders. Geared toward members of the school staff aspiring to careers in school facilities management or those pursuing a greater understanding of school facilities, this two-year certificate program – consisting of two classes per semester, for a total of eight courses – focuses on the budgetary challenges and complex rules and regulations faced by school district leaders. School district leaders contribute their vast cumulative experience, knowledge, and expertise to the program, with planned contributions from superintendents, business officials, Board of Education members, industry leaders, and legal experts.

For more information, please call 516-463-7200 or visit ce.hofstra.edu/facilities.

The School Facilities Management Certificate Program requires successful completion of eight (8) required courses.

Required Courses:
H3421 – Building Cleaning and Maintenance
H3422 – Management
H3423 – Organizational Structure of the School District
H3424 – Safety
H3425 – Business Functions
H3426 – Construction
H3427 – Energy Management
H3428 – Indoor Air Quality and Green Cleaning
**CERTIFIED FINANCIAL PLANNER**

Offered in association with the Certified Financial Planner Board of Standards Inc., this intensive program in financial services prepares financial service professionals – accountants, attorneys, bankers, insurance agents, brokers, and securities representatives – 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: Fundamentals of Financial Planning, Risk Management and Insurance Planning, Investment Planning, Income Tax Planning, Employee Benefits and Retirement Planning, Estate Planning, and Certified Financial Planning Capstone Case Applications.

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

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

### FUNDAMENTALS OF FINANCIAL PLANNING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>H4131-51</td>
<td>Ken Eldi</td>
<td>12</td>
<td>$525</td>
<td>Monday</td>
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<td></td>
<td>6:15-9:45</td>
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<td>February 25-May 13</td>
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</table>

Learn about the fundamental issues of personal financial planning, and get an understanding of the financial planning process, economic environment, time value of money, legal environment, financial analysis, and ethical and professional considerations in financial planning. The course is intended to be the first of seven courses in a preparatory program for the Certified Financial Planner exam, and is designed to meet the educational requirements for certification in the fundamentals of financial planning.

### INVESTMENT PLANNING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>H4133-51</td>
<td>Jeffrey Taubman</td>
<td>12</td>
<td>$525</td>
<td>Tuesday</td>
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<td></td>
<td>6:15-9:45</td>
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<td>February 26-May 14</td>
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Learn about the application of insurance planning and risk management in personal financial planning, and obtain an understanding of identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation, and principles of insurance taxation.

### EMPLOYEE BENEFITS AND RETIREMENT PLANNING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
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<th>Schedule</th>
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<tbody>
<tr>
<td>H4135-51</td>
<td>Steve Labiner</td>
<td>12</td>
<td>$525</td>
<td>Wednesday</td>
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<td>6:15-9:45</td>
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<td>February 27-May 15</td>
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</table>

This course introduces students to the application of retirement planning and employee benefits in personal financial planning. It is based on the learning objectives specified by the Certified Financial Planner Board of Standards, Inc., and is designed to provide students with an understanding of ethical consideration, Social Security and Medicare benefits, retirement plan types, qualified plan characteristics, distributions and distribution options, group insurance benefits, other employee benefits, and analysis of retirement factors.

### ESTATE PLANNING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>H4136-51</td>
<td>Kevin Cantwell</td>
<td>12</td>
<td>$525</td>
<td>Wednesday</td>
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<tr>
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<td>6:15-9:45</td>
<td></td>
<td>February 27-May 15</td>
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</table>

This course is designed to provide students with an understanding of the fundamentals of estate planning, estate planning considerations and constraints, and the tools and techniques for general estate planning and special estate planning.
BOOKKEEPING

Bookkeeping is the recording of all financial transactions undertaken by an individual or organization such as a business, charitable organization, or local sports club. It involves keeping records of what is bought, sold, owed, and owned; what money comes in, what goes out, and what is left. Individual and family bookkeeping involves keeping track of income and expenses in a cash account record, checking account register, or savings account passbook. The courses listed below must be completed to receive a Bookkeeping Certificate. Courses may also be taken on an individual basis.

BOOKKEEPING I

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2115-51</td>
<td>Stacy Luft</td>
<td>9</td>
<td>$560</td>
<td>Monday, Wednesday, Friday</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>February 25-March 15 10 a.m.-2 p.m.</td>
</tr>
<tr>
<td>H2115-52</td>
<td>Laura Sabbagh</td>
<td>12</td>
<td>$560</td>
<td>Monday, Tuesday, Wednesday</td>
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<td>February 25-March 20 6:30-9:30 p.m.</td>
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</tbody>
</table>

Get an introduction to the principles of double-entry bookkeeping and learn the basics of preparing financial statements, analyzing business transactions, working with a general ledger, preparing end-of-period worksheets and financial statements, and adjusting and closing entries.

BOOKKEEPING II

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>H2116-51</td>
<td>Stacy Luft</td>
<td>9</td>
<td>$560</td>
<td>Monday, Wednesday, Friday</td>
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<td></td>
<td>March 18-April 5 10 a.m.-2 p.m.</td>
</tr>
<tr>
<td>H2116-52</td>
<td>Laura Sabbagh</td>
<td>12</td>
<td>$560</td>
<td>Monday, Tuesday, Wednesday</td>
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<td>March 25-April 17 6:30-9:30 p.m.</td>
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</tbody>
</table>

Continue your study of bookkeeping, with an emphasis on specialized journals and ledgers, as well as payroll accounting, gross pay, employee deductions, employer’s taxes, net pay through the payroll register's journal entries, income tax, Social Security tax, FICA, and unemployment.

Prerequisite: Bookkeeping I.

COMPUTERIZED ACCOUNTING USING QUICKBOOKS

<table>
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<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
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<tbody>
<tr>
<td>H2117-51</td>
<td>Stacy Luft</td>
<td>5</td>
<td>$335</td>
<td>Monday, Wednesday, Friday</td>
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<td>April 8-17 10 a.m.-2 p.m.</td>
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<tr>
<td>H2117-52</td>
<td>Laura Sabbagh</td>
<td>6</td>
<td>$335</td>
<td>Monday, Tuesday, Wednesday</td>
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<td>April 22-May 1 6:30-9:30 p.m.</td>
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</tbody>
</table>

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

EXCEL FOR ACCOUNTING

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>H2118-51</td>
<td>Stacy Luft</td>
<td>3</td>
<td>$180</td>
<td>Monday, Wednesday, Friday</td>
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<td></td>
<td>April 29-May 3 10 a.m.-2 p.m.</td>
</tr>
<tr>
<td>H2118-52</td>
<td>Laura Sabbagh</td>
<td>4</td>
<td>$180</td>
<td>Monday, Tuesday, Wednesday</td>
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<td>May 6-13 6-9 p.m.</td>
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</table>

Learn about the tools used to customize reports in Excel, including absolute versus relative cell referencing, linking worksheets, database features, financial functions, creating charts, and interfacing reports with QuickBooks.
FORENSICS

FORENSIC LINGUISTICS: APPLICATIONS
H2000-51  Robert Leonard, James Fitzgerald  5 sessions  $925
Monday-Friday  April 1-5  Refer to website for class times.

This weeklong course uses data from cases worked on by Dr. Leonard and James Fitzgerald, focusing on authorship analysis; linguistic profiling; discourse, conversation, and pragmatic analysis in law case evidence; threat assessment, counterterrorism, intelligence, counter-intelligence, and law enforcement; and tools to analyze police interviews and undercover sting operations.

For more information, visit ce.hofstra.edu.

LEARN ABOUT:
• Profiling
• Threat Assessment
• Counterterrorism
• Intelligence
• Counter-Intelligence
• Law Enforcement
• Police Interviews
• Undercover Sting Operations
LABOR STUDIES

LABOR ECONOMICS
H1203-51  Staff  8 sessions  $450
Tuesday  March 26-May 14  6-8 p.m.

The centrality of work in most people’s lives has made labor issues like job growth, unemployment, skills training, pay and benefits, occupational safety, work force diversity and inequality, immigration, trade unions, labor-management relations, and government employment and labor market programs subjects of great importance and debate around the world. This course introduces students to the main theoretical perspectives and empirical tools used by economists to explain and analyze the multifaceted interactions of workers, employers, labor unions, regulatory agencies, and other institutions. Through both historical and current cross-country studies, the course develops a comparative global framework for analyzing earnings and employment problems and policies.

Prerequisite: One introductory economics or labor studies course or instructor’s permission.

LABOR AND EMPLOYMENT LAW
H1205-51  Staff  8 sessions  $450
Wednesday  March 27-May 15  6-8 p.m.

This course highlights the interplay of governmental regulation, legislation, and judicial interpretation in the context of labor and employment law. Topics include labor-management relationships and the role of the federal regulatory agency, National Labor Relations Board (NLRB), in this area. Other topics include worker protection, both physical and economic protection of employees, and employment discrimination. The federal regulatory agencies, Occupational Safety and Health Administration (OSHA), and Equal Employment Opportunity Commission (EEOC) are highlighted.

Prerequisite: LEGL 20 and junior class standing or above.
NOT-FOR-PROFIT MANAGEMENT

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

Hofstra University Continuing Education, in partnership with the Association of Fundraising Professionals-Long Island Chapter (afpli.org), offers an 80-hour certificate in 21st Century Not-for-Profit Management. The program is designed for not-for-profit administrators and staff, board members and volunteers, and individuals who may be interested in changing careers. In recent years, not-for-profits have had to dramatically change the way they operate. Scarcity of resources to support not-for-profits, the proliferation of social media and information technology, stricter government oversight, more savvy donors, an increased emphasis on outcomes measurements, and the need to build sustainable organizations have affected the way not-for-profits do business. Even seasoned not-for-profit professionals who want to remain current in the field will benefit from the courses offered as part of this certificate program. Courses may also be taken on an individual basis. AFP members receive a 10 percent tuition discount.

CERTIFICATE IN 21ST CENTURY NOT-FOR-PROFIT MANAGEMENT

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

Required Courses (5 hours each):
H1810 – Grant Writing in a Challenging Economy
H1812 – Creating a Major Gifts Program
H1819 – Special Events Planning and Volunteer Management
H1820 – 21st Century Fundraising and Awareness Initiatives

FUNDAMENTALS OF NOT-FOR-PROFIT MANAGEMENT

<table>
<thead>
<tr>
<th>H1801-51</th>
<th>Adam Lenter</th>
<th>4 sessions</th>
<th>$330</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>February 6-March 6</td>
<td>6-9 p.m.</td>
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</table>

No class February 20.

The way not-for-profits conduct business has changed dramatically. Whether you’re new to the world of not-for-profit employment, are volunteering with or joining a not-for-profit board, or are thinking about changing careers, get a comprehensive overview of how not-for-profit organizations operate, including up-to-date information about the financial and legal aspects of not-for-profits, board and staffing issues, program development, fundraising, membership programs, marketing, public relations, branding, and raising awareness. Learn what not-for-profits need to do to flourish in today’s challenging economy.

continued on next page
## NOT-FOR-PROFIT MANAGEMENT continued

### BUILDING A SUSTAINABLE FUNDRAISING PROGRAM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Session Details</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1802-51</td>
<td>Patricia Clemency</td>
<td>4 sessions</td>
<td>$330</td>
</tr>
<tr>
<td>Tuesday, Thursday</td>
<td>March 26-April 4</td>
<td>6-9 p.m.</td>
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</table>

Building a sustainable base of support in a not-for-profit organization has never been more important. Explore the path to sustainability, with best practices that create a more compelling case for support, including a diversified funding strategy that reduces dependency on special events and generates new prospect pipelines, while building donor engagement and loyalty. Strengthen your fundraising capacity to allow your organization to survive and thrive, regardless of the economic climate.

### NOT-FOR-PROFIT FINANCE AND LEGAL ISSUES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Session Details</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1803-51</td>
<td>Stephen Young</td>
<td>4 sessions</td>
<td>$330</td>
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<tr>
<td>Tuesday</td>
<td>April 9-30</td>
<td>6-9 p.m.</td>
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Get a hands-on opportunity to review the important tools needed for successful fiscal oversight. Take a detailed look at a not-for-profit budget and ultimately develop one on your own, while examining additional financial documents, including IRS form 990, the certified audit, profit and loss statements, and cash flow statements. Fiduciary responsibilities of the board and financial staff will also be reviewed, as well as potential legal issues affecting not-for-profits.

### GRANT WRITING IN A CHALLENGING ECONOMY

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<th>Course Code</th>
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<tbody>
<tr>
<td>H1810-51</td>
<td>Cynthia Doerler</td>
<td>2 sessions</td>
<td>$135</td>
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<tr>
<td>Thursday</td>
<td>March 7, 14</td>
<td>6-8:30 p.m.</td>
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In these challenging economic times, foundations and corporations have been forced to reduce the number of projects they fund. Develop the skills to most effectively present your project, while exploring the basics of grant writing, including researching grant opportunities, deciding which grant opportunities to pursue, understanding proposal guidelines, writing an effective proposal, following up, measuring outcomes, and reporting.

### CREATING A MAJOR GIFTS PROGRAM

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<th>Course Code</th>
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<tr>
<td>H1812-51</td>
<td>Patricia Clemency</td>
<td>2 sessions</td>
<td>$135</td>
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<tr>
<td>Tuesday, Thursday</td>
<td>April 9, 11</td>
<td>6-8:30 p.m.</td>
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Prepare to launch or expand a major gifts program with a systematic strategy for success. Explore the steps needed to create a major gifts campaign, including determining institutional readiness, engaging the board in giving and getting major gifts, building pipelines of prospective donors from other revenue streams, prospect research, face-to-face solicitation, and donor cultivation and recognition.

### USING DATA AND RESEARCH TO THRIVE AND GROW

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<tr>
<td>H1818-51</td>
<td>Adam Lenter</td>
<td>4 sessions</td>
<td>$330</td>
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<td>Wednesday</td>
<td>March 13-April 3</td>
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Embrace the use of data toward achieving your organization’s mission – from managing operations to program evaluation to fundraising. Case studies will show how not-for-profit organizations in various sectors have used research and data to enhance their organizations. Obtain a framework through which you can evaluate your own organization’s use of data and develop plans for taking it to the next level.
### SPECIAL EVENTS PLANNING AND VOLUNTEER MANAGEMENT

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<tr>
<td>H1819-51</td>
<td>Kathy Munsch</td>
<td>2 sessions</td>
<td>$135</td>
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Monday | March 18, 25 | 6-8:30 p.m.

Learn how to plan dynamic special events – with ingenuity, attention to detail, and the ability to delegate tasks to staff and volunteers – and use them as opportunities to introduce prospective donors to your organization.

### 21ST CENTURY FUNDRAISING AND AWARENESS INITIATIVES

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<tr>
<td>H1820-51</td>
<td>Kevin Ryan</td>
<td>2 sessions</td>
<td>$135</td>
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Wednesday | March 20, 27 | 6-8:30 p.m.

Innovative social media initiatives like the Ice Bucket Challenge have demonstrated how savvy not-for-profit professionals can create out-of-the-box campaigns that increase awareness and raise funds. Learn about some of these initiatives and brainstorm ideas for campaigns.

### BUILDING THE ULTIMATE NON-PROFIT BOARD OF DIRECTORS

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<th>Course Code</th>
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<tr>
<td>H1822-51</td>
<td>Patricia Clemency</td>
<td>4 sessions</td>
<td>$330</td>
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Tuesday, Thursday | March 5-14 | 6-9 p.m.

A high-impact board is critical to the long-term mission success and viability of any nonprofit. Discover the governance trends, current issues, and “next practices” that will help you attract and retain the high-performing board members every organization needs to compete effectively in today's rapidly changing world.
DIGITAL AND SOCIAL MEDIA MARKETING

DIGITAL AND SOCIAL MEDIA MARKETING INTENSIVE
H1330-51  Staff  3 sessions  $450
Monday-Wednesday  April 8-10  9:30 a.m.-5 p.m.
                    10 a.m.-5 p.m. (April 10)

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. Ample opportunity for hands-on learning in a computer lab.

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

INTRODUCTION TO TWITTER
H1104-51  Beth Granger  1 session  $49
Tuesday  April 9  6:30-7:30 p.m.

Twitter is a great tool for building or joining communities of like-minded people. However, it can be confusing because it seems like a different language. What's the difference between a hashtag and a handle? This session will help you get comfortable using Twitter for personal or business purposes. If you already have a Twitter profile, be sure to know your password.

INTRODUCTION TO LINKEDIN
H1106-51  Beth Granger  1 session  $49
Monday  April 8  6:30-7:30 p.m.

LinkedIn isn’t only for job searches anymore. It’s the tool for professional branding, social prospecting, and extending your networking activities. Learn how to create a professional profile, share your thought leadership, and make the most of this “all business, all the time” platform. If you are not already on the platform, please have access to a photo and your personal email address. If you already have a profile, be sure you know your password.

SEO: WHAT YOU NEED TO KNOW
H1110-51  Jerry Allocca  1 session  $75
Tuesday  April 16  10 a.m.-noon

Update your internet marketing skill set with this search engine optimization (SEO) course for beginners, taught in plain English. Learn about today’s SEO practices, and discover how to rank higher on search engines and be more visible when people are searching for what your company or organization specializes in. Explore how search engines rank webpages, how to avoid violations, and ways to create magnetic content that will build valuable links and get traffic to your page.

HOW TO MEASURE THE SUCCESS OF DIGITAL AND SOCIAL MEDIA
H1111-51  Jerry Allocca  1 session  $75
Thursday  May 2  10 a.m.-noon

One of the most important questions facing marketers today is, “What is the return on investment of my digital marketing efforts?” Online analytics tools help answer that question by showing you where your website visitors are coming from, what they’re doing while on your website, and what is driving conversions/desired outcomes. This class will help you get the most out of Google Analytics and teach you to better identify the marketing efforts that are making you money and those that are wasting your money.
CONTENT MARKETING: 27 PROVEN CONTENT STRATEGIES TO GET YOU LIKED, SHARED, AND HUMMING WITH TRAFFIC
H1124-51  Jerry Allocca  1 session  $75
Tuesday  April 30  10 a.m.-noon
Advance in your current career and/or update your career skill set in internet marketing. Learn 27 ways to create magnetic content that sticks, makes brands more memorable, and adds online visibility to your organization. Explore client success stories and get ideas that you can implement right away!

ONE-DAY BLOGGING INTENSIVE
H1307-51  Jerry Allocca, Sandra Mardenfeld  1 session  $230
Wednesday  April 17  9 a.m.-5 p.m.
Become a blog expert in just one day! Get an overview of the entire blogging process – from clarifying your concept and finding a niche to creating must-read content and developing an audience – to help promote a business, establish a platform for your brand, or create a spirited forum for discussion. This hands-on intensive is perfect for newbies and those currently revamping an existing site.

DEVELOPING A SOCIAL MEDIA STRATEGIC PLAN
H1308-51  Beth Granger  2 sessions  $99
Wednesday  April 10, 17  6:30-8 p.m.
A strategic social media plan is your guide to all social activities, whether you do them yourself, ask your staff for assistance, or hire someone to help. In these sessions, you will be guided through a framework to understand your ideal client profile, what your competition is doing, which social platforms you should be on, and more.

VIDEO MARKETING INTENSIVE: YOUTUBE AND BEYOND
H1309-51  Jerry Allocca, Sandra Mardenfeld  1 session  $200
Wednesday  May 8  9 a.m.-5 p.m.
In today’s world, where just about everyone has a mobile device, it’s become easier than ever to shoot videos. And with social platforms like YouTube growing exponentially, how do you reap the benefits – from a professional standpoint? In this one-day, intensive course, you’ll learn how to craft compelling visual stories, as well as video marketing strategies, tactics, and analysis tools, using YouTube, Facebook, and other social media platforms, SEO, PPC advertising, and blogging. Get a hands-on introduction to advertising on YouTube and the Google display network, Facebook video advertising, sharing videos on social media, video syndication, video blogging, and how to optimize your videos for Google search results. Learn common mistakes to avoid when shooting videos on your smartphone or with professional equipment, and leave with recommendations on what you need to make it all work effectively.
Note: All participants receive a certificate of completion from Hofstra University Continuing Education.

SALES AND MARKETING TECHNOLOGY INTENSIVE: SAVE TIME AND INCREASE PROFITS
H1333-51  Ellen Williams  1 session  $175
Wednesday  April 3  9:30 a.m.-4:30 p.m.
The more you know about your customers and potential customers, the better equipped you are to build strong relationships. We’re stripping down today’s powerful sales and marketing tools to their basic functions, trashing the technical jargon, and simplifying the process by using real-world scenarios. Learn, step by step, how to capture useful contact information, create a sales pipeline that fits your business, and design relevant and impactful emails that lead to new business and repeat sales – tools that will help you save time and increase profits.
BUSINESS COMMUNICATIONS

BECOME A CONFIDENT BUSINESS WRITER
U6330-51   Dina Santorelli   3 sessions   $175
Tuesday   March 5-19   6:30-8:30 p.m.

Many professionals are not trained writers, or they may need a refresher on the basics. This interactive course teaches how to spot, correct, and avoid the most common writing pitfalls and articulate thoughts in a clear and concise manner. Learn how to write with clarity and power and develop skills that will enhance your image, increase your confidence, boost your productivity, and help achieve your objectives by working on writing assignments from the drafting to the proofreading stages.

CONFIDENT COMMUNICATIONS
H1198-51   Gerald Laytin   5 sessions   $285
Wednesday   March 13-April 10   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
H1221-51   Gerald Laytin   4 sessions   $230
Thursday   March 14-April 4   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. 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.

SO YOU WANT TO BE A VOICE-OVER ACTOR?
U7351-51   Gerry Laytin   5 sessions   $275
Monday   March 11-April 8   7-9 p.m.

Have you ever been told, “You have a great voice. You ought to do commercials!”? While commercials can be very lucrative, more than 90 percent of available work 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 percent! Enrollment is limited.
SPORTS JOURNALISM AND BROADCASTING INSTITUTE FOR TEENS

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 individually or as part of a certificate program that requires successful completion of eight (8) courses.

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

SPORTS JOURNALISM AND BROADCASTING INSTITUTE FOR TEENS
CERTIFICATE PROGRAM

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

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

SPORTS WRITING, BLOGGING, AND SOCIAL MEDIA

H0805-51 Sports Journalism Staff 2 sessions $280
Sunday March 3, 10 9 a.m.-1 p.m.

$25 early registration discount is available if you register by February 15, 2019. Lunch is included in program tuition.

In today’s world, social media often reigns supreme. Many reporters, anchors, and hosts are moving away from the art of sports writing and yielding to abbreviated newsfeeds and updates. While there are times when it is necessary and appropriate to be quick and succinct with words, sports writers also need to know how to compose more extensive updates – always making each word count. In this workshop, 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. Each student also learns the positive aspects of blogging effectively and creatively, and experiments with blog writing.

Another important aspect of this class is a discussion on the uses of Twitter, Facebook, Instagram, and other social media tools. While all of them can be very effective in growing your personal brand, instructors will talk with students about the potential pitfalls of the various social media platforms.

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SPORTS TELEVISION HOSTING AND ANCHORING
H0820-51  Sports Journalism Staff  4 sessions  $280
Wednesday  May 8-29  6-8 p.m.
$25 early registration discount is available if you register by April 15, 2019. Lunch is included in program tuition.

Television hosting and anchoring are not as simple as sitting in front of a camera and speaking. Many skills go unnoticed by viewers. Do you know how to read from a teleprompter? Are you comfortable doing a live interview, whether in-studio or via satellite? Can you look into a camera and have a conversation with your viewers – and make it seem natural? In this hands-on seminar, students learn all this and more by writing copy, reading it on camera, interviewing guests, and having it all recorded in a professional television studio. Students leave the class with a demo reel of their work.

SPORTS PLAY-BY-PLAY FOR TELEVISION AND RADIO
H0825-51  Sports Journalism Staff  5 sessions  $280
Wednesday  March 20-April 17  6-8 p.m.
$25 early registration discount is available if you register by February 15, 2019. Lunch is included in program tuition.

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

SPORTS JOURNALISM 101 FOR TEENS
H0831-51  Staff  4 sessions  $575
Tuesday-Friday  April 23-26  9 a.m.-4 p.m.
This training course allows us to focus on the development of the sportscasting skill sets you will need to become a broadcaster. You will learn about the different roles involved in a sports broadcast, and what careers options are available. This course will give each student a chance to partake in every aspect of broadcasting, including:
• Writing for TV and radio
• Blogging and the use of social media
• Interviewing as a reporter or a host
• Reading from a teleprompter
• Anchoring your own sports show
• Handling pre- and postgame shows
• Roundtable discussions and more.
If your dream is to become the next Kenny Albert, Mike Breen, Kelli Tennant, or Tracy Wolfson, this is the course for you.
Note: Registrants must be at least 12 years old.
HEALTH CARE

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

HEALTH CARE INFORMATION TECHNOLOGY

Billions of federal dollars are spent on health care information technology, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in health care information technology, the 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 four hours a week on course work to complete the course in a timely fashion. The Health Care Information Technology Certificate Program requires successful completion of seven (7) courses (six required courses and one prerequisite). Courses may be taken on an individual basis without participating in the certificate program.

HEALTH CARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

Prerequisite Course:
T2090 – Introduction to Health Care Studies*
*Designed for students with no prior health care experience.

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

INTRODUCTION TO HEALTH CARE STUDIES
T2090-51 Staff ONLINE $740
This course provides students with a basic knowledge of anatomy and the body’s systems, including the functioning of the skeletal and muscular systems, 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.

INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY (HIT)
T2010-51 Staff ONLINE $740
Health information technology is the fastest-growing segment of the health care 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 discuss topics including provider health systems, payer systems, patient systems, and government policy and oversight.

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### HEALTH CARE INFORMATION TECHNOLOGY continued

#### SECURITY, PRIVACY, AND REGULATION ISSUES IN HIT

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<td>T2020-51</td>
<td>Staff</td>
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<td>$740</td>
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Get an overview of the complex nature of government (both state and federal) regulations affecting health 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 provider and payer perspectives, you will understand the complexity and costs associated with securing the environment and data. Course topics also include hardware security, encryption, firewalls, secure transmissions, internal controls, data retention, and monitoring systems.

#### HEALTH CARE DATA WAREHOUSING AND ANALYTICS

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<td>T2030-51</td>
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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 health care information technology environment. Learn about the use of data warehouses for clinical analysis 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.

#### HEALTH IT PROJECTS: PROCESSES, CONTROLS, AND QUALITY

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<tr>
<td>T2040-51</td>
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Learn about project management for health 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
T2060-51  Staff      ONLINE      $740
Get introduced to health informatics at a level appropriate for non-IT professionals in a practical course that emphasizes how to use computers to solve some central problems in coordinating the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health care. Topics include the nature of health care data; their exchange and analysis; challenges surrounding clinical data storage and retrieval; medical imaging systems; telemedicine; and the management of health care information.

ELECTRONIC MEDICAL RECORDS (EMR) IMPLEMENTATION
T2085-51  Staff      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.

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

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

PROJECT MANAGEMENT
Given increasing 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 students have the tools and expertise needed to make the ultimate difference in all their professional endeavors. Courses may be taken individually or as part of a certificate program that requires successful completion of three (3) courses.

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

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.

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PROJECT MANAGEMENT

T8010-51  Raymond Murphy  10 sessions  $980
Monday, Wednesday  January 21-February 25  6:30-9:30 p.m.
No class February 18.

New project/program managers, those thinking about seeking such a position, or anyone who wants to manage their own workload and time more efficiently, start here! With a curriculum based on the PMBOK Guide (Sixth Edition), this course covers the processes and phases of the project/program life cycle, with anecdotal discussion and examples to help you understand the applicability of project management tools and techniques. Topics include project management processes; the project plan; and management of a project’s scope, time, cost, quality, human resources, communications, risk, procurement, and contracts/contractors.


PROJECT MANAGEMENT TOOLS AND TECHNIQUES

T8024-51  Raymond Murphy  6 sessions  $595
Monday, Wednesday  February 27-March 18  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 the project financial plan, the importance of risk management and quality management, and the establishment of efficient and effective relationships with a project’s vendors and suppliers. 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: Successful completion of Project Management course.
CAPSTONE COURSE IN PROJECT MANAGEMENT
T8040-51  Raymond Murphy  8 sessions  $899
Monday, Wednesday  March 20-April 15  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.
Prerequisites: Project Management and Microsoft Excel, and Project Management Tools and Techniques.

PMP® PREP COURSE
T8001-51  Raymond Murphy  4 sessions  $1,250
Saturday  April 6-27  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 after completing the course as possible. Each student is expected to apply during the course for PMI permission to sit for the exam. Help will be provided in completing the application. The course will cover the five life cycle process groups, 10 knowledge areas, and 47 project management processes of the PMBOK Guide (Sixth Edition), plus a section on professional ethics. In addition, material frequently asked on the exam but not covered in the PMBOK Guide will be included. Please refer to the website for prerequisite information.

WEB DEVELOPMENT
The World Wide Web is the driving force – both economically and creatively – of the 21st century. Choose from a variety of course options and outcomes, taking courses either separately to develop or refresh your expertise, or in our structured Web Development Certificate Program. The certificate program requires successful completion of five (5) required courses and one (1) elective.
For more information and advisement on course selection and requirements, please visit ce.hofstra.edu/it or call 516-463-7200.

WEB DEVELOPMENT CERTIFICATE PROGRAM
Required Courses:
T4000 – Introduction to Programming Languages and Coding
T4010 – HTML Programming
T4040 – Cascading Style Sheets (CSS)
T4028 – JavaScript Programming
T4048 – Responsive Web Design

Elective Courses (choose one):
T4016 – Web Graphics with Adobe Photoshop CS6
T4041 – Introduction to Dreamweaver CS6
T4046 – Advanced Dreamweaver CS6
T4051 – Introduction to Flash CS6
T4056 – Advanced Flash CS6
T4057 – Introduction to Action Script with Flash CS6
T4061 – Developing Web Applications with ASP.NET 4.5 and C# 2013 – Online
T4062 – Advanced ASP.NET 4.5 – Online
T4070 – Introduction to Data Science
continued on next page
### Web Development continued

#### Introduction to Programming Languages and Coding

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4000-51</td>
<td>Jay Mir</td>
<td>6</td>
<td>$615</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, Wednesday</td>
<td>January 7-23</td>
</tr>
</tbody>
</table>

Study the fundamentals of coding in an applied-learning classroom – coding as you go! From day one, you will build and code a responsive, mobile-friendly website as you begin to uncover the fundamentals of object-oriented programming (OOP), while building an app in a collaborative environment. Students will enhance their technical, problem-solving, and communication skills – all highly valuable in today’s evolving workforce.

#### HTML Programming

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4010-51</td>
<td>Jason Turner</td>
<td>6</td>
<td>$615</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, Wednesday</td>
<td>January 28-February 13</td>
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</tbody>
</table>

HTML (Hypertext Markup Language) is the foundation of web programming. Get a thorough knowledge of HTML to understand and use applications such as Dreamweaver and to properly write code in languages such as JavaScript. Prerequisite: Basic PC knowledge.

#### Adobe Photoshop for Design: Web Graphics and Print Media

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
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<tbody>
<tr>
<td>T4016-51</td>
<td>Lockheed Lee</td>
<td>8</td>
<td>$815</td>
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<td></td>
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<td>Tuesday, Thursday</td>
<td>April 23-May 16</td>
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</table>

Learn the basics of Adobe Photoshop, the industry standard in digital image editing, while focusing on manipulation techniques, art effects, type effects, color correction, and animation. The course will also cover the fundamentals of graphic design and creating flyers and posters for print media, as well as web design and creating images for social media. Enrollment is limited. Prerequisite: Basic PC skills.

#### Cascading Style Sheets (CSS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4040-51</td>
<td>Jay Mir</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Monday, Wednesday</td>
<td>February 25-March 13</td>
</tr>
</tbody>
</table>

Cascading Style Sheets (CSS) is used to implement consistent formatting and appearance of webpages. CSS enables developers to be more productive by separating content from design. Prerequisite: Knowledge of HTML programming.

#### JavaScript Programming

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4028-51</td>
<td>Barbara Campagnoni</td>
<td>10</td>
<td>$1,020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, Wednesday</td>
<td>March 18-April 17</td>
</tr>
</tbody>
</table>

JavaScript is a platform-independent, event-driven, interpreted programming language that can enhance the interactivity of webpages. Learn how to control the action of web browsers, dynamically change the look and feel of webpages, and write mini-applications that are both fun and useful.

#### Responsive Web Design with HTML5, CSS3, and jQuery

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4048-51</td>
<td>Jay Mir</td>
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<tr>
<td></td>
<td></td>
<td>Monday, Wednesday</td>
<td>April 29-June 3</td>
</tr>
</tbody>
</table>

No class May 27.

Globally, consumers use an average of five different devices per person, using 2.23 gadgets simultaneously, according to Adobe. Knowing how to design a responsive website is therefore a valuable skill in a digital world that demands website flexibility. Businesses want a website that looks great and functions well – whether it’s viewed on an iPhone, Android, laptop, tablet, or other device. Learn how to build websites and web applications that adapt automatically to many screen sizes, giving users a better experience. Note: Some knowledge of HTML, CSS, and JavaScript is preferred.
DEVELOPING WEB APPLICATIONS WITH ASP.NET 4.5 AND C# 2013
T4061-51  Staff  ONLINE  $740
Understand the fundamentals of creative, dynamic, data-driven, and interactive website design with the most current and advanced technologies, including ASP.NET 4.5, C# 2013, and VB 2012. Students gain a competitive edge in employment and productivity using real-world examples and have a chance to discuss the technology and Visual Studio 2012 features.
Note: Prior programming experience is not required.

ADVANCED ASP.NET 4.5
T4062-51  Staff  ONLINE  $740
Learn how to design advanced interactive and database-connected web applications with ASP.NET 4.5 technology, as well as adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom web controls, input validation and site navigation, ASP.NET management, programming the web application, customizing and personalizing a web application, web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile web applications, monitoring, deploying, caching applications, and serialization. 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: Developing Web Applications with ASP.NET 4.5 and C# 2013.
DATABASE DESIGN AND DEVELOPMENT

The Database Design and Development Certificate Program is currently being updated. Information on the new program and courses will be available soon. Please visit ce.hofstra.edu/it for further information.

DEVELOPING WEB APPLICATIONS WITH ASP.NET 4.5 AND C# 2013
T4061-51  Staff  ONLINE  $740

Understand the fundamentals of creative, dynamic, data-driven, and interactive website design with the most current and advanced technologies, including ASP.NET 4.5, C# 2013 and VB 2012. Students gain a competitive edge in employment and productivity using real-world examples and have a chance to discuss the technology and Visual Studio 2012 features.

Note: Prior programming experience is not required.

ADVANCED ASP.NET 4.5
T4062-51  Staff  ONLINE  $740

Learn how to design advanced interactive and database-connected web applications with ASP.NET 4.5 technology, as well as adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom web controls, input validation and site navigation, ASP.NET management, programming the web application, customizing and personalizing a web application, web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile web applications, monitoring, deploying, caching applications, and serialization. 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: Developing Web Applications with ASP.NET 4.5 and C# 2013.

MICROSOFT SHAREPOINT 2010: DESIGN FOR COLLABORATION
T5550-51  Staff  ONLINE  $700

This course will benefit students who wish to become developers on Enterprise applications based on the Microsoft Office or SharePoint systems, or are working on integration projects with third-party vendors. Develop real-world solutions to complex business problems and challenges and learn how to combine interesting code examples and support business processes with Microsoft collaboration platform’s services, with a focus on using Visual Studio 2013 and SharePoint 2010 with built-in Office 2010 development tools to construct the user interface layer. Solutions, presented as hypothetical business challenges of a fictional company, 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. These examples build applications that apply the benefits of the Office desktop interface to the richness of SharePoint collaboration features.
BUSINESS AND DATA ANALYTICS

BASICS OF ANALYTICS – UNDERSTANDING DATA AND ANALYSIS
T1500-51  Staff  ONLINE  $400

This program provides the basics of understanding data and preliminary analysis of data. The module provides information on basic descriptive statistics using Excel, as well as probability distributions, variance and standard deviation, kurtosis and skewness, covariance, and correlation. Additional topics include probability, sampling, estimation, and application of these measures.

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

STATISTICAL CONCEPTS AND MACHINE LEARNING INTRODUCTION
T1501-51  Staff  ONLINE  $400

This program 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.

Prerequisites: Knowledge of Excel (Mac or PC), and basic understanding of mathematical concepts.
In today’s highly connected world, computer networks are indispensable in business and government. Enhance your career by becoming a Certified Cisco Network Associate (CCNA). Classes are offered to help you pass both Part I and Part II of the CCNA exam.

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

**INTERCONNECTING CISCO NETWORK DEVICES, PART I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Type</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>T7097-51</td>
<td>Staff</td>
<td>9 sessions</td>
<td>February 1-March 29</td>
<td>6-10 p.m.</td>
<td>$975</td>
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</tbody>
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Learn about network diagrams, Cisco IOS commands, routing protocols, static routes, IPv4, subnetting, VLSM, the ARP protocol, three functions of a switch, VLANs, trunking, and InterVLAN routing. Study the configuration of networking devices such as Cisco routers and switches through a step-by-step approach accompanied by detailed lectures and interactive student discussions.

**Prerequisite:** Basic PC knowledge.

**INTERCONNECTING CISCO NETWORK DEVICES, PART II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Type</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>T7098-51</td>
<td>Staff</td>
<td>9 sessions</td>
<td>April 5-June 7</td>
<td>6-10 p.m.</td>
<td>$975</td>
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</tbody>
</table>

No class April 19.

Building on skills learned in Part I of this course, learn about the Cisco proprietary protocol, Cisco Discovery Protocol (CDP), VTP, Spanning Tree Protocol (STP), access control lists (ACLs), NAT/PAT, and the routing protocol OSPF (single area). These TCP/IP protocols will be discussed in detail using a sequential approach paired with in-depth lectures and interactive student discussions.

**Prerequisite:** Interconnecting Cisco Network Devices, Part I.
An ABA-Approved Paralegal Education Program

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

About the Program

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

Program administrators and faculty seek to mentor each certificate candidate in accordance with individual needs, goals, and aspirations, offering assistance and support through voluntary internship opportunities, guidance regarding career and educational prospects, and special instruction in unique and emerging areas of the law.

• The program offers complete career preparation, with 306 hours of classroom instruction taught by experienced attorneys and sitting judges and hands-on legal experience through an internship program.

• We offer comprehensive employment assistance, including instruction in resume preparation, individual career counseling, and distribution of paralegal employment opportunities to all graduates of the program.

All prospective students are required to submit a completed application, supply official transcripts, and demonstrate basic computer skills. Six-month full-time day or eight-month part-time evening … the choice is yours! Refer to ce.hofstra.edu/paralegal for tuition details. Student loans are available.

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

continued on next page
PARALEGAL STUDIES CERTIFICATE PROGRAM  

UPCOMING PROGRAM OFFERINGS:

DAY — SPRING 2019
January 28, 2019, to June 25, 2019
Monday-Thursday, 9 a.m.-1 p.m.

REQUIRED COURSES:

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.

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.

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.

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

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.

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

BUSINESS ORGANIZATIONS
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.

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.

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.

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.
WANT TO LEARN MORE?

JOIN US AT A FREE PARALEGAL INFORMATION SESSION.

Paralegal Open Houses
Monday, December 10, 2018
Wednesday, January 9, 2019
Please check our website for more details.

To register or to schedule an individual appointment, visit ce.hofstra.edu/paralegal or call 516-463-6333.

WANT TO BRUSH UP ON YOUR LEGAL KNOWLEDGE?

Hofstra Continuing Education offers several courses that are independent of the Paralegal Studies Certificate Program. Whether you are in real estate or sales, or want to increase your legal knowledge, we have classes designed for you.

*We offer a corporate discount.

For further information, please contact Stacey Kerins at 516-463-6333 or stacey.kerins@hofstra.edu.

COMING SOON!

Workshops and CLE courses taught by professionals in the legal field. Call for more information.
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. A full list of course offerings and details are available at ce.hofstra.edu/asl. Affiliated instructors are members of both the hearing and deaf communities. Those who complete the certificate program may choose to pursue further studies in an interpreter program.

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

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

Transfer Students:
Students with advanced standing may substitute courses taken at other institutions, and these course hours will be accepted at Hofstra. All transfer students must be evaluated to determine ASL proficiency and remaining courses required in the certificate program. Please call 516-463-4803 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 for Certification (200-hour program):
• U2111 – ASL 1 and 2
• U2113 – ASL 3 and 4
• U2115 – ASL 5
• U2116 – ASL 6
• U2117 – ASL 7 & Issues and Trends
• Eight (8) workshops of the student’s choice

AMERICAN SIGN LANGUAGE 1 AND 2
U2111-51 Sarah Gelpern 13 sessions $425
Tuesday February 5-May 14 6:30-8:30 p.m.
No class February 19, April 23.
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, 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.

AMERICAN SIGN LANGUAGE 3 AND 4
U2113-51 Dana Maneri 13 sessions $425
Tuesday February 5-May 14 6:30-8:30 p.m.
No class February 19, April 23.
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. Prerequisite: ASL 1 and 2, or equivalent.

AMERICAN SIGN LANGUAGE 5
U2115-51 Carolyn Kelly, Cathi Conticello 12 sessions $405
Monday February 4-May 6 6:30-8:30 p.m.
No class February 18, April 22.
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: ASL 3 and 4, or equivalent.

AMERICAN SIGN LANGUAGE 6
U2116-51 Fran Holtzman 12 sessions $405
Monday February 4-May 6 6:30-8:30 p.m.
No class February 18, April 22.
Cover 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. Learn how to discuss life events, narrate family history, and provide definitions. The positive impacts on the world by members of the deaf community are explored. Prerequisite: ASL 5 or equivalent.

AMERICAN SIGN LANGUAGE 7 & ISSUES AND TRENDS
U2117-51 Carolyn Kelly, Cathi Conticello 12 sessions $405
Tuesday February 5-May 7 6:30-8:30 p.m.
No class February 18, April 22.
Get the opportunity to expand the vocabulary needed to discuss various topics and to develop conversational fluency by sharing stories, specifying language function, and introducing grammar structures. Develop the essential skills for telling a story successfully, use role shifting to help enhance the stories, and learn to sequence appropriate classifiers to enable full descriptions. Prerequisite: ASL 6 or equivalent.
ASL WORKSHOPS

ASL PRACTICE SESSIONS

U2136-51 Carolyn Kelly 3 sessions $165
Monday January 7-28 6:30-8:30 p.m.

No class January 21.

Are you looking for a safe haven in which to practice your ASL skills? Classes are held in an informal setting for students of ASL and others who are interested in practicing and polishing their signing skills. The instructor introduces the topic and helps you improve your communication. Topics are varied and may include poetry, storytelling, issues in deaf culture, current events, and celebrity gossip.

Students will also be exposed to the deaf community through class field trips. The class is primarily student-centered such that time spent signing is maximized. Students will work toward creating a final presentation in which they incorporate skills learned in class and the community. This course is an excellent opportunity to develop proficiency in ASL and actively use the target language. If you are an ASL student seeking practice, but don’t feel compelled to commit to an interpreting program or graduate program, this class provides an appropriate middle ground to expand receptive and expressive skills.

Note: This course is separate from the Deaf Studies Certificate Program. Students with varying ASL education backgrounds not affiliated with Hofstra are also welcome to register.

ASL GAMES

U2145-51 Carolyn Kelly 4 sessions $210
Tuesday January 8-29 6:30-8:30 p.m.

Come one, come all! Learn ASL games for all ages. Games will be challenging for all students and all levels. Participants will learn new vocabulary associated with alphabet bingo, ASL bingo, number bingo, board games, Telephone, and much more.

ASL NUMBERS

U2146-51 Carolyn Kelly 4 sessions $210
Thursday February 7-March 7 6:30-8:30 p.m.

No class February 21.

Numbers are an integral part of ASL and one of the most difficult concepts to master. In this course, numbers are incorporated in time, money, addresses, phone numbers, characteristics, and many more subjects.

ASL LINGUISTICS 1

U2137-51 Michael Smith 1 session $125
Saturday March 9 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. The information provided in this workshop will be valuable while learning ASL and will serve as a foundation for continued study in ASL linguistics. Prerequisite: ASL Linguistics 1.

ASL FINGERSPELLING

U2353-51 Cathi Conticello 5 sessions $265
Thursday March 14-April 11 6:30-8 p.m.

Fingerspelling gives students the opportunity to become more fluent in their fingerspelling receptive and expressive skills, and provides drills and activities in fingerspelling as it is used within ASL discourse. Topics of discussion include lessons on history, use, receptive and expressive pointer, lexicalized fingerspelling, and more! Level: Beginner/Intermediate. Prerequisite: Students must have completed ASL 5 or higher.
PERSONAL TRAINER – EXERCISE AND FITNESS SPECIALIST

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

- Do you want to launch a career in the field of personal training?
- Are you seeking national certification as a personal trainer-exercise and fitness specialist (CPT-EFS)?
- Are you already an exercise or fitness professional who wants to take personal training courses to keep your skill set up to date?
- Do you want to be your own boss?
- Our Personal Trainer program graduates are in demand at top health and fitness clubs, including Equinox, New York Sports Club, LA Fitness, Blink Fitness, and Life Time.

HOFSTRA-AAPTE PARTNERSHIP

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

- Hands-on practical training
- Classroom learning with top subject experts
- University-based instruction allows for real-time Q&A, face-to-face training, and certification preparation
- NCCA-accredited.

Launch a career in fitness in as little as six weeks!

When it comes to personal training programs, not all are created equal. The AAPTE program provides the education and training you need to achieve success as a fitness professional. AAPTE provides the strategies you need to get hired and get clients, or to launch your own personal training business. Obtain firsthand, real-life instruction from a team of specialized instructors and subject matter experts with in-depth experience in their disciplines, and participate in collaborative learning experiences. No online program provides all that you need for success in this competitive field!

Two decades of educating and certifying personal trainers

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

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

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

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

- Personal training courses are presented by subject matter experts.

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

- Approved for veterans benefits.

- Interest-free tuition payment plans are available.

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

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

Certificate of Program Completion

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

NCCA-Accredited Certification Exam for CPT-EFS

Those seeking certification as a Certified Personal Trainer-Exercise and Fitness Specialist must sit for and pass the AAPTE CPT-EFS exam. The CPT-EFS exam is accredited by the National Commission for Certifying Agencies (NCCA), the accreditation body of the Institute for Credentialing Excellence.

WANT TO LEARN MORE ABOUT HEALTH AND FITNESS OR HOW TO BECOME A CERTIFIED PERSONAL TRAINER?

Attend a FREE Information Session!

Saturday, January 26, 2019, 9:30-10:30 a.m.
Tuesday, February 5, 2019, 6:30-7:30 p.m.
Wednesday, February 20, 2019, 6:30-7:30 p.m.

To reserve your place, call 516-463-4803 or visit ce.hofstra.edu and click on Free Events.

Reservations are required.
HUMAN ANATOMY
U1881-51  Sharon Borzone  3 sessions  $305
Tuesday, Thursday  February 26, 28  6:30-9:30 p.m.
Sunday  March 3  9:30 a.m.-3:30 p.m.
Receive a basic 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 PROGRAM
U1971-51  Vincent Carvelli  12 sessions  $995
Tuesday, Thursday  March 5-April 11  7-10 p.m.
Class on March 5 starts at 6 p.m.
Program fee includes all course materials, registration, CPT-EFS exam and lab fees, practice test, and review sessions. Interest-free tuition payment plans are available.

Hands-on Practical Skills Training Sessions
Sunday, March 17, 2019, 9:30 a.m.-4:30 p.m.
Sunday, March 24, 2019, 9:30 a.m.-4:30 p.m.
Sunday, March 31, 2019, 9:30 a.m.-4:30 p.m.

*AAPTE CPT-EFS EXAM AT HOFSTRA: Sunday, April 14, 2019, at 10 a.m.

CPR CERTIFICATION

ADULT CPR/AED CERTIFICATION
H1151-51  Jason Vitulli  1 session  $100
Sunday  March 10  10 a.m.-2 p.m.
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. Successfully complete this course for a Red Cross certificate valid for two years.
Note: A $40 nonrefundable materials fee is included in the program tuition.
AT THE POTTER’S WHEEL: A POTTERY WORKSHOP

U5301-51 Eric Kubinyak 10 sessions $485
Thursday February 7-April 25 7-10 p.m.
No class February 21, March 21.

Potters feel their material respond to the touch as they squeeze, pound, and mold form out of a lump of clay. Lectures and demonstrations are combined with hands-on experience – either in hand building or at the potter’s wheel. The end result is “in your hands,” so to speak. Choose to apply your creative flair to a tremendous array of objects – some practical, others decorative – designed to accommodate both the beginner and advanced student, with everyone working at a comfortable pace. (Glazing material and kiln firings are included; clay is extra.) Enrollment is limited.

PHOTOGRAPHY

GETTING TO KNOW YOUR DIGITAL CAMERA

U5407-51 Michelle Neacy 1 session $100
Saturday April 6 10 a.m.-1 p.m.

Learning the basics of a digital SLR (DSLR) camera is fairly easy, but what do all the dials and buttons do? And how can you adjust the camera to take specific types of photos? The instructor describes the main controls of digital SLR (DSLR) and mirrorless cameras and demonstrates how each affects the resulting image.

Note: Students must bring a digital SLR (DSLR) or mirrorless camera to class.

INTRODUCTION TO DIGITAL PHOTOGRAPHY

U5404-51 Michelle Neacy 4 sessions $230
Monday, Wednesday April 15-24 6:30-8:30 p.m.

Get an introduction to the art of photography, including subject matter, composition, lighting, and lens choices, and learn about post-production of photographs, basic Photoshop manipulation, storage of images, printing, and presentation.

Note: Students must bring a digital (DSLR or mirrorless) camera to each class.

Prerequisite: Getting to Know Your Digital Camera, or familiarity with the functions and controls of your digital (DSLR or mirrorless) camera.
PHOTOSHOP BASICS: MAKING GOOD PHOTOS LOOK GREAT!

U5422-51  Lockheed Lee  1 session  $100
Saturday  February 9  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 make your good photos look even better!

Prerequisite: Basic PC skills.

PHOTOSHOP PART II

U5424-51  Lockheed Lee  4 sessions  $230
Tuesday, Thursday  April 9-18  6-8 p.m.

Learn how to use Adobe Photoshop and its more advanced image enhancement tools, including layers and layer masks; how to smooth skin tones using levels and histograms; how to use the stamp tool like a professional; as well as selections, advanced use of filters, and shortcuts. In this hands-on class, you will also work on individual projects with guidance from the instructor.

Prerequisite: Basic Photoshop skills or Photoshop Basics: Making Good Photos Look Great!
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 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 email Jackie.R.Schmitt@hofstra.edu.

WRITING AND PUBLISHING FUNDAMENTALS

BECOME A CONFIDENT BUSINESS WRITER!

U6330-51  Dina Santorelli  3 sessions  $175
Tuesday  March 5-19  6:30-8:30 p.m.

Many professionals are not trained writers, or they may need a refresher on the basics. This interactive course teaches how to spot, correct, and avoid the most common writing pitfalls and articulate thoughts in a clear and concise manner. Learn how to write with clarity and power and develop skills that will enhance your image, increase your confidence, boost your productivity, and help achieve your objectives by working on writing assignments from the drafting to the proofreading stages.

VOICE-OVER
**ONE-DAY BLOGGING INTENSIVE**

H1307-51  Jerry Allocca, Sandra Mardenfeld  1 session  $230
Wednesday  April 17  9 a.m.-5:30 p.m.

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

**SO YOU WANT TO BE A VOICE-OVER ACTOR?**

U7351-51  Gerry Laytin  5 sessions  $275
Monday  March 11-April 8  7-9 p.m.

Have you ever been told, “You have a great voice. You ought to do commercials!”? While commercials can be very lucrative, more than 90 percent of available work 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 percent!

*Enrollment is limited.*
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 that are a full day, from 9 a.m. to 4 p.m., with the flexibility to register for anything from one to seven weeks at a time. Our goal is to assist in the development of the whole child – educationally, athletically, artistically, and socially. Our programs combine the excitement of Hofstra’s varied curriculum with the professionalism and knowledge of our distinguished instructional staff.

The mission of the Hofstra Learning Institute is to teach and inspire young people to be creative and reach their academic potential. These camps are tailored to meet the varied interests of all students and are wonderful opportunities for students to challenge themselves in positive, enjoyable settings.

Hofstra Sports Academy Camps are the perfect summer choice for campers whose interests are strictly athletic. For campers entering grades 2 through 12, we offer Sports Academy Camps in basketball, lacrosse, wrestling, volleyball, soccer, softball, and dance and cheerleading. All of our Sports Academy Camps are supervised and run by Hofstra’s well-known NCAA Division I coaching staff.

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

HOFSTRA IS HOME TO THE NEW YORK BASEBALL ACADEMY!
The New York Baseball Academy has been in business for over 45 years. Ranked by Baseball America as one of the top 5 baseball schools in the country.

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

Learn why the New York Baseball Academy at Hofstra University can make the difference in a youngster’s baseball career! Call 516-463-CAMP or visit hofstra.edu/nyba.
Saturday Classes for Young People offers more than 60 courses in academics, arts, and athletics for students aged 3 to 18 years, so there is something for everyone. Utilizing the rich resources of Hofstra University, including technologically advanced classroom buildings, state-of-the-art computer labs, art studios, theaters, and an Olympic-sized swimming pool, these courses help young people explore their intellectual and creative interests. Exciting courses include video game design, aquatics, theater workshops, language arts, math, and test preparation. Also included in the Saturday youth program is the Hofstra Gifted Academy for academically advanced students, and the Hofstra REACH Program for young people with autism spectrum disorder and other special needs.

Hofstra Precollegiate Career Discovery Institute – Saturday Classes
The Hofstra Precollegiate Career Discovery Institute – Saturday Classes is designed for teens and taught mainly by Hofstra professors. These interactive, hands-on classes and workshops help teens explore their passions and interests and discover new ones as they prepare for college and beyond.

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

CAMPUS CONNECTIONS
U0015-51  Gerry Laytin, Penny Ellis  8 sessions  $800
Tuesday  February 26-April 16  10 a.m.-2 p.m.

Hofstra University Continuing Education, in collaboration with Community Mainstreaming Associates (CMA), offers classes for young adults (18+) with autism and other intellectual disabilities. All classes and activities take place on the Hofstra campus. The program allows young adults to have inclusive interactions with peers on campus, and to connect with many campus resources, based on their individual interests and career goals. Students will become acquainted with campus life by dining at the Mack Student Center; visiting the Hofstra Bookstore, the Hofstra University Museum, WRHU-88.7 FM (Radio Hofstra University) studios, and video studios; meeting with Hofstra’s athletic teams; and exploring the athletic facilities. A comprehensive social skills curriculum, which includes exercises and class discussions, as well as daily interactions with different student groups on campus, will help students feel comfortable in a campus setting. For more information, please contact Jackie Schmitt at 516-463-7139 or email Jackie.R.Schmitt@hofstra.edu.
What is the PEIR Program? Simply put, PEIR provides opportunities for intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals. Bring your curiosity, 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 men and women. Like you, they view retirement as a time for interests they couldn’t explore while working or raising their families. PEIR members are friendly, welcoming, and open to new experiences.

Program Benefits:
• Convenient schedule … meetings are held weekdays.
• Access to many of the resources of a major university.
• Social opportunities.
• The stimulating, engaging retirement you’ve waited for.
• An opportunity to learn new skills, develop latent talents, and make the most of retirement 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, contact Bradley Kaye at 516-463-4824 or email Bradley.Kaye@hofstra.edu.
TUITION AND FEES
• Tuition as listed with each course description.
• Materials fees, etc., as listed with course description.

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

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

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

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

ACCES-VR
New York State Education Department ACCES-VR (formerly known as VESID) vouchers are accepted. For inquiries or an application, please 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 PROCEDURES
You may register online; via telephone, fax at 516-463-4836, or mail; or in person. Tuition and fees are to be paid in full at the time of registration.

Add/Drop
Students registered for Continuing Education courses may request to add one course and drop another, by sending an add/drop/withdrawal request in writing (using the Add/Drop/Withdrawal form) to the Continuing Education Registrar’s Office via fax at 516-463-4836, postal mail, or in person. Certificate students must obtain their advisor’s approval prior to making schedule changes.
Withdrawing From a CE Course for a Refund
All programs are subject to a $25 fee for withdrawing before the program begins. No refunds will be issued after the program’s start date. For additional information about the refund policies and procedures, please refer to ce.hofstra.edu/refund.

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

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

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

Paralegal Studies Program Tuition Refund 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.

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

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

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

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

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

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

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

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

Disciplinary Sanctions

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

Youth Programs: I understand and agree that my child will comply with the University’s rules, standards, and instructions. I understand that the University and its agents and employees have the right to enforce its standards and may at any time terminate my child’s participation in 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.

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

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

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

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

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

Disclaimer
The information contained within this publication, including schedules, instructor assignments, tuition, and fees, is subject to change without notice at the sole discretion of Continuing Education. For the most up-to-date information, please visit the Hofstra University Continuing Education website at ce.hofstra.edu. Hofstra University is not responsible for errors or omissions in this publication.
NONDISCRIMINATION POLICY
Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct 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 handling inquiries regarding the nondiscrimination policies and coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Nondiscrimination Policy should be directed to the Equal Rights and Opportunity Officer at EROO@hofstra.edu, 516-463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549.

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.

HOFSTRA UNIVERSITY HARASSMENT POLICY
Hofstra University's Harassment Policy 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 is available online at the link referenced here, contains complaint procedures for resolving complaints of harassment in violation of Hofstra's Harassment Policy. Inquiries may be directed to the Office of Legal Affairs and General Counsel at EROO@hofstra.edu.
Course Registration

☐ FALL ☐ SPRING ☐ SUMMER

*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

Parent's Name

Emergency Contact (other than parent)

Emergency Contact Phone Number

Student Age
Date of Birth
Grade

FOR CHILD'S REGISTRATION ONLY (UNDER 18)

Account Holder's Name (please print)
Card Number
Billing Address for Credit Card

Charge to: Visa MasterCard American Express

Type of Bank Account: Checking Savings

Exp. Date Security Code

[AmEx cards utilize 4 digits]

Account Holder's Signature

Email
Organization

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 Precollegiate classes.

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.

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

How did you hear about our courses?

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SPRING 2019

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HOFSTRA UNIVERSITY.