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SUMMER 2019

EDUCATION

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• Computer Programming Certificate
• 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.
THE STORY OF INSURANCE: A HISTORY OF MANAGING RISK (NYCR-245577)

H7147-71  John Frizalone  1 session  $180
Friday    June 7   9 a.m.-5 p.m.

The class travels back in time to the ancient pyramid builders and their need to protect workers and families – much the same way we do today – with life, health, and compensation laws. We explore how historical events, both natural and manmade, have created unexpected and unintended risk. Events that precipitated the need for today's risk management and the insurance created to protect society are covered. The class also blends the evolution of insurance with the development of the moral standards created for policing the ethical behavior of agents and brokers. Discussion of how the insurance industry developed agreements to meet the demands of protecting life and property throughout the ages makes the class both informative and fun. No exam is required.

Number of CEU credits: 8
License Approvals: Brokers, General Consultants, Life Brokers, Life Consultants, Life Settlement Brokers, Life/Accident and Health Agents, Property Casualty Agents, Public Adjusters.

A NEW YORK HISTORY OF MANAGING RISK FOR AGENTS AND BROKERS (NYCR-259114)

H7152-71  John Frizalone  1 session  $180
Friday    June 28  9 a.m.-5 p.m.

This course explores how historical events, both natural and manmade, have created often unexpected risk and the insurance coverages developed to protect people and businesses. The class also blends insurance with the development of the moral standards for policing the ethical behavior of insurance professionals. Discussion of how underwriters and risk managers developed insuring agreements to meet the demands of protecting life and property over the past decades makes the class both informative and fun.

Number of CEU credits: 8
License Approvals: Broker, General Consultants, Life Brokers, Life Consultants, Life Settlement Brokers, Life/Accident and Health Agents, Property Casualty Agents, Public Adjusters.

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

H7153-71  John Frizalone  1 session  $180
Saturday  July 13  9 a.m.-5 p.m.

This class is designed for today's agents and brokers who simply cannot find the time to “go back to basic ISO coverage.” Many of our practicing professionals have asked “what's new in coverage” and would like a refresher on some of the day-to-day general coverage issues for both their personal lines and commercial clients.

This class is designed to provide just what the agent and broker community is asking for. It also provides those just starting out with an opportunity to ask all the questions they did not have an opportunity to ask when taking their license prep course. Students are required to bring a copy of their license certificate to the program class session.

Number of CEU credits: 8
License Approvals: Broker, General Consultants, Property Casualty Agents, Public Adjusters.

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

H7157-71  John Frizalone  1 session  $180
Thursday  May 23  9 a.m.-5 p.m.

Insurance professionals and individuals responsible for insurance, claims, safety management, and compliance learn how laws, regulations, and court cases have changed the landscape of staying compliant with insurance and safety regulations in New York. The course includes an introduction to the new Paid Family Leave Law (effective January 2018). The class provides an overview of both legal and moral obligations for today's businesses. Topics are a blending of information and resources needed to navigate insurance compliance and what is available in the marketplace. Agents and brokers discover clever insights into coverage, underwriting, claims, safety management, risk transfer, and fraud awareness. This class will allow agents and brokers to provide clients with the most up-to-date techniques for managing compliance, controlling cost, and managing risk.

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

Number of CEU credits: 8
License Approvals: Brokers, General Consultants, Life Brokers, Life Consultants, Life Settlement Brokers, Life/Accident and Health Agents, Property Casualty Agents, Public Adjusters.
REAL ESTATE STUDIES

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

REAL ESTATE SALESPERSON’S QUALIFYING COURSE
(APPROVAL NUMBER F0117)
H5125-71    Joe Sinnona, Christina Raffa Seip,  26 sessions  $560
Linda Damico
Monday, Wednesday  May 29-August 28  6:30-9:30 p.m.
No class July 3.

The salesperson’s qualifying course is required by the Department of State as a prerequisite for its licensing exam to become a 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
H5135-71 Christine Raffa Seip 6 sessions $525
Wednesday May 22-June 26 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
H3410-71 Lesli Hiller 1 session $120
Saturday June 22 9 a.m.-1 p.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.

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
H4130-71 Ken Eldi ONLINE $525
Monday April 29-July 22
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.
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 advise 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 for Teens
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
H0833 – Sports Fantasy Preparation, Drafting, and Debating

PREPARING AND CONDUCTING SPORTS-RELATED INTERVIEWS
H0810-71 Sports Journalism Staff 1 session $280
Tuesday July 2 9 a.m.-4 p.m.
$25 early registration discount is available if you register by June 15, 2019.
Lunch is included in program tuition.

It takes organization and preparation to conduct a great interview. In this workshop, students learn how to formulate good questions – and follow-up questions – and how to organize their interview notes. Using memorization techniques, students gain the confidence to be flexible during the interview.

SPORTSCASTING RESEARCH AND PREP
H0800-71 Sports Journalism Staff 1 session $280
Monday July 8 9 a.m.-4 p.m.
$25 early registration discount is available if you register by June 15, 2019.
Lunch is included in program tuition.

Students engage in searching sports websites (college and professional) for information as they craft information sheets and build charts for sports broadcasts. They also learn how to conduct professional phone interviews and how to obtain additional information on players, teams, and programs.
## SPORTS WRITING, BLOGGING, AND SOCIAL MEDIA

**H0805-71**  
James Baumbach  
2 sessions  
$400  
Tuesday, Wednesday July 9, 10  
9 a.m.-4 p.m.  
$25 early registration discount is available if you register by June 15, 2019.  
Lunch is included in program tuition.

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. The workshop also discusses both the effectiveness and potential pitfalls of Twitter, Facebook, Instagram, Periscope, and other social media tools.

## TELEVISION SPORTS REPORTING

**H0822-71**  
Sports Journalism Staff  
2 sessions  
$550  
Thursday, Friday July 11, 12  
9 a.m.-4 p.m.  
$50 early registration discount is available if you register by June 15, 2019.  
Lunch is included in program tuition.

Being a sports reporter may just be the most difficult on-air television job. Asking the right questions in order to elicit the answers viewers are looking for takes skill and practice. Most sports reporters get only a minimal amount of TV air time … so they want to make it memorable. We discuss the different career opportunities as a television sports reporter, including as a sideline reporter or network sports reporter.

## INTRODUCTION TO SPORTSCASTING FOR TEENS

**H1014-71**  
Sports Journalism Staff  
5 sessions  
$1,150  
Monday-Friday July 15-19  
9 a.m.-4 p.m.  
$100 early registration discount is available if you register by July 1, 2019.  
Lunch is included in program tuition.

Taught by professional sportscasters with decades of experience in New York television and radio broadcasting, this interesting and fun course teaches students the fundamentals of sportscasting, including interviewing, writing, announcing, commentary, and professional presence. Students receive hands-on experience and in-depth critiques of their work in the classroom and in the field, as they hone their skills in TV and radio play-by-play, anchoring, and reporting. Upon completion of the course, students receive an honest evaluation of their potential, recommendations for next steps, and a demo reel of their on-camera work.

## VOCAL COACHING FOR TEENS

**H0809-71**  
Vinny Micucci  
1 session  
$280  
Monday July 22  
9 a.m.-4 p.m.  
$25 early registration discount is available if you register by July 11, 2019.  
Lunch is included in program tuition.

Students have the opportunity to fine-tune their on-air voice as they develop their broadcast personality. The class focuses on inflection, projection, clarity, and emphasis, all while working to deliver a message in a convincing, powerful, and clear way. Understanding that becoming a sportscaster is far more than just being knowledgeable about the game is the first step in becoming a true professional.
HOSTING PRE-AND POSTGAME SHOWS FOR RADIO AND TELEVISION
H0823-71   Sports Journalism Staff   2 sessions  $550
Tuesday, Wednesday  July 23, 24  9 a.m.-4 p.m.  
$50 early registration discount is available if you register by July 11, 2019.
Lunch is included in program tuition.
Students learn all the ins and outs of pregame and postgame shows, for both radio and television. The importance of preparing for their show begins with research about the teams that will be playing and knowing all the details about the players and coaches, as well as having knowledge about recent and past history. Often, pre- and postgame shows are driven by one specific team. Students need to learn how to be an authority on “their team” while also sounding like an expert on the “road team.” To successfully host a postgame show, students must learn how to interact with a winning or losing coach, recap the game, throw to a soundbite, and more. This class helps students develop the skills and techniques necessary to one day make that dream come true.

INTRODUCTION TO SPORTS JOURNALISM FOR YOUNG WOMEN
H0830-71   Amanda Pugliese   2 sessions  $350
Thursday, Friday  July 25, 26  9 a.m.-4 p.m.  
$25 early registration discount is available if you register by July 11, 2019.
Lunch is included in program tuition.
This program is taught by seasoned journalist, host, and broadcaster Amanda Pugliese. Students learn the fundamentals of sports journalism and broadcasting such as research and preparation, writing, basic interview techniques, game and show preparation, and on-camera presentation. Students work with the instructor and our staff to hone their reporting skills for both TV and radio. Upon completion of the course, students receive an honest evaluation of their potential and recommendations for next steps, and they leave with a demo reel of their on-camera and on-radio work.

SPORTS RADIO HOSTING
H0815-71   Keith Irizarry   2 sessions  $600
Thursday, Friday  July 25, 26  9 a.m.-4 p.m.  
$50 early registration discount is available if you register by July 11, 2019.
Lunch is included in program tuition.
Students learn how to create a rundown for a talk radio show, research topics, determine the theme of a show, work with a co-host, and interact with callers. In the final class, they have the opportunity to take their newfound knowledge into a radio studio and record a mini-show. National fantasy football expert Keith Irizarry teaches this course. You can watch Keith on Sundays during the NFL season on That Other Pregame Show on CBS Sports Network.

INTERMEDIATE SPORTSCASTING FOR TEENS
H1016-71   Sports Journalism Staff   5 sessions  $1,000
Monday-Friday  July 29-August 2   9 a.m.-4 p.m.  
$100 early registration discount is available if you register by July 16, 2019.
Lunch is included in program tuition.
Students take the next step and learn more advanced techniques, such as “backpack journalism” – where they report, shoot, edit, and appear on camera in their own field report. They learn professional research techniques and how to develop their own unique writing style and “voice,” produce in-depth stories about sports controversies and current events, and create moving human interest features about sports heroes. They also learn about the different roles involved in staffing a sports broadcast, and what career options are available. Guest speakers and field trips add to the experience, and students leave the course with a demo reel of their work.
SPORTS TELEVISION HOSTING AND ANCHORING
H0820-71  Sports Journalism Staff  2 sessions  $550
Monday, Tuesday August 5, 6  9 a.m.-4 p.m.
$50 early registration discount is available if you register by July 20, 2019.
Lunch is included in program tuition.
Students learn how to read from a teleprompter; how to be comfortable doing a live interview, whether in-studio or via satellite; and how to look into a camera and have a conversation with viewers – and how to make it seem natural. 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 with a complete video for their demo reel.

SPORTS PRODUCING AND EDITING
H0821-71  Sports Journalism Staff  3 sessions  $750
Wednesday-Friday August 7-9  9 a.m.-4 p.m.
$50 early registration discount is available if you register by July 25, 2019.
Lunch is included in program tuition.
Students learn what goes on behind the scenes and have the chance to do it themselves. Students learn how to produce their own sports television segment and television show, edit highlights, produce and edit a radio package, and much more! This course also prepares them for many possible off-air roles. Students leave with a complete video for their demo reel.

SPORTS FANTASY PREPARATION, DRAFTING, AND DEBATING
H0833-71  Keith Irizarry  1 session  $280
Monday August 12  9 a.m.-4 p.m.
$25 early registration discount is available if you register by July 29, 2019.
Lunch is included in program tuition.
One of the fastest growing ways to learn about sports is through fantasy leagues. Through fantasy leagues, students learn ALL the players, their stats, and why those players can help teams win. They are educated on a business model of having a salary cap and how to disperse “fake” money and build a roster. Students learn fantasy sports lingo, draft strategies, team management, and much more.
National fantasy football expert Keith Irizarry teaches this course.
You can watch Keith on Sundays during the NFL season on That Other Pregame Show on CBS Sports Network.

SPORTS PLAY-BY-PLAY FOR TELEVISION AND RADIO
H0825-71  Sports Journalism Staff  3 sessions  $650
Tuesday-Thursday August 13-15  9 a.m.-4 p.m.
$75 early registration discount is available if you register by July 29, 2019.
Lunch is included in program tuition.
This program teaches students the methods of play-by-play for both television and radio for many different sports. They learn the fundamentals and record play-by-play segments for baseball, basketball, football, hockey, lacrosse, soccer, and more!

SPORTS ROUNDTABLE HOSTING
H0824-71  Sports Journalism Staff  1 session  $325
Friday August 16  9 a.m.-4 p.m.
$25 early registration discount is available if you register by July 29, 2019.
Lunch is included in program tuition.
Students learn how to host a roundtable discussion as well as participate on a panel of experts. It is important to be open-minded while having debates, but also to be strong in our convictions, and learning to ask the right questions is a necessary first step. This seminar is designed for students who are ready to hop in the chair and lead a group of sports reporters.
CONFIDENT COMMUNICATIONS
H1198-71  Gerald Laytin  5 sessions  $285
Wednesday  May 1-29  7-9 p.m.
Talk so that people listen – and listen so that people talk. Communications coach Gerry Laytin guides you through exploring the four basic communication styles, determining where you fall on that spectrum, and learning how to converse with individuals in the other three quadrants. Learn how to run a successful meeting, make a persuasive presentation, dress for success, make the most of a media interview, craft an “elevator pitch,” and form and nurture new business relationships. Other topics include body language, successful networking, negotiating skills, and tips and techniques for coaching others in your organization.

PUBLIC SPEAKING WITH CONFIDENCE
H1221-71  Gerald Laytin  4 sessions  $230
Wednesday  June 5-26  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.
NOT-FOR-PROFIT MANAGEMENT

For more information and advisement on course selection and requirements, please call 516-463-7200 or email ce@hofstra.edu. Visit hofstra.edu/afp for program details.

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
H1801-71 Adam Lenter 4 sessions $330
Wednesday May 1-22 6-9 p.m.

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.

BUILDING A SUSTAINABLE FUNDRAISING PROGRAM
H1802-71 Patricia Clemency 4 sessions $330
Tuesday, Thursday July 16-30 6-9 p.m.
No class July 23.

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.

continued on next page
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.

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.

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.

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.

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.
DIGITAL AND SOCIAL MEDIA MARKETING

DIGITAL AND SOCIAL MEDIA MARKETING INTENSIVE
H1330-71  Staff  3 sessions  $450
Monday-Wednesday  June 10-12  9:30 a.m.-5 p.m.
10 a.m.-5 p.m. (June 12)

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: Basic social media platform skills. Must have profiles with Facebook, LinkedIn, and Twitter.

SEO – WHAT YOU NEED TO KNOW
H1110-71  Jerry Allocca  1 session  $75
Tuesday  June 4  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
H1111-71  Jerry Allocca  1 session  $75
Tuesday  June 25  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
H1124-71  Jerry Allocca  1 session  $75
Thursday  June 20  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
H1307-71  Jerry Allocca, Sandra Mardenfeld  1 session  $230
Thursday  June 6  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.
HEALTHCARE INFORMATION TECHNOLOGY

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

Billions of federal dollars are spent on healthcare information technology, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in healthcare information technology, the intersection of information science, computer science, and healthcare! 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 Healthcare 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.

HEALTHCARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

Prerequisite Course:
T2090 – Introduction to Health Care Studies*
*Designed for students with no prior health care experience.
T3190 – Java Programming**
**Designed for students with no IT background.

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

INTRODUCTION TO HEALTHCARE STUDIES
T2090-71 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)
T2010-71 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 such as provider health systems, payer systems, patient systems, and government policy and oversight.
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<thead>
<tr>
<th>COURSE NAME</th>
<th>CODE</th>
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<th>INSTR</th>
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<td>FUNDAMENTALS OF HEALTH INFORMATICS</td>
<td>T2060-71</td>
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<td>ELECTRONIC MEDICAL RECORDS (EMR) IMPLEMENTATION</td>
<td>T2085-71</td>
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<td>HEALTH CARE DATA WAREHOUSING AND ANALYTICS</td>
<td>T2030-71</td>
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<td>HEALTH CARE PROJECTS: PROCESSES, CONTROLS, AND QUALITY</td>
<td>T2040-71</td>
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**FUNDAMENTALS OF HEALTH INFORMATICS**

- Get introduced to health informatics at a level appropriate for non-IT professionals. This practical course emphasizes how to use computers to solve some central problems in coordinating the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health care. Topics include the nature of 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**

- 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.

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[Image 303x367 to 339x403]

[Image 304x697 to 340x734]

[Image 304x584 to 340x620]

[Image 48x434 to 307x556]
INFORMATION TECHNOLOGY

For more information and advisement on course selection and requirements, please call 516-463-7200 or email ce@hofstra.edu. Visit ce.hofstra.edu/it for program details.

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 that 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.

PROJECT MANAGEMENT CERTIFICATE PROGRAM

Required Courses:
T8010 – Project Management
T8024 – Project Management Tools and Techniques
T8040 – Capstone Course in Project Management and Implementation

Elective Course:
T8001 – PMP Prep Course

This certificate meets the continuing education requirements to apply for the CAPM® and PMP® exams.

PROJECT MANAGEMENT

T8010-71  Raymond Murphy  10 sessions   $980
Monday, Wednesday May 6-June10  6:30-9:30 p.m.
No class May 27.

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
T8024-71  Raymond Murphy  6 sessions  $595
Monday, Wednesday  June 12-July 1  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: T8010: Project Management.

CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION
T8040-71  Raymond Murphy  8 sessions  $899
Monday, Wednesday  July 8-31  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: T8010: Project Management and T8024: Project Management Tools and Techniques.

PMP® PREP COURSE
T8001-71  Raymond Murphy  4 sessions  $1,250
Saturday  July 13-August 3  9 a.m.-4 p.m.

Hofstra University Continuing Education’s PMP Prep Course – for experienced project managers – 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. For more information and advisement on course selection and requirements, please call 516-463-7200 or email ce@hofstra.edu.

WEB DEVELOPMENT CERTIFICATE PROGRAM

The Web Site Development certificate program requires successful completion of five (5) required courses and one (1) elective.

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

**Elective Courses:**
- T4049 – PHO/MySQL Web Application
- T4016 – Adobe Photoshop for Design – Web Graphics
- T4061 – Developing Web Applications with ASP.NET, C# and VB.NET – ONLINE PROGRAM
- T4062 – Advanced ASP.Net – ONLINE PROGRAM

**Introduction to Web Development**

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<tr>
<td>T4002-71</td>
<td>Jay Mir</td>
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We discuss the basic areas in web development, an overview of programming languages and frameworks, and where to go to find resources to help as you learn and grow into a developer. You will become familiar with the terms and tools used by professional web developers.

**HTML Programming**

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<td>T4010-71</td>
<td>Jason Turner</td>
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<td>Monday, Wednesday</td>
<td>June 26-July 17</td>
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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.

**Cascading Style Sheets (CSS)**

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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.

**Developing Web Applications with ASP.NET, C# and VB NET**

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<tr>
<td>T4061-71</td>
<td>Staff ONLINE</td>
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This course teaches students the fundamentals of very creative, dynamic data-driven and interactive website design with ASP.NET 4.5, C# and VB 2013. Working with the most current and advanced ASP.NET 4.5 technologies, students gain a competitive edge in employment and productivity. Students use real-world examples and have a chance to discuss the technology and Visual Studio 2013 features. The course gives you an extra edge and recognition in your professional career.

**Note:** Prior programming experience is not required.
ADVANCED ASP.NET
T4062-71 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: T4061: Developing Web Applications with ASP.NET 4.5 and C# 2013.

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

The Database Design and Development Certificate Program requires successful completion of five (5) required courses and two (2) elective courses.

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

Elective Courses:
T4049 – PHP/MySQL Web Application
T3061 – Introduction to Coding – Python
T3081 – Intermediate Coding – Python
T4061 – Developing Web Applications with ASP.Net, C# and VB>Net – ONLINE PROGRAM
T4062 – Advanced ASP.Net – ONLINE PROGRAM

INTRODUCTION TO CODING — PYTHON
T3061-71 Jay Mir 6 sessions $615
Tuesday, Thursday May 28-June 13 6:30-9:30 p.m.
Using the easy-to-learn and very popular programming language known as Python, we explore the fundamentals that are part of any programming language. Learning how to program is becoming increasingly popular among nonprofessional coders, and individuals from any profession can benefit from gaining an understanding of theoretical and computational thinking. This course is designed to teach new skills or add to any knowledge you may already have.

INTERMEDIATE CODING — PYTHON
T3081-71 Jay Mir 6 sessions $615
Tuesday, Thursday, Friday June 18-July 2 6:30-9:30 p.m.
No class June 21.
The best way to learn programming is by doing. We discuss and design programs while covering the common paradigms and practices used by software engineers while reinforcing the fundamentals. We explore how to build your own libraries to integrate with the modules already offered by the programming language Python.
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.
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 1 and Part 2 of the CCNA exam.

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

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**INTRODUCTION TO CISCO CCNA NETWORKING**

T7096-71  Randy Graves  4 sessions  $325  
Saturday  April 27-May 18  1-4 p.m.  

Students seeking a career in the world of Cisco networking have an opportunity to experience the new terminology, technologies, and various TCP/IP protocols and concepts that drive the Internet or IoT (Internet of Things), which most people have never heard of or been exposed to.  

*Note: All students interested in registering for T7097: Interconnecting Cisco Network Devices, Part 1 and/or T7098: Interconnecting Cisco Network Devices, Part 2 must successfully complete this prerequisite Introduction to Cisco CCNA Networking class.*

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**INTERCONNECTING CISCO NETWORK DEVICES, PART 1**

T7097-71  Randy Graves  9 sessions  $975  
Friday  June 14-August 16  6-10 p.m.  

No class July 5.  
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: T7096: Introduction to Cisco CCNA Networking.*

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**CCNA LEVEL – REAL-LIFE, HANDS-ON LAB EXPERIENCE**

T7095-71  Randy Graves  9 sessions  $975  
Monday  June 10-August 5  6-10 p.m.  

This course merges the content of Interconnecting Cisco Networking Devices, Part 1 (ICND1) and Interconnecting Cisco Networking Devices, Part 2 (ICND2) into a single course. Overlapping content between ICND1 and ICND2 is eliminated, and content is rearranged for the purpose of the course flow. Students learn how to install, operate, configure, and verify a basic IPv4 network, including configuring Cisco routers and switches with the troubleshooting of WAN and LAN connectivity, while identifying basic TCP/IP network security threats. It also includes more in-depth topics that teach students how to perform basic troubleshooting in enterprise branch office networks, preparing them for the Cisco CCNA certification. Upon completing this course, students will have the skills and knowledge to install, operate, and troubleshoot small to medium-sized TCP/IP based networks.
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 12 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 résumé preparation, individual career counseling, and distribution of paralegal employment opportunities to all program graduates.

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.
UPCOMING PROGRAM OFFERINGS:

DAY — FALL 2019
September 25, 2019-March 17, 2020
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.

IMMIGRATION LAW
Study current trends in the field of immigration, as well as how to prepare petitions and applications for immigration benefits, such as family-based and employment-based immigrant visas (the “green card”), employment-based and other non-immigrant visas, and naturalization; prepare for the naturalization civics and English examinations; apply for asylum; appeals; consular matters; and the different functions of the USCIS, CPB, ICE, immigration courts, embassies, and consulates.

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

EVENING — FALL 2019
October 15, 2019-May 28, 2020
Tuesday and Thursday, 7-10 p.m.
Saturday, 9 a.m.-1 p.m.

continued on next page
JOIN US AT A FREE PARALEGAL INFORMATION SESSION.

2019 Paralegal Open Houses
Tuesday, June 11, 6-7 p.m. • Wednesday, July 10, 6-7 p.m.
Thursday, August 8, 6-7 p.m. • Wednesday, September 4, 6-7 p.m.
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 LEARN MORE?

WANT TO BRUSH UP ON YOUR LEGAL KNOWLEDGE?

Hofstra Continuing Education offers 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 1 AND 2
U2111-71  Sarah Gelpern  13 sessions  $425
Tuesday  May 21-August 13  6:30-8:30 p.m.
Get a strong foundation in American Sign Language (ASL) by studying the alphabet, numbers 1-1,000 and basic vocabulary, as well as fingerspelling, language functions, grammar, basic questions, and dialogue practice. Instruction also includes conversational strategies, 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
U2113-71  Dana Maneri  13 sessions  $425
Tuesday  May 21-August 13  6:30-8:30 p.m.
Focus on a variety of topics, including directional verbs and adverbs, plural and negative formations, quantifiers, noun-verb pairs, pronouns, question words and endings, opposites, quality and quantity, unit, time, and age. Additionally, learn how to handle interruptions, solve conflicts, and give listener feedback. Locational relationships and pronominal classifiers are also covered. Current issues in the deaf community are addressed, along with additional information on deaf culture, language functions, and grammar.
Prerequisite: U2111: ASL 1 and 2, or equivalent.

AMERICAN SIGN LANGUAGE 5
U2115-71  Sarah Gelpern, Cathi Conticello  12 sessions  $405
Monday  May 20-August 12  6:30-8:30 p.m.
No class May 27.
Learn how to make requests and suggestions; ask for permission and directions; express concern; and explain, correct, and confirm information. Additional grammar is studied, including comment structure and locative classifiers.
Prerequisite: U2113: ASL 3 and 4, or equivalent.

AMERICAN SIGN LANGUAGE 6
U2116-71  Rafie Legene  12 sessions  $405
Monday  May 20-August 12  6:30-8:30 p.m.
No class May 27.
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: U2115: ASL 5 or equivalent.

AMERICAN SIGN LANGUAGE 7 & ISSUES AND TRENDS
U2117-71  Rafie Legene  12 sessions  $405
Tuesday  May 21-August 6  6:30-8:30 p.m.
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: U2116: ASL 6 or equivalent.
ASL WORKSHOPS

MEDICAL ASL: FOR MEDICAL, EMERGENCY, AND COUNSELING SITUATIONS
U2135-71  Cathi Conticello  2 sessions  $150
Thursday  July 25, August 1  6:30-8:30 p.m.
This workshop teaches medical professionals, counseling and rehabilitative personnel, and others how to ascertain accurate information quickly when a deaf person is involved in a life-threatening situation. As it is critical at these times to be on target in the way you communicate, a variety of strategies and systems are examined to see what works best in specific circumstances. Signs related to the body, sex, and drugs are covered in a thorough and informative manner. Students build on this specialized vocabulary through interactive role-playing exercises.
Prerequisite: U2111: ASL 1 and 2, or equivalent.

ASL IDIOMS
U2138-71  Cathi Conticello  2 sessions  $150
Thursday  July 11, 18  6:30-8:30 p.m.
Students learn some of the idioms that validate ASL as a language that is unique and independent of English. Idioms in ASL bond people in the deaf community because they are expressions that only members of the “in-group” can understand. You would not typically learn these ASL idioms from a book or in a classroom situation, but these are signs you definitely need to know! Level: Intermediate
Prerequisite: U2113: ASL 3 and 4, or equivalent.

OVERCOMING NERVES WHEN SIGNING
U2144-71  Azadeh Malekan  1 session  $125
Tuesday  July 9  6-9 p.m.
Since ASL is a visual language, many students feel nervous when signing in front of others or in front of deaf individuals, and it is apparent in their face and body. Students in this workshop learn breathing techniques, relaxation exercises, stretches, laughing exercises, and balancing postures, as well as tools that help alleviate nerves and foster self-confidence. Additionally, the workshop provides teachers with mindfulness practices to use in their respective classrooms to cultivate focus, motivation, communication, and confidence among their students. We also discuss how teachers can include ASL in their curriculum. This workshop is recommended if you are an ASL student who wants to improve expressive communication, or a teacher who wants to use ASL and mindfulness in your classroom.

ENGLISH TO ASL INTERPRETATION
U2122-71  Azadeh Malekan  6 sessions  $225
Tuesday  July 16, 23, 30, August 6, 13, 20  6:30-8:30 p.m.
Come explore the art of English to ASL interpreting through visual storytelling and group collaboration in this fun and educational workshop catered to students who wish to dive deep into their ASL studies. You will be asked “What do you see?” and “What does it mean?” to decipher linguistic differences between English and ASL in a supported environment.
Prerequisite: U2115: 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!

More than 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, May 18, 2019, 9:30-10:30 a.m.
Wednesday, June 12, 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.

continued on next page
HUMAN ANATOMY
U1881-71 Sharon Borzone 3 sessions $305
Tuesday, Thursday June 25, 27 6:30-9:30 p.m.
Sunday June 30 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
U1971-71 Vincent Carvelli 12 sessions $995
Tuesday, Thursday July 9-August 15 7-10 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, July 14, 2019, 9:30 a.m.-4:30 p.m.
Sunday, July 21, 2019, 9:30 a.m.-4:30 p.m.
Sunday, July 28, 2019, 9:30 a.m.-4:30 p.m.

*AAPTE CPT-EFS EXAM AT HOFSTRA: Sunday, August 18, 2019, at 10 a.m.

CPR CERTIFICATION

ADULT CPR/AED CERTIFICATION
H1151-71 Jason Vitulli 1 session $100
Saturday July 13 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.
INTRODUCTION TO DIGITAL PHOTOGRAPHY

U5404-71  Michelle Neacy  4 sessions  $230
Monday, Wednesday  June 3-12  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: U5407: 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!

U5422-71  Lockheed Lee  1 session  $100
Saturday  June 1  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

U5424-71  Lockheed Lee  4 sessions  $230
Tuesday, Thursday  June 18-27  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 U5422: 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 call Jackie Schmitt at 516-463-7139 or email Jackie.R.Schmitt@hofstra.edu.

**WRITING AND PUBLISHING FUNDAMENTALS**

**FINDING STORIES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>U6102-71</td>
<td>Sandra Mardenfeld</td>
<td>2</td>
<td>$125</td>
<td>Wednesday</td>
<td>May 15, 22</td>
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Whether you are a fiction writer, someone who wants to turn their summer travels into articles, or someone who likes to write personal essays, this class will help you find and develop stories that are important to you. Through in-class and take-home exercises, you will explore characters, develop story structures, and learn how to use your own experiences to produce articles, short stories, and personal essays. We discuss writing techniques such as narration, description, and dialogue to create works that are personal and compelling. Writers are also advised on markets for their work and the proper method to submit proposals to agents and publishers.

**MEMOIR AND PERSONAL ESSAY WORKSHOP**

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<tr>
<th>Course Code</th>
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<th>Sessions</th>
<th>Fee</th>
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<td>U6356-71</td>
<td>Sandra Mardenfeld</td>
<td>2</td>
<td>$125</td>
<td>Wednesday</td>
<td>June 19, 26</td>
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Writing about yourself is the easiest, yet hardest form of writing. This class allows you to take those important life-changing events and times in your life and turn them into effective personal essays. Through in-class exercises on brainstorming and freewriting and outside assignments, each student has the opportunity to finish and polish a personal essay in this two-session class.

**ONE-DAY BLOGGING INTENSIVE**

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<tr>
<th>Course Code</th>
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<tr>
<td>H1307-71</td>
<td>Jerry Allocca, Sandra Mardenfeld</td>
<td>1</td>
<td>$230</td>
<td>Thursday</td>
<td>June 6</td>
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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?

U7351-71    Gerry Laytin    5 sessions    $275
Monday       June 3-July 1  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, 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 hofstra.edu/camps 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 facility, 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 are 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.
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, email PEIR@hofstra.edu, or call 516-463-7200.
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.
## Course Registration

### FOR CHILD'S REGISTRATION ONLY (UNDER 18)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Tuition</th>
<th>Course Discount</th>
<th>Total</th>
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### METHOD OF PAYMENT

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

Account Holder’s Name (please print)

Card Number Exp. Date Security Code

| [ ] *Account Holder’s Signature |

Billing Address for Credit Card City State ZIP

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### 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.

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

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.