BEGIN ... IMPROVE ... GROW!

SPRING 2020

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

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

**Register today and let the learning begin!**
NONCREDIT CERTIFICATE PROGRAMS
- American Sign Language/Deaf Studies
- Bookkeeping
- Business and Data Analytics
- Computer Programming
- Digital and Social Media Marketing
- Healthcare Information Technology
- Paralegal Studies
- Project Management
- School Facilities Safety and Security
- Sports Journalism and Broadcasting Institute for Teens
- Web Development

LICENSING PROGRAMS
- Insurance Brokers and Agents
- Notary Public
- Real Estate Salesperson

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

LOOK FOR THIS ... These courses are offered ONLINE!
**HOW TO REGISTER**
You may register online; via telephone, fax, or mail; or in person. To register by fax or mail, you may use the registration form included in this publication or download the registration form from our website at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms).

<table>
<thead>
<tr>
<th>METHOD</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ONLINE</strong></td>
<td>New and returning Continuing Education students may register online at <a href="http://ce.hofstra.edu">ce.hofstra.edu</a> 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 <strong>516-463-7200</strong> or send an email to <a href="mailto:ce@hofstra.edu">ce@hofstra.edu</a> and we will be happy to send it to you. Payment must be made by major credit card (MasterCard, Visa, or American Express) or electronic check. If you have any problems registering online or creating a student account, please call our office at <strong>516-463-7200</strong> or send an email to <a href="mailto:ce@hofstra.edu">ce@hofstra.edu</a>.</td>
</tr>
<tr>
<td><strong>BY FAX</strong></td>
<td>The registration form can be faxed to <strong>516-463-4836</strong> anytime. Payment must be made by major credit card (MasterCard, Visa, or American Express).</td>
</tr>
<tr>
<td><strong>BY PHONE</strong></td>
<td>Telephone registrations are accepted at <strong>516-463-7200</strong>, Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa, or American Express).</td>
</tr>
<tr>
<td><strong>BY MAIL</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>IN PERSON</strong></td>
<td>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).</td>
</tr>
</tbody>
</table>
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## REGISTRATION AND GENERAL INFORMATION

## ADMINISTRATION AND STAFF

## HOFSTRA CULTURAL CENTER

## REGISTRATION FORM
INSURANCE CONTINUING EDUCATION

Continuing Education Credits for Insurance Agents, Brokers, and Consultants

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

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

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

When is CE required?

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

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

Currently, there is no CE requirement for renewal of Independent Adjuster, Bail Bond, Mortgage Guarantee, Reinsurance Intermediary, or Viatical Settlement licenses. Holders of all other licenses must complete the CE requirement as a condition of renewing those licenses.

NOTE: Hofstra University is an approved provider organization (approval number NYPO-100009) in the New York State Department of Financial Services Continuing Education Program. All New York state-approved classroom courses are eligible for use in satisfying the 50% classroom instruction requirement. Choose your courses carefully; not all courses are applicable to every license. If you are unsure, it is your responsibility to check with the New York State Department of Financial Services at www.dfs.ny.gov to verify which courses are required for your specific licensing needs. Each approved credit represents a 50-minute hour; attendance is mandatory to achieve the required CE credits.

Visit ce.hofstra.edu/insurance for details pertaining to all Insurance Continuing Education courses.
**INSURANCE BROKER AND AGENTS QUALIFYING COURSE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>H7111-51</td>
<td>Robert Bambino and John Frizalone</td>
<td>29</td>
<td>$1,175</td>
</tr>
<tr>
<td></td>
<td>Monday, Wednesday, Saturday</td>
<td>March 2-May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday and Wednesday, 6:30-9 p.m.; Saturday, 9 a.m.-3 p.m.</td>
<td></td>
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</tbody>
</table>

No class March 7, 21, April 4, 11, 15, 25, May 9, 16, 23, 25.

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

**PROPERTY AND CASUALTY CRAM COURSE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>H7115-51</td>
<td>Robert Bambino and John Frizalone</td>
<td>9</td>
<td>$700</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>April 2-May 28</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:30-9:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H7115-71</td>
<td>Robert Bambino and John Frizalone</td>
<td>4</td>
<td>$700</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>June 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 23</td>
<td>9 a.m.-5 p.m.</td>
<td></td>
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<tr>
<td></td>
<td>June 24</td>
<td>9 a.m.-5 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 25</td>
<td>9 a.m.-4 p.m.</td>
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</tbody>
</table>

This course prepares students to sit for the various New York State Property and Casualty licensing exams. The course is designed for those who are exempt from taking the 99-hour classroom requirement; professional experience (with sponsorship by employer) allows for a classroom exemption. Note: Students must purchase the following books prior to the program start date: The Property and Casualty Exam Manual, ISBN 978-1475456431 (Publisher: Kaplan Financial Education) and NY Property and Casualty Supplement, ISBN 978-1475435092.

**REAL ESTATE STUDIES**

**REAL ESTATE SALESPERSON’S QUALIFYING COURSE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>H5125-51</td>
<td>Staff</td>
<td>26</td>
<td>$560</td>
</tr>
<tr>
<td></td>
<td>Monday, Wednesday</td>
<td>February 24-May 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:30-9:30 p.m.</td>
<td></td>
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</table>

The real estate salesperson’s qualifying course is required by the Department of State as a prerequisite for its licensing exam. Individuals who pass the course and the state exam are then qualified to work under the sponsorship of a licensed broker in New York state. Topics include real estate instruments, law of contracts, real estate finance, closings and closing costs, law of agency, license law and ethics, valuation and listing procedures, human rights and fair housing, land use regulation, and real estate math.

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

Note: Course registrants must be 18 or older.
**REAL ESTATE STUDIES**  

**NOTARY PUBLIC TEST REVIEW**  
H3410-51  Lesli Hiller  1 session  $120  
Saturday  March 21  12:30-4:30 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.

**REAL ESTATE TITLE CLOSING**  
H5135-51  Christine Raffa-Seip  5 sessions  $525  
Wednesday  March 4-April 1  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.

**SCHOOL FACILITIES SAFETY AND SECURITY**  
The School Facilities Safety and Security Certificate Program, in conjunction with the Nassau County Chapter of the New York State Association for Superintendents of School Buildings and Grounds, provides professional development to school facilities leaders.

Employment in this industry is projected to grow about 8% from 2016 to 2026. Our program is also geared toward school staff interested in school facilities management careers, or those pursuing a better understanding of the field.

The certificate program can be accomplished within 12 months. Coursework focuses on the budgetary challenges and the complex rules and regulations faced by school district leaders.

Courses may be taken individually without participating in the certificate program.

School district leaders and industry professionals lead all classes, contributing their vast cumulative experience, knowledge, and expertise to this program.

For more information, contact us at [516-463-7200](tel:516-463-7200) or [ce-solutions@hofstra.edu](mailto:ce-solutions@hofstra.edu).

The School Facilities Management Certificate Program requires successful completion of eight (8) required courses:  
H3421 – Building Cleaning and Maintenance  
H3422 – Management  
H3423 – Organizational Structure of the School District  
H3424 – Safety  
H3425 – Business Functions  
H3426 – Construction  
H3427 – Energy Management  
H3428 – Indoor Air Quality and Green Cleaning
### BUSINESS FUNCTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3425-51</td>
<td>Robert Gorman</td>
<td>5</td>
<td>$380</td>
<td>Monday February 24-March 23</td>
<td>7-9:30 p.m.</td>
</tr>
</tbody>
</table>

This course instructs school facilities managers in preparing building construction forms, closeout documents, budgets, and a five-year plan. Business functions include predicting needs of the school district and how to substantiate requests for staffing needs and related areas.

### CONSTRUCTION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3426-51</td>
<td>Michael Sheehan</td>
<td>5</td>
<td>$380</td>
<td>Monday March 30-April 27</td>
<td>7-9:30 p.m.</td>
</tr>
</tbody>
</table>

This course explores the myriad regulations and management challenges facing a school facilities manager overseeing construction at the school district level. Topics include SED regulations (RESCUE, bidding, specifications, Wicks Law), NYS DOL prevailing wage, blueprints, supervising projects, change orders, schedule of values, construction management firms, working with architects and engineers, understanding the trades, and related areas.

### ENERGY MANAGEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3427-51</td>
<td>Christopher Miliano</td>
<td>2</td>
<td>$380</td>
<td>Saturday April 18, 25</td>
<td>8 a.m.-2:15 p.m.</td>
</tr>
</tbody>
</table>

This course gives the facilities employee an introduction to energy management and how it applies to a school facilities environment. Topics include photo voltaic, mechanical, and electrical systems; lighting; HVAC; energy conservation; and geothermal and energy performance contracts. We also discuss the implementation of new technologies to help generate cost savings through decreased energy and water consumption.

### INDOOR AIR QUALITY AND GREEN CLEANING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3428-51</td>
<td>Patrick Pizzo</td>
<td>5</td>
<td>$380</td>
<td>Monday May 4-June 8</td>
<td>7-9:30 p.m.</td>
</tr>
</tbody>
</table>

No class May 25.

This course provides a detailed overview of indoor air quality and green cleaning standards as they relate to the school facilities manager. Topics include EPA Tools for Schools program, the NYS green cleaning standards, responding to mold concerns, the federal Right to Know regulation, and related areas.
CERTIFIED FINANCIAL PLANNER

Offered in association with the Certified Financial Planner Board of Standards Inc., this intensive program prepares financial service professionals – accountants, attorneys, bankers, 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 examination directly with the CFP Board of Standards. If you have questions about the program or would like to register, please call 516-483-7200.

FUNDAMENTALS OF FINANCIAL PLANNING
H4131-51    Kenneth Eldi    12 sessions    $525
Monday March 2-May 18 6:15-9:45 p.m.
This course provides students with an understanding of the personal financial planning process, economic environment, time value of money, legal environment, financial analysis, and ethical and professional considerations in financial planning. The course is intended to be the first of a series of seven courses in a preparatory program for the CFP exam and is designed to meet the educational requirements for certification in the fundamentals of financial planning.

INVESTMENT PLANNING
H4133-51    Jeffrey Tabman 12 sessions    $525
Tuesday March 3-May 19 6:15-9:45 p.m.
This course introduces students to the application of investment planning in the personal financial planning process. It provides students with an understanding of the concepts of investment regulation, client assessment, investment theory, environment and financial market strategies and tactics, and modern portfolio theory and integration.

INCOME TAX PLANNING
H4134-71    John Spinelli, CPA, CFP 12 sessions    $525
Wednesday May 6-July 22 6:15-9:45 p.m.
Students receive an introduction to the application of income tax planning in personal financial planning. Based on the learning objectives specified by the Certified Financial Planner Board of Standards Inc., the course examines the fundamentals of income taxation, tax computations and concepts, tax planning, hazards, and penalties.
Bookkeeping is the recording of all financial transactions undertaken by an individual or organization such as a business, charitable organization, or local sports club. It involves keeping records of what is bought, sold, owed, and owned; what money comes in, what goes out, and what is left. Individual and family bookkeeping involves keeping track of income and expenses in a cash account record, checking account register, or savings account passbook. The courses listed below must be completed to receive a Bookkeeping Certificate. Courses may also be taken on an individual basis.

**BOOKKEEPING 1**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2115-51</td>
<td>Stacy Luft</td>
<td>9</td>
<td>10 a.m.-2 p.m.</td>
<td>$560</td>
</tr>
<tr>
<td>H2115-52</td>
<td>Laura Sabbagh</td>
<td>12</td>
<td>6-9 p.m.</td>
<td>$560</td>
</tr>
</tbody>
</table>

Monday, Wednesday, Friday February 24-March 13

Monday, Tuesday, Wednesday February 24-March 18

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

**BOOKKEEPING 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2116-51</td>
<td>Stacy Luft</td>
<td>9</td>
<td>10 a.m.-2 p.m.</td>
<td>$560</td>
</tr>
<tr>
<td>H2116-52</td>
<td>Laura Sabbagh</td>
<td>12</td>
<td>6-9 p.m.</td>
<td>$560</td>
</tr>
</tbody>
</table>

Monday, Wednesday, Friday March 16-April 3

Monday, Tuesday, Wednesday March 23-April 18

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

**Prerequisite: Bookkeeping 1.**

**COMPUTERIZED ACCOUNTING USING QUICKBOOKS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2117-51</td>
<td>Stacy Luft</td>
<td>5</td>
<td>Times will vary. Check website for details.</td>
<td>$335</td>
</tr>
<tr>
<td>H2117-52</td>
<td>Laura Sabbagh</td>
<td>6</td>
<td>6-9 p.m.</td>
<td>$335</td>
</tr>
</tbody>
</table>

Monday, Wednesday, Friday April 20-29

Monday, Tuesday, Wednesday April 20-29

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

**EXCEL FOR ACCOUNTING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2118-51</td>
<td>Stacy Luft</td>
<td>3</td>
<td>10 a.m.-2 p.m.</td>
<td>$180</td>
</tr>
<tr>
<td>H2118-52</td>
<td>Laura Sabbagh</td>
<td>4</td>
<td>6-9 p.m.</td>
<td>$180</td>
</tr>
</tbody>
</table>

Monday, Wednesday, Friday May 1-6

Monday-Thursday May 4-7

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

FORENSIC LINGUISTICS: APPLICATIONS
H2000-51 Dr. Robert Leonard 5 sessions $970
Monday March 30 1-5 p.m.
Tuesday March 31 10 a.m.-5 p.m.
Wednesday April 1 10 a.m.-5 p.m.
Thursday April 2 10 a.m.-6 p.m.
Friday April 3 10 a.m.-2 p.m.

This weeklong course uses data from cases worked on by Dr. Robert Leonard, Hofstra professor of comparative literature, languages, and linguistics, and director of Hofstra’s graduate program in forensic linguistics, and various subject-matter experts in the field. Topics include authorship analysis; linguistic profiling; discourse, conversation, and pragmatic analysis in law case evidence; threat assessment, counterterrorism, intelligence, counter-intelligence, and law enforcement; and tools to analyze police interviews and undercover sting operations.

For course details and information about participating subject-matter experts, visit ce.hofstra.edu/forensics.

DIGITAL AND SOCIAL MEDIA MARKETING

DIGITAL AND SOCIAL MEDIA MARKETING INTENSIVE
H1330-51 Staff 3 sessions $450
Monday April 20 9:30 a.m.-5 p.m.
Tuesday April 21 9:30 a.m.-5 p.m.
Wednesday April 22 10 a.m.-5 p.m.

Earn a certificate in social media marketing by learning about website design, e-commerce, content marketing, search engine optimization (SEO), Google Analytics, mobile marketing, and blogging, as well as how to use Facebook, Twitter, LinkedIn, and other social media platforms to meet your business goals. Ample opportunity for hands-on learning in a computer lab.

Prerequisite: Basic social media platform skills.

CONTENT MARKETING AND BLOGGING INTENSIVE
H1307-51 Sandra Mardenfeld 1 session $200
Thursday February 20 9 a.m.-5 p.m.

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

VIDEO MARKETING INTENSIVE: YOUTUBE AND BEYOND
H1309-51 Sandra Mardenfeld 1 session $200
Thursday March 5 9 a.m.-5 p.m.

In today’s world, where just about everyone has a mobile device, it has become easier than ever to shoot videos for professional and personal use. And with social media platforms like YouTube growing exponentially, how do you reap the benefits? In this one-day intensive course, you’ll learn the key techniques of effective video journalism and how best to craft compelling visual stories, as well as video marketing
strategies, tactics, and measurement using YouTube, Facebook, and other social media platforms, SEO, PPC, and blogging. Get a hands-on walkthrough on how to advertise on YouTube, the Google display network, Facebook video advertising, and sharing video on social media, video syndication, video blogging, and how to optimize your video for better Google search results. Learn to avoid common mistakes when shooting video on your smartphone or with professional equipment and get recommendations on what you will need to have or buy to make it all work effectively. You will leave this class with a step-by-step checklist on how to get your video viewed by more of your target audience and how to measure the results.

**USING SOCIAL MEDIA IN YOUR JOB HUNT**
H1310-51 Sandra Mardenfeld 1 session $60
Thursday March 26 9-11 a.m.
Learn how to use social media, such as LinkedIn and Twitter, to network and find jobs. Topics covered include how to follow job hashtags, how to create content that impresses employers, and suggestions on improving your existing social media presence.

**BUILDING AN INFLUENCER PLATFORM INTENSIVE**
H1311-51 Sandra Mardenfeld 1 session $150
Thursday April 30 9 a.m.-2 p.m.
Do you have something to say – a unique point of view or expertise? Influencers are individuals who have the power to affect the decisions of their followers. This course tells you how to form and build relationships on platforms such as YouTube, Twitter, and LinkedIn. We look at influencer success stories, help you construct an action plan, and show you how to create content that gets noticed.

**MARKETING 101: FOR THE SMALL BUSINESS**
H1334-71 Sandra Mardenfeld 1 session $300
Thursday May 7 9 a.m.-2 p.m.
Marketing your business is important – and you don’t need to hire a team of professionals to get quality results. This class demonstrates marketing techniques such as creating collateral (flyers, brochures, etc.), getting press attention, and running events, as well as digital media strategies such as creating a social media plan, basic content marketing, and building customer loyalty through your website and/or blog.
### BUSINESS COMMUNICATIONS

#### BECOME A CONFIDENT BUSINESS WRITER

<table>
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<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
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<tbody>
<tr>
<td>U6330-51</td>
<td>Dina Santorelli</td>
<td>3</td>
<td>$175</td>
</tr>
<tr>
<td>Monday</td>
<td>April 6-20</td>
<td>6:30-8:30 p.m.</td>
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Many professionals are not trained writers, or they may need a refresher on the basics. This interactive course teaches how to spot, correct, and avoid the most common writing pitfalls and articulate thoughts in a clear and concise manner. Learn how to write with clarity and power and develop skills that will enhance your image, increase your confidence, boost your productivity, and help achieve your objectives by working on writing assignments from the drafting to the proofreading stages.

#### CONFIDENT COMMUNICATIONS

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<th>Course Code</th>
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<tbody>
<tr>
<td>H1198-51</td>
<td>Gerald Laytin</td>
<td>5</td>
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<tr>
<td>Wednesday</td>
<td>March 11-April 8</td>
<td>7-9 p.m.</td>
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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, 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

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<tr>
<th>Course Code</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>H1221-51</td>
<td>Gerald Laytin</td>
<td>4</td>
<td>$230</td>
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<tr>
<td>Thursday</td>
<td>March 12-April 2</td>
<td>7-9 p.m.</td>
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Become less self-conscious and learn to enjoy speaking in public by understanding the many aspects of public speaking, including coping with nerves, tips for delivery, organizing content, and adding interest. Discuss ways to build your self-confidence, explore different types of speeches, and conduct a mini-presentation that will bring out the inner speaker in you.

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

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<tr>
<th>Course Code</th>
<th>Instructor</th>
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<th>Fee</th>
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<tr>
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<td>Monday</td>
<td>March 9-April 6</td>
<td>7-9 p.m.</td>
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Have you ever been told, “You have a great voice. You ought to do commercials!”? While commercials can be very lucrative, more than 90% 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%!

### LABOR STUDIES

#### LEGAL RIGHTS AT WORK

<table>
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<tr>
<td>H1205-51</td>
<td>Alexandra Howell</td>
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<tr>
<td>Tuesday</td>
<td>February 4-March 31</td>
<td>6-8 p.m.</td>
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No class February 18.

This course surveys the major state and federal laws that affect our workplaces every day. Using real case studies and a critical lens, we analyze the practical impact that discrimination, sexual harassment, minimum wage, equal pay, workplace safety, and paid family leave laws have had on our working lives. We also examine the legal landscape of the rights to organize, join, and participate in labor unions; how these laws are enforced; and how they have been alternately expanded and diminished by the changing political climate over time. The course concludes with a practical exercise in advocacy, where students argue a position alleging a violation of the law or defending an employer’s compliance.
HEALTHCARE INFORMATION TECHNOLOGY

Billions of federal dollars are spent on healthcare information technology, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in healthcare information technology, the intersection of information science, computer science, and 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 coursework 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 (choose one):
T2090 – Introduction to Healthcare 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

JAVA PROGRAMMING
T3190-51 Staff ONLINE $740
This course provides students with knowledge and skills to use Java to build internet and intranet applets and Windows applications. Topics include an overview of the Java Virtual Machine, Java classes and methods, instantiating Java objects, access methods, creating Java Applets and the Java applet lifecycle, inheritance and polymorphism, and Java Class Libraries.

INTRODUCTION TO HEALTHCARE STUDIES
T2090-51 Staff ONLINE $740
This course provides students with a basic knowledge of anatomy and the body’s systems, including the functioning of the skeletal and muscular systems, and also covers the circulatory, nervous, respiratory, digestive, and endocrine systems. The focus is on the knowledge needed for an employee who does not work directly with patients.

INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY (HIT)
T2010-51 Staff ONLINE $740
Health information technology is the fastest-growing segment of the healthcare industry, with billions of dollars dedicated to driving down costs through increased quality of care, decreased error rates, and more expedient claims adjudication, payment, and fraud detection. Students learn how the technologies and policies affect various stakeholders – patients, providers (hospitals and doctors), payers (insurance companies and FSA holders), and government (CMS, Medicare, HHS, DOJ, etc.) – and explore topics such as provider health systems, payer systems, patient systems, and government policy and oversight.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor Type</th>
<th>Format</th>
<th>Duration</th>
<th>Tuition</th>
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<tr>
<td>T2030-51</td>
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<td>5 weeks</td>
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<tr>
<td>T2040-51</td>
<td>Staff</td>
<td>ONLINE</td>
<td>5 weeks</td>
<td>$740</td>
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<tr>
<td>T2060-51</td>
<td>Staff</td>
<td>ONLINE</td>
<td>5 weeks</td>
<td>$740</td>
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</table>

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

Get an overview of the complex nature of government (both state and federal) regulations affecting health information systems, such as HIPAA and SOX, and the impact on systems for payers, providers, and patients. Review security concerns and the technologies used to ensure data integrity and privacy. By learning how to secure data from both provider and payer perspectives, you will understand the complexity and costs associated with securing the environment and data. Course topics also include hardware security, encryption, firewalls, secure transmissions, internal controls, data retention, and monitoring systems.

**HEALTHCARE DATA WAREHOUSING AND ANALYTICS**

Examine the importance of data warehousing for both providers and payers, including an overview of data warehousing technologies for OLAP, and consider the importance of analytics throughout the healthcare information technology environment. Learn about the use of data warehouses for clinical analysis by hospitals, researchers, and government agencies; medical management for the purposes of minimizing costs while providing quality care; and underwriting risk for group policies. Additional topics include database design, ETL, and data mining.

**HEALTHCARE PROJECTS: PROCESSES, CONTROLS, AND QUALITY**

Learn about project management for health IT projects, and get an overview of the processes specific to HIT as they relate to meeting regulatory standards and privacy concerns. As part of a team, you will develop and complete a plan for a project and put into action the skills you’ve learned in the previous courses. As you go along, your team will provide updates to “management.” At the end of the course, your team will formally present its project deliverables.

**FUNDAMENTALS OF HEALTH INFORMATICS**

Get introduced to health informatics at a level appropriate for non-IT professionals. This practical course emphasizes how to use computers to solve some central problems in coordinating the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health care. Topics include the nature of healthcare data; their exchange and analysis; challenges surrounding clinical data storage and retrieval; medical imaging systems; telemedicine; and the management of healthcare information.
ELECTRONIC MEDICAL RECORDS (EMR) IMPLEMENTATION
T2085-51  Staff  ONLINE  $740

Beyond the typical complexities of implementing any large-scale architectural initiative, the adoption of electronic medical records (EMR) presents unique challenges to information technology and medical professionals alike, resulting in $19 billion in government investment in this area. The intricate integration of clinical and technical knowledge requires individuals with the ability to face technical hurdles within the dynamic nature of health care. Learn how to navigate the process of workflow analysis, benefit/expense, meaningful use criteria, and clinical requirements configuration.

PROJECT MANAGEMENT

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


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

PROJECT MANAGEMENT CERTIFICATE PROGRAM

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

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

PROJECT MANAGEMENT
T8010-51  Raymond Murphy  10 sessions  $990
Monday, Wednesday  February 3-March 9  6:30-9:30 p.m.
No class February 17.

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.

Prerequisites: Basic PC skills and knowledge of Microsoft Excel.
### PROJECT MANAGEMENT TOOLS AND TECHNIQUES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Cost</th>
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<tbody>
<tr>
<td>T8024-51</td>
<td>Raymond Murphy</td>
<td>6 sessions</td>
<td>$605</td>
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Monday, Wednesday March 11-30 6:30-9:30 p.m.

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

**Prerequisite:** Successful completion of T8010: Project Management.

### CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

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<th>Course Code</th>
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<tr>
<td>T8040-51</td>
<td>Raymond Murphy</td>
<td>8 sessions</td>
<td>$910</td>
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Monday, Wednesday April 1-27 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

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<th>Course Code</th>
<th>Instructor</th>
<th>Duration</th>
<th>Cost</th>
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<tbody>
<tr>
<td>T8001-51</td>
<td>Raymond Murphy</td>
<td>4 sessions</td>
<td>$1,260</td>
</tr>
</tbody>
</table>

Saturday April 18-May 9 9 a.m.-4 p.m.

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

WEB DEVELOPMENT

Choose from a variety of course options and outcomes, taking courses either separately to develop or refresh your expertise, or in our structured Web Development Certificate Program. The certificate program requires successful completion of five (5) required courses and one (1) elective.

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

WEB DEVELOPMENT CERTIFICATE PROGRAM

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

Electives (choose one):
- T4049 – PHP/MySQL Web Application
- T4016 – Adobe Photoshop for Design – Web Graphics
- T4061 – Web Development and Web Applications with ASP.NET, C#, and VB.Net - Online
- T4062 – Advanced ASP.NET – Online

INTRODUCTION TO WEB DEVELOPMENT

T4002-51  Jay Mir  6 sessions  $615  
Monday, Wednesday  March 2-18  6:30-9:30 p.m.

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

T4010-51  Jason Turner  6 sessions  $615  
Monday, Wednesday  March 23-April 8  6:30-9:30 p.m.

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

JAVASCRIPT PROGRAMMING

T4028-71  Staff  10 sessions  $1,020  
Monday, Wednesday  May 4-June 8  6:30-9:30 p.m.

No class May 25.

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

CASCADING STYLE SHEETS (CSS)

T4040-51  Jay Mir  6 sessions  $615  
Monday, Wednesday  April 13-29  6:30-9:30 p.m.

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.
ADOBE PHOTOSHOP FOR DESIGN – WEB GRAPHICS
T4016-51  Lockheed Lee  8 sessions  $815
Tuesday, Thursday  April 21-May 14  6-9 p.m.
Learn the basics of Adobe Photoshop, the industry standard in digital image editing, while focusing on manipulation techniques, art effects, type effects, color correction, and animation. The course also covers the fundamentals of graphic design and creating flyers and posters for print media, as well as web design and creating images for social media. Enrollment is limited.
Prerequisite: Basic PC skills.

WEB DEVELOPMENT AND WEB APPLICATIONS WITH ASP.NET, C#, AND VB.NET
T4061-51  ONLINE  $740
This course teaches students the fundamentals of very creative, dynamic, data-driven, and interactive website design with ASP.NET, C#, and VB.NET. Working with the most current and advanced ASP.NET technologies, students gain a competitive edge in employment and productivity. Students use real-world examples and have a chance to discuss the technology and Visual Studio features. The course gives you an extra edge and recognition in your professional career.
Note: Prior programming experience is not required.

ADVANCED ASP.NET
T4062-51  ONLINE  $740
Learn how to design advanced interactive and database-connected web applications with ASP.NET 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: Web Development and Web Applications with ASP.Net, C#, and VB.Net.
## COMPUTER PROGRAMMING

### COMPUTER PROGRAMMING CERTIFICATE PROGRAM

**Required Courses:**
- T3000 – Introduction to Coding – Python
- T3001 – Intermediate Coding – Python
- T3190 – Java Programming (page 13)
- T3021 – Introduction to C# and .Net Framework Foundation
- T3041 – Advanced C# and .Net Framework Foundation
- T4061 – Web Development and Web Applications with ASP.NET, C#, and VB.NET (page 18)
- T4062 – Advanced ASP.NET (page 18)

### INTRODUCTION TO C# AND .NET FRAMEWORK FOUNDATION

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<th>Course Code</th>
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<tr>
<td>T3021-51</td>
<td>ONLINE</td>
<td>$740</td>
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The C# programming language derives from C and C++, but it is less complicated, entirely object-oriented, and type-safe. Much of the C++ complexity was removed to make C# easier to use and less error-prone. Topics include the common language runtime, data types, input/output, program structure, classes, control statements, exception handling, parameter passing, return values, operators and expressions, flow of control, storage classes, references, arrays, and strings.

### ADVANCED C# AND .NET FRAMEWORK FOUNDATION

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<tr>
<td>T3041-51</td>
<td>ONLINE</td>
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Expanding on the material presented in Introduction to C# and .Net Framework Foundation, topics include structures, data files, data structures and dynamic memory allocation, C# and Windows, delegates and events, and web programming.

**Prerequisite:** T3021: Introduction to C# and .Net Framework Foundation.

## DATA ANALYTICS CERTIFICATE PROGRAM

### BASICS OF ANALYTICS – UNDERSTANDING DATA AND ANALYSIS

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<tr>
<td>T1500-51</td>
<td>ONLINE</td>
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This module provides the basics of understanding data and preliminary analysis of data. The module provides information on basic descriptive statistics using Excel. In addition, students will learn more about probability distributions, variance and standard deviation, kurtosis and skewness, and covariance and correlation. Additional topics include probability, sampling, estimation, and application of these measures.

### STATISTICAL CONCEPTS AND MACHINE LEARNING INTRODUCTION

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<tr>
<td>T1501-51</td>
<td>ONLINE</td>
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This module introduces more complex techniques, such as the use of regression analysis and experimentation, to improve performance. Specific topics covered include hypothesis testing, confidence intervals, simple and multiple regression, design of experiments, and analysis of variance.
CISCO NETWORKING

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.

INTERCONNECTING CISCO NETWORK DEVICES, PART 1
T7097-51 Randy Graves 9 sessions $985
Friday April 3-June 12 6-10 p.m.
No class April 10, May 22.
Review the seven layers of the OSI reference, the encapsulation process, IP subnetworking, TCP/IP, PPP, ISDN, and Frame Relay protocols. Study networking equipment such as bridges, hubs, switches, and routers through comprehensive lectures and hands-on exercises.

INTERCONNECTING CISCO NETWORK DEVICES, PART 2
T7098-51 Randy Graves 9 sessions $985
Friday January 10-March 13 6-10 p.m.
No class February 14.
Learn about the Cisco proprietary protocol, Cisco Discovery Protocol (CDP), VTP, Spanning Tree Protocol (STP), access control lists (ACLs), NAT/PAT, and the routing protocol OSPF (single area). These TCP/IP protocols will be discussed in detail using a sequential approach paired with in-depth lectures and engaging discussions.
Prerequisite: T7097: Interconnecting Cisco Network Devices, Part 1.

CCNA LEVEL – REAL-LIFE, HANDS-ON LAB EXPERIENCE
T7095-51 Randy Graves 9 sessions $985
Saturday April 18-June 20 1-5 p.m.
This course merges the content of Interconnecting Cisco Networking Devices, Part 1 and Part 2, into a single course. Overlapping content between the two courses is eliminated, and content is rearranged for the purpose of the course flow. 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. More in-depth topics will teach you how to perform basic troubleshooting in enterprise branch office networks, preparing you for the Cisco CCNA certification.
PARALEGAL STUDIES CERTIFICATE PROGRAM

An ABA-Approved Paralegal Education Program
If you have an interest in the law and have earned a minimum of 60 college credits, the Paralegal Studies Certificate Program 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 13 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 Highlights:
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, sitting judges and paralegals, and hands-on legal experience through an internship program.
- We offer comprehensive employment assistance, including instruction in résumé preparation and individual career counseling.

All prospective students are required to submit a completed application, supply official transcripts, and demonstrate basic computer skills. Seven-month full-time day or eight-month part-time evening ... the choice is yours! Student loans are available.

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

For more information and advisement on course selection and requirements, please contact Stacey Kerins at 516-463-6333 or stacey.kerins@hofstra.edu. Visit ce.hofstra.edu/paralegal for program details.

SPRING 2020 PROGRAM OFFERING:
DAY PROGRAM
January 21-June 24, 2020
Monday-Thursday, 9 a.m.-1 p.m.

WANT TO BRUSH UP ON YOUR LEGAL KNOWLEDGE?
Take one of our Paralegal courses as a stand-alone.
Independent courses qualify for veterans benefits and corporate discounts.
Visit ce.hofstra.edu/veterans.
For more information, please contact Stacey Kerins at 516-463-6333 or stacey.kerins@hofstra.edu.
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 – Learn about current trends in the field of immigration, as well as petitions and applications for immigration benefits, such as family-based and employment-based immigrant visas (the green card), employment-based and other non-immigrant visas; applications for naturalization; preparation for the naturalization civics and English examinations; applications for asylum; appeals; consular matters; and understanding the different functions of the USCIS, CPB, ICE, the immigration courts, the embassies and consulates.

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

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

WANT TO LEARN MORE?

JOIN US AT A PARALEGAL INFORMATION SESSION!

Thursday, December 5, 2019 • 6-7 p.m.
Tuesday, January 7, 2020 • 6-7 p.m.
Visit ce.hofstra.edu/paralegal for future dates.
AMERICAN SIGN LANGUAGE/DEAF STUDIES
FOR ADULTS AND PRECOLLEGIATE STUDENTS

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

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

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

Transfer Students:
Students with advanced standing may substitute courses taken at other institutions, and these course hours will be accepted at Hofstra. All transfer students must be evaluated to determine ASL proficiency and remaining courses required in the certificate program. Please call 516-463-4803 to make an appointment.

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

Required Courses for Certification (200-hour program):

• U2111 – ASL 1 and 2
• U2113 – ASL 3 and 4
• U2115 – ASL 5
• U2116 – ASL 6
• U2117 – ASL 7 & Issues and Trends
• Eight (8) workshops of the student’s choice

AMERICAN SIGN LANGUAGE 1 AND 2
U2111-51  Sarah Gelpern  13 sessions  $440
Tuesday  February 4-May 5  6:30-8:30 p.m.
No class April 14.
Get a strong foundation in American Sign Language (ASL) by studying the alphabet, numbers 1-1,000, and basic vocabulary, as well as fingerspelling, language functions, grammar, basic questions, and dialogue practice. Instruction also includes conversational strategies and sentence practice with directional verbs, adverbs, pronouns, time, and calendar-related words. Explore the history of ASL to become knowledgeable in the basics of deaf culture.

AMERICAN SIGN LANGUAGE 3 AND 4
U2113-51  Dana Maneri  13 sessions  $440
Tuesday  February 4-May 5  6:30-8:30 p.m.
No class April 14.
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: American Sign Language 1 and 2 or equivalent.

AMERICAN SIGN LANGUAGE 5
U2115-51  Heather Kittenplan  12 sessions  $420
Monday  February 3-May 4  6:30-8:30 p.m.
No class February 17, April 13.
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
U2116-51  Rafie Legene  12 sessions  $420
Monday  February 3-May 4  6:30-8:30 p.m.
No class February 17, April 13.
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
U2117-51  Rafie Legene  12 sessions  $420
Tuesday  February 4-April 28  6:30-8:30 p.m.
No class on April 14.
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 LINGUISTICS 1
U2137-51  Michael Smith  1 session  $130
Saturday  April 25  9 a.m.-1 p.m.
ASL is a unique language with its own grammatical rules and syntax. In ASL, the entire body is used expressively to convey information. This workshop acquaints students with the major structural features of American Sign Language, including phonology, morphology, syntax, semantics, discourse, and variation/historical changes in ASL. Upon completion of this workshop, students will be familiar with the major grammatical features of American Sign Language.

ASL GAMES
U2145-51  Azadeh Malekan  4 sessions  $220
Friday  January 10-31  6:30-8:30 p.m.
ASL games for all ages will be challenging for students at all levels. Learn new vocabulary associated with alphabet bingo, ASL bingo, number bingo, board games, Telephone, and much more.

ASL NUMBERS
U2146-51  Cathi Conticello  3 sessions  $170
Thursday  January 30-February 13  6:30-8:30 p.m.
Numbers are an integral part of ASL and one of the most difficult concepts to master. In this course, numbers are incorporated in time, money, addresses, phone numbers, characteristics, and many more subjects.

ASL FINGERSPELLING
U2353-51  Cathi Conticello  4 sessions  $220
Thursday  March 26-April 16  6:30-8:30 p.m.
ASL Fingerspelling gives students the opportunity to become more fluent in their fingerspelling receptive and expressive skills, and provides drills and activities in fingerspelling as it is used within ASL discourse. Course topics include lessons on history, use, receptive and expressive pointer, and lexicalized fingerspelling.

Prerequisite: Students must have completed ASL 5 or higher.

ASL PRACTICE SESSIONS
U2136-51
Are you looking for a safe haven in which to practice your ASL skills? These sessions are for those who want to practice with other individuals outside of the classroom. Classes are held in an informal setting for students of ASL and others who are interested in practicing and polishing their signing skills. Each session is led by a different facilitator (hearing or deaf). The facilitator introduces the topic and helps you improve your communication.

Topics are varied, and may include poetry, storytelling, issues in deaf culture, current events, and celebrity gossip. Visit ce.hofstra.edu/asl for course details.

Note: This course is separate from the Deaf Studies Certificate Program. Students with varying ASL education backgrounds not affiliated with Hofstra are welcome to register.
PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST

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

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

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

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

Fee: $995 (Interest-free payment plans available.)
Fee includes all program materials, certification exam fee, lab fees, practice tests, online support materials, and review sessions.

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

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<th>PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST</th>
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<tr>
<td>U1971-51</td>
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<td>Vincent Carvelli and Staff</td>
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<td>Sunday, April 5 (Final Exam)</td>
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<th>HUMAN ANATOMY</th>
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<td>Sharon Borzone</td>
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Receive an overview of the skeletal, nervous, and muscular systems using a functional and biomechanical approach that helps relate theoretical principles to anatomy and exercise.

WANT TO LEARN MORE?
ATTEND AN INFORMATION SESSION!

- **Sunday, January 12, 2020, 9:30-10:30 a.m.**
- **Wednesday, January 29, 2020, 6:30-7:30 p.m.**
- **Tuesday, February 4, 2020, 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.**
CPR CERTIFICATION

ADULT CPR-AED CERTIFICATION
H1151-51 Jason Vitulli 1 session $100
Sunday March 1 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 course tuition.

SPECIAL EDUCATION

CAMPUS CONNECTIONS
U0015-51 Phyllis Ellis, Robin Onifather 6 sessions $600
Tuesday January 7-February 11 10 a.m.-2 p.m.

U0015-52 Phyllis Ellis, Robin Onifather 8 sessions $800
Tuesday March 3-April 28 10 a.m.-2 p.m.

No class April 14.

Hofstra University Continuing Education, in collaboration with Community Mainstreaming Associates (CMA), offers classes for young adults (18+) with autism and other intellectual disabilities. All classes and activities take place on the Hofstra campus. The program allows young adults to have inclusive interactions with peers on campus, and to connect with many campus resources, based on their individual interests and career goals. Students will become acquainted with campus life by dining at the Mack Student Center; visiting the Hofstra Bookstore and Hofstra University Museum of Art; meeting with members and coaches of Hofstra’s athletic teams; and exploring the athletic facilities. A comprehensive social skills curriculum, which includes exercises and class discussions, as well as daily interactions with different student groups on campus, will help students feel comfortable in a campus setting. For more information, please contact Jackie Schmitt at 516-463-7139 or jackie.r.schmitt@hofstra.edu.
VISUAL ARTS AND THEATER

AT THE POTTER’S WHEEL: A POTTERY WORKSHOP
U5301-51 Eric Kubinyak 10 sessions $440
Thursday February 6-April 23 7-10 p.m.
No class March 19, April 9.
Potters feel their material respond to the touch as they squeeze, pound, and mold form out of a lump of clay. Lectures and demonstrations are combined with hands-on experience – either in hand building or at the potter’s wheel. The end result is “in your hands,” so to speak. Choose to apply your creative flair to a tremendous array of objects – some practical, others decorative – designed to accommodate both the beginner and advanced student, with everyone working at a comfortable pace. (Glazing material and kiln firings are included; clay is extra.) Enrollment is limited.

NAVIGATING TODAY’S BROADWAY
U7342-51 Robert Viagas 7 sessions $300
Wednesday February 12-March 25 6-8 p.m.
The course touches on a wide variety of practical matters: How to get tickets to sold-out shows, how to get steeply discounted tickets, finding places to eat, finding restrooms, how to dress, where the best seats are located, and historic spots in the theater district. We’ll also discuss names you should know, what’s playing now, what’s scheduled to open, etc. Presented by a former editor at Playbill who has seen nearly 2,000 Broadway shows and written 19 books on the performing arts.

GETTING TO KNOW YOUR DIGITAL CAMERA
U5407-51 Michelle Neacy 1 session $100
Saturday April 4 10 a.m.-1 p.m.
Learning the basics of a digital SLR (DSLR) camera is fairly easy, but what do all the dials and buttons do? And how can you adjust the camera to take specific types of photos? The instructor describes the main controls of digital SLR (DSLR) and mirrorless cameras and demonstrates how each affects the resulting image.
Note: Students must bring a digital SLR (DSLR) or mirrorless camera to class.

INTRODUCTION TO DIGITAL PHOTOGRAPHY
U5404-51 Michelle Neacy 4 sessions $230
Tuesday, Thursday March 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: Familiarity with the functions and controls of your digital (DSLR) or mirrorless camera.

PHOTOSHOP BASICS: MAKING GOOD PHOTOS LOOK GREAT!
U5422-51 Lockheed Lee 1 session $100
Saturday April 11 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 2
U5424-51  Lockheed Lee  4 sessions  $230
Tuesday, Thursday  March 17-26  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!

WRITING
Do you have a story you want to share with the world?
If you have always dreamed of sharing your thoughts or life experiences but need help crafting your words, Hofstra University Continuing Education is the perfect place to start! If you’re a more experienced writer, our courses can help you improve your skills, jolt your writing, and get published. We are proud to offer a wide variety of courses taught by writing professionals, including seasoned and successful authors and journalists. With so much to say, it’s time to begin your journey!
For more information, please contact Jackie Schmitt at 516-463-7139 or jackie.r.schmitt@hofstra.edu.

BECOME A CONFIDENT BUSINESS WRITER!
U6330-51  Dina Santorelli  3 sessions  $175
Monday  April 6-20  6:30-8:30 p.m.
Many professionals are not trained writers, or they may need a refresher on the basics. This interactive course teaches how to spot, correct, and avoid the most common writing pitfalls and articulate thoughts in a clear and concise manner. Learn how to write with clarity and power and develop skills that will enhance your image, increase your confidence, boost your productivity, and help achieve your objectives by working on writing assignments from the drafting to the proofreading stages.

WRITE ABOUT YOUR LIFE!
U6502-51  Sandra Mardenfeld  2 sessions  $120
Sunday  March 15, 22  10 a.m.-noon
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, freewriting, and outside assignments, each student has the opportunity to finish and polish a personal essay.

I JUST WROTE A BOOK: NOW WHAT?
U6229-51  Dina Santorelli  2 sessions  $125
Thursday  March 26, April 2  6:30-8:30 p.m.
There may be no better feeling for an author than writing “The End” on a manuscript. However, finishing the first draft is many steps away from having your book published. What comes next? How do you go about finding an agent? Should you self-publish or seek a traditional publisher? When should you start marketing your book? How many books can you realistically expect to sell? This course will answer these questions and many more, and will help you on your way to becoming a successful published author.
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. Registrants must be at least 12 years old. Courses may be taken individually or as part of a certificate program that requires successful completion of eight (8) courses. For certificate program details, visit ce.hofstra.edu/sportsjournalism.

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

SPORTS WRITING, BLOGGING, AND SOCIAL MEDIA
H0805-51 Vin Micucci 2 sessions $280
Sunday March 1, 8 9 a.m.-1 p.m.
$25 early registration discount is available if you register by February 15, 2020.
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. Experiment with blogging as you learn to blog effectively and creatively. We also discuss both the effectiveness and potential pitfalls of Twitter, Facebook, Instagram, Periscope, and other social media tools.

SPORTS JOURNALISM 101 FOR TEENS
H0831-51 Kevin Dexter 4 sessions $575
Tuesday-Friday April 14-17 9 a.m.-4 p.m.
$100 early registration discount is available if you register by March 15, 2020. Lunch is included in program tuition.
This training course allows us to focus on the development of the sportscasting skill sets you will need to become a broadcaster. Learn about the different roles involved in a sports broadcast, and what career options are available. Each student has the chance to partake in every aspect of broadcasting, including:
• Writing for TV and radio
• Blogging and the use of social media
• Interviewing as a reporter or host
• Reading from a teleprompter
• Anchoring your own sports show
• Handling pre- and postgame shows
• Roundtable discussions
If your dream is to become the next Kenny Albert, Mike Breen, Kelli Tennant, or Tracy Wolfson, this is the course for you.
SPORTS TELEVISION HOSTING AND ANCHORING
H0820-51  Sports Journalism Staff  4 sessions  $280
Wednesday  April 29-May 20  6-8 p.m.

$25 early registration discount is available if you register by April 15, 2020.

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. Master all
this and more by writing copy, reading it on-camera, interviewing guests, and
having it all recorded in a professional television studio. All students leave with a
complete video for their demo reel.

SPORTS PLAY-BY-PLAY FOR TELEVISION AND RADIO
H0825-51  Sports Journalism Staff  4 sessions  $280
Wednesday  March 18-April 8  6-8 p.m.

$25 early registration discount is available if you register by February 15, 2020.

Learn the methods of play-by-play for both television and radio for many different
sports. You will master the fundamentals and record play-by-play segments for
baseball, basketball, football, hockey, lacrosse, soccer, and more!

SATURDAY CLASSES FOR YOUNG PEOPLE
Saturday Classes for Young People offers more than 60 courses in academics,
arts, and athletics for students aged 3 to 18, so there is something for everyone.
Utilizing the rich resources of Hofstra University,
including technologically advanced classroom
buildings, state-of-the-art computer labs,
art studios, theaters, and an Olympic-sized
swimming pool, these courses help young
people explore their interests. Exciting
courses include video game
design, aquatics, theater
workshops, language arts,
math, and test preparation.
Also included in the Saturday
youth program is the Hofstra Gifted
Academy for academically advanced
students, 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.
For over 30 years, Hofstra Summer Camps has provided a safe, nurturing, and enriching environment for children of all ages. Hofstra’s beautiful, 244-acre campus provides an intellectually enriching atmosphere for hours of fun, and we fully use the University’s excellent indoor and outdoor athletic and cultural facilities. Days are full of excitement, socialization, and swim instruction. Hofstra Summer Camps teaches self-respect, courage, and responsibility, and our caring staff builds upon our campers’ self-esteem, self-confidence, and character. This is a summer alternative that surpasses child care, one that captures our campers’ special talents and helps them identify their goals and dreams.

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

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

Hofstra Sports Academy Camps are the perfect summer choice for campers whose interests are strictly athletic. For campers entering grades 2 through 12, we offer Sports Academy Camps in basketball, lacrosse, wrestling, volleyball, soccer, softball, dance, and cheerleading. All of our Sports Academy Camps are supervised and run by Hofstra University’s NCAA Division I coaching staff. For more information, visit ce.hofstra.edu/camp or call 516-463-CAMP.

HOFSTRA IS HOME TO THE NEW YORK BASEBALL ACADEMY!

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

Learn why the New York Baseball Academy at Hofstra University can make the difference in a youngster’s baseball career!

Call 516-463-CAMP or visit hofstra.edu/nyba.
What is the PEIR Program? Simply put, PEIR provides opportunities for intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals. Bring your curiosity, opinions, expertise, and passions – and share them with like-minded individuals who thirst for learning, meaningful social interaction, and stimulation in a lively, dynamic environment unique to a university setting.

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

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

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

Program Benefits:
- Convenient schedule ... meetings are held weekdays from 10 a.m. to 2:15 p.m.
- Access to many of the resources of a major university.
- Social opportunities.
- The stimulating, engaging retirement you’ve waited for.
- An opportunity to learn new skills, develop latent talents, and make the most of retirement near your home.

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

For more information, call 516-463-7200 or email PEIR@hofstra.edu.
TUITION AND FEES
- Tuition as listed with each course description.
- Materials fees, etc., as listed with course description.

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

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

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

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

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

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

REGISTRATION 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 email. You will be asked if you wish to register for a different course or if you wish a full refund of tuition and fees. Refunds will be issued only in the original form of payment.

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

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.

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

Classroom Locations
Classroom locations will be listed on the schedule confirmation email sent prior to the start of classes.

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.

GENERAL INFORMATION

Hofstra University Bookstore
Located in the Mack Student Center, North Campus. Please visit hofstra.bncollege.com or call 516-463-6654 for more information.

DISCIPLINE

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

POLICY ON STUDENT CONDUCT

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

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

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

Disciplinary Sanctions

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

Youth Programs: I understand and agree that my child will comply with the University’s rules, standards, and instructions. I understand that the University and its agents and employees have the right to enforce its standards and may at any time terminate my child's participation in youth programs for failure to maintain these standards or for any conduct that the University or its agents consider to be incompatible with the interest and welfare of the other students or the University. I understand that I will not be entitled to any refund if my child's participation in youth programs is terminated as described in this paragraph.
CELLPHONE USE – ADULT PROGRAMS
Students are NOT permitted to use cellphones during program activities.

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

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

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

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

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

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

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

Oak Street Center, 255 Hofstra University • Hempstead, NY 11549-2550
Phone: 516-463-7200 • Fax: 516-463-8383
Email: ce@hofstra.edu • Website: ce.hofstra.edu
Hofstra Summer Camps Phone: 516-463-CAMP • Camp Fax: 516-463-6114
Hofstra Summer Camps Email: ce-camps@hofstra.edu

Stuart Rabinowitz, JD
President, Hofstra University

Lawrence Levy
Vice President for Economic Development and Professional Studies, Hofstra University

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status (characteristics collectively referred to as “Protected Characteristics”) in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act, and other applicable federal, state, and local laws and regulations relating to nondiscrimination (“Equal Opportunity Laws”). The Equal Rights and Opportunity Officer is the University’s official responsible for coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws, other aspects of Hofstra’s Nondiscrimination Policy, or regarding Title IX as it relates to reports against employees or other nonstudents, should be directed to the Equal Rights and Opportunity Officer, who also serves as the Title IX Officer for Employee Matters, at HumanResources@Hofstra.edu. Hofstra University is committed to professional and interpersonal respect ensuring that no individuals are subjected to harassment or discriminated against in any way on the basis of any of these protected characteristics. Harassment based on any of these protected characteristics is a form of discrimination prohibited by law and by Hofstra University’s Harassment Policy. The Harassment Policy, which is available online at the link referenced below, contains complaint procedures for resolving complaints of harassment in violation of Hofstra’s Harassment Policy. Harassment policy link: hofstra.edu/harassment

NONDISCRIMINATION POLICY

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status (characteristics collectively referred to as “Protected Characteristics”) in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act, and other applicable federal, state, and local laws and regulations relating to nondiscrimination (“Equal Opportunity Laws”). The Equal Rights and Opportunity Officer is the University’s official responsible for coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws, other aspects of Hofstra’s Nondiscrimination Policy, or regarding Title IX as it relates to reports against employees or other nonstudents, should be directed to the Equal Rights and Opportunity Officer, who also serves as the Title IX Officer for Employee Matters, at HumanResources@Hofstra.edu. Hofstra University is committed to professional and interpersonal respect ensuring that no individuals are subjected to harassment or discriminated against in any way on the basis of any of these protected characteristics. Harassment based on any of these protected characteristics is a form of discrimination prohibited by law and by Hofstra University’s Harassment Policy. The Harassment Policy, which is available online at the link referenced below, contains complaint procedures for resolving complaints of harassment in violation of Hofstra’s Harassment Policy. Harassment policy link: hofstra.edu/harassment

CAMPUS CRIME REPORTING AND FIRE SAFETY STATISTICS

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

HOFSTRA UNIVERSITY HARASSMENT POLICY

Hofstra University’s policy on harassment is more fully described in Hofstra’s Harassment Policy. The Harassment Policy prohibits harassment, including gender harassment, sexual harassment and sexual violence, based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status. Hofstra University is committed to professional and interpersonal respect ensuring that no individuals are subjected to harassment or discriminated against in any way on the basis of any of these protected characteristics. Harassment based on any of these protected characteristics is a form of discrimination prohibited by law and by Hofstra University’s Harassment Policy. The Harassment Policy, which is available online at the link referenced below, contains complaint procedures for resolving complaints of harassment in violation of Hofstra’s Harassment Policy. Harassment policy link: hofstra.edu/harassment

516-463-7200 • 39
The Hofstra Cultural Center is an internationally renowned organization that coordinates and hosts conferences and symposia, speakers series and performance arts.

For an up-to-date listing of events, times and locations, please visit events.hofstra.edu or call the Hofstra Cultural Center at 516-463-5669.
**FOR CHILD’S REGISTRATION ONLY (UNDER 18)**

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<th>M.I.</th>
<th>*Male / Female</th>
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**COURSE INFORMATION**

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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)**

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**How did you hear about our courses?**

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

**OFFICE USE ONLY**

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**Payment Reference #**

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**TOTAL**

**Tuition Discounts for Saturday YOUTH Classes**

$25 early registration discount available per course if you register one week prior to the start of the class. For further information, please call Jessica Dease, Associate Director of Youth Programs, at 516-463-7400. Does not apply to Pre collegiate Classes.

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

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

**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 on 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.**

**Hofstra University Confidential**

**PLEASE PRINT CLEARLY.**

*Denotes required fields*

- M / F
- *Date of Birth (required under 18 years old)*
- *Parent’s Name*
- *Emergency Contact (other than parent)*
- *Emergency Contact Phone Number*
- *Student Age*
- *Grade*
Spring classes begin soon.

Register now!
ce.hofstra.edu
516-463-7200