BEGIN ... IMPROVE ... GROW!

FALL 2019

OPEN HOUSE: Thursday, August 8 • 6-8 p.m.
Hofstra University, Oak Street Center, 101 Oak Street, Uniondale, NY

HOFSTRA UNIVERSITY.
Continuing Education

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 and licensing 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. Students who satisfy the program requirements receive a certificate of completion.

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

Register today and let the learning begin!
NONCREDIT CERTIFICATE PROGRAMS
- School Facilities Safety and Security
- Bookkeeping
- Healthcare Information Technology
- Project Management
- Web Development
- Computer Programming
- Data Analytics
- Paralegal Studies
- American Sign Language/Deaf Studies
- Personal Trainer-Exercise and Fitness Specialist
- Adult CPR-AED
- Sports Journalism and Broadcasting Institute for Teens

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

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

ONLINE
New and returning Continuing Education students may register online at ce.hofstra.edu for any course, except those that are part of the Paralegal Studies Certificate Program. In order to register online, you must have a student account ID and password. If you are a returning student, you should already have this information. If not, please call our office at 516-463-7200 or send an email to ce@hofstra.edu and we will be happy to send it to you.

Payment must be made by major credit card (MasterCard, Visa, or American Express) or electronic check. If you have any problems registering online or creating a student account, please call our office at 516-463-7200 or send an email to ce@hofstra.edu.

BY FAX
The registration form can be faxed to 516-463-4836 anytime.

Payment must be made by major credit card (MasterCard, Visa, or American Express).

BY PHONE
Telephone registrations are accepted at 516-463-7200, Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m.

Payment must be made by major credit card (MasterCard, Visa, or American Express).

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

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

IN PERSON
Visit our office located at the Oak Street Center on the North Campus of Hofstra University (GPS address: 101 Oak Street, Uniondale). Offices are open Monday-Friday, 9 a.m. to 7 p.m., and Saturday, 9 a.m. to 2 p.m.

Payment may be made by personal check or major credit card (MasterCard, Visa, or American Express).
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The New York State Department of Financial Services is committed to keeping licensees current in the knowledge and understanding of the marketplace, as well as in changes to insurance laws and regulations. Section 2132 of New York State Insurance Law requires every licensed agent, broker, consultant, and public adjuster to complete continuing education (CE) credits as a condition of renewing the insurance license.

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

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

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

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

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

NOTE: Hofstra University is an approved provider organization (approval number NYPO-100009) in the New York State Department of Financial Services Continuing Education Program. All New York state-approved classroom courses are eligible for use in satisfying the 50-percent classroom instruction requirement. Choose your courses carefully; not all courses are applicable to every license. If you are unsure, it is your responsibility to check with the New York State Department of Financial Services at www.dfs.ny.gov to verify which courses are required for your specific licensing needs. Each approved credit represents a 50-minute hour; attendance is mandatory to achieve the required CE credits.
THE STORY OF INSURANCE: A HISTORY OF MANAGING RISK (NYCR-245577)

H7147-01  John Frizalone  1 session  $180
Friday  September 27  9 a.m.-5 p.m.  Number of CEU credits: 8

Explore how historical events, both natural and human-made, have created unexpected and unintended risk. Blending the evolution of insurance with the development of the moral standards created for policing the ethical behavior of agents and brokers, the class will include discussions about how the insurance industry developed agreements to protect life and property throughout the years. No exam is required.

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

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

H7152-01  John Frizalone  1 session  $180
Saturday  October 5  9 a.m.-5 p.m.  Number of CEU credits: 8

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

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

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

H7153-01  John Frizalone  1 session  $180
Friday  October 18  9 a.m.-5 p.m.  Number of CEU credits: 8

Designed for practicing agents and brokers who cannot find the time to “go back to basic ISO coverage,” this course provides a refresher on some of the day-to-day general coverage issues for both their personal lines and commercial clients. Those starting out will be able to ask questions not answered when they took their license prep course.

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

INSURANCE BROKERS AND AGENTS QUALIFYING COURSE

H7111-01  Staff  28 sessions  $1,175
Monday, Wednesday, Saturday  September 23-December 16  6:30-9:30 p.m.
No class October 7, 12, 19, November 2, 16, 27, 30, December 7.

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.

continued on next page
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Session Details</th>
<th>Fee</th>
<th>CEU Credits</th>
</tr>
</thead>
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<tr>
<td>H7154-01</td>
<td>John Frizalone</td>
<td>1 session</td>
<td>$180</td>
<td>8</td>
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<tr>
<td>Friday</td>
<td>November 1</td>
<td>9 a.m.-5 p.m.</td>
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**INSURANCE FRAUD AND ABUSE – THE 21st CENTURY COSTLY CRIME (NYCR-259116)**

Explore what fraud is in both legal and practical terms, the high cost of insurance fraud, and what coverages and programs are available to reduce the exposure. The course is designed for agents and brokers who wish to provide counsel to clients on protecting their own agencies and their clients’ businesses from insurance fraud. Discussions will center on the most recent and infamous arrests and trials involving fraudulent workers’ compensation claims, health care, auto, property, life insurance, and infamous criminal cases of the 21st century.

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

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<tr>
<td>H7155-01</td>
<td>John Frizalone</td>
<td>1 session</td>
<td>$180</td>
<td>8</td>
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<td>Friday</td>
<td>November 15</td>
<td>9 a.m.-5 p.m.</td>
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**NEW YORK WORKERS’ COMPENSATION AND DISABILITY LAWS AND PROCEDURES, AND PAID FAMILY LEAVE LAW – 2017 (NYCR-259117)**

Agents and brokers will receive the most up-to-date statutory and regulatory changes to New York workers’ compensation and disability laws, as well as an introduction to the Paid Family Leave Law (PFL), which is effective as of January 2018. Focusing on requirements for complying with state statutory laws and procedures to cover the key aspects of employee entitlements for injury and illness both on and off the job, the course will also include the new PFL requirements to help round out what employers need to know to protect their business and employees in today’s business environment. Legal and moral obligations for providing a safe and secure work environment will also be discussed.

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

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<tr>
<th>Course Code</th>
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<th>Session Details</th>
<th>Fee</th>
<th>CEU Credits</th>
</tr>
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<tbody>
<tr>
<td>H7157-01</td>
<td>John Frizalone</td>
<td>1 session</td>
<td>$180</td>
<td>8</td>
</tr>
<tr>
<td>Thursday</td>
<td>December 5</td>
<td>9 a.m.-5 p.m.</td>
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</table>

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

Designed for insurance professionals and individuals responsible for insurance, claims, safety management, and compliance, this class covers what you need to know and how laws, regulations, and court cases have changed the landscape of staying compliant with insurance and safety regulations in New York. Provide clients with up-to-date information and techniques for managing workers’ compensation (including employers’ liability), disability, auto no fault, and safety regulations – and, as of January 2018, the course now includes an introduction to the new Paid Family Leave Law.

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

Presented in Cooperation With Hofstra University's Wilbur F. Breslin Center for Real Estate Studies

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

H5125-01  Staff  26 sessions  $560
Monday, Wednesday  September 16-December 18  6:30-9:30 p.m.
No class October 7 and November 27.

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

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

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

NOTARY PUBLIC TEST REVIEW

H3410-01  Lesli Hiller  1 session  $120
Saturday  October 26  2-6p.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

H5135-01  Christine Raffa-Seip  5 sessions  $525
Wednesday  October 16-November 13  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.
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 percent 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 or ce-solutions@hofstra.edu.

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

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

**BUILDING CLEANING AND MAINTENANCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>H3421-01</td>
<td>Craig Cammarata</td>
<td>5 sessions</td>
<td>$380</td>
</tr>
<tr>
<td>Monday</td>
<td>October 14-November 11</td>
<td>7-9:30 p.m.</td>
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</table>

Review the steps to having an appropriate preventive maintenance program in place, cleaning a school building, performing school facility inspections, making long-range maintenance plans, and related topics, while examining the cost impact of an effective preventive maintenance program.
MANAGEMENT
H3422-01  Patrick Pizzo  5 sessions $380
Monday November 18-December 16 7-9:30 p.m.
Review management techniques; supervising civil service employees; how to counsel, reprimand, and dismiss employees; interviews and performance evaluations; union contracts; conducting meetings; public speaking; preparing reports; preparing PowerPoint presentations; and related areas. You’ll also review how to codify all the functions related to the position of director of facilities into an effective plan for implementation.

ORGANIZATIONAL STRUCTURE OF THE SCHOOL DISTRICT
H3423-01  Robert Gorman 2 sessions $380
Saturday November 9, 16 8 a.m.-2:15 p.m.
Obtain a detailed overview of the hierarchy within the public school system, including the school board, superintendent, assistant superintendents, principals, teachers, PTA, union groups, students, and constituents.

SAFETY
H3424-01  Peter LaDuca  2 sessions $380
Saturday October 26-November 2 8 a.m.-2:30 p.m.
Review safety regulations that apply to New York state public schools, including AHERA, BCS, AVI, lockout/tagout, confined space, PPE, noise control, ergonomics, SAVE regulations, response actions, supervising security staff, and related areas. Learn how to establish an effective system to implement, monitor, and control a safety program.

CERTIFIED FINANCIAL PLANNER
Offered in association with the Certified Financial Planner Board of Standards Inc., this intensive program in financial services prepares financial service professionals – accountants, attorneys, bankers, insurance agents, brokers, and securities representatives – to better serve clients. It also enables individuals to meet the educational requirements for a professional career in financial planning. To qualify for the Certified Financial Planner (CFP) exam (available only through the CFP Board of Standards Inc.), students must complete the following seven courses: Fundamentals of Financial Planning, Risk Management and Insurance Planning, Investment Planning, Income Tax Planning, Employee Benefits and Retirement Planning, Estate Planning, and Certified Financial Planning Capstone Case Applications.

For more information, call 800-487-1497 or visit www.cfp.net.
Note: Students are responsible for obtaining required materials and registering for the national examinations directly with the CFP Board of Standards. If you have questions about the program or would like to register, please call 516-463-7200.

FUNDAMENTALS OF FINANCIAL PLANNING – ONLINE
H4130-01  Kenneth Eldi $525
Monday September 23-December 16
This online program adheres to a strict program schedule and class deadlines. Students spend approximately 30 hours per week reviewing the class materials. Students receive their Hofstra University Blackboard Online account information approximately 24 hours prior to the program start date.

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

- **H4132-01** Jeffrey Tabman | 12 sessions | $525  
  Wednesday, September 25-December 18, 6:15-9:45 p.m.  
  No class, November 27.

Learn about the application of insurance planning and risk management in personal financial planning, and obtain an understanding of identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation, and principles of insurance taxation.

### INCOME TAX PLANNING

- **H4134-01** John Spinelli, CPA, CFP | 12 sessions | $525  
  Saturday, September 28-December 21, 9 a.m.-12:30 p.m.  
  No class, November 30.

Get 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.

### EMPLOYEE BENEFITS AND RETIREMENT PLANNING

- **H4135-01** Steven Labiner | 12 sessions | $525  
  Tuesday, September 24-December 17, 6:15-9:45 p.m.  
  No class, October 8.

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

### FIXED INCOME 1 – UNDERSTANDING BOND MARKETS AND SECURITIES

- **H2130-01** Michael Bruno | 3 sessions | $180  
  Saturday, October 5-19, 9-11 a.m.

This class offers a fundamental understanding of U.S. bond markets and securities. Its focus will be on the types of securities comprising the markets, the structures of those securities and markets, the various risks inherent in fixed income securities, and how value, risk, and return are measured and used by market participants.
## BOOKKEEPING

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

### BOOKKEEPING I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>H2115-01</td>
<td>Stacy Luft</td>
<td>9</td>
<td>$560</td>
<td>October 14-November 1</td>
<td>10 a.m.-2 p.m.</td>
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<tr>
<td>H2115-02</td>
<td>Laura Sabbagh</td>
<td>12</td>
<td>$560</td>
<td>September 30-October 29</td>
<td>6-9 p.m.</td>
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<tr>
<td>H2115-03</td>
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<td>No class October 7-8.</td>
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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 II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
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<tbody>
<tr>
<td>H2116-01</td>
<td>Stacy Luft</td>
<td>9</td>
<td>$560</td>
<td>November 4-22</td>
<td>10 a.m.-2 p.m.</td>
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<tr>
<td>H2116-02</td>
<td>Stacy Luft, Laura Sabbagh</td>
<td>12</td>
<td>$560</td>
<td>October 30-November 26</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>H2116-03</td>
<td></td>
<td></td>
<td></td>
<td>No class October 7-8.</td>
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Continue your study of bookkeeping, with an emphasis on specialized journals and ledgers, as well as payroll accounting, gross pay, employee deductions, employer’s taxes, net pay through the payroll register’s journal entries, income tax, Social Security tax, FICA, and unemployment.

**Prerequisite:** Bookkeeping I.

### COMPUTERIZED ACCOUNTING USING QUICKBOOKS

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<th>Course Code</th>
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<th>Sessions</th>
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<tr>
<td>H2117-01</td>
<td>Stacy Luft</td>
<td>5</td>
<td>$335</td>
<td>November 25-December 9</td>
<td>Times will vary. Check website for details</td>
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<tr>
<td>H2117-02</td>
<td>Stacy Luft</td>
<td>6</td>
<td>$335</td>
<td>December 2-4 and 9-11</td>
<td>6-9 p.m.</td>
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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

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<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
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<th>Time</th>
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<tr>
<td>H2118-01</td>
<td>Stacy Luft</td>
<td>3</td>
<td>$180</td>
<td>December 11, 13, 16</td>
<td>10 a.m.-2 p.m.</td>
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<tr>
<td>H2118-02</td>
<td>Laura Sabbagh</td>
<td>4</td>
<td>$180</td>
<td>December 16-19</td>
<td>6-9 p.m.</td>
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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
H2000-01  Staff  5 sessions $970
Monday  September 16  1-6 p.m.
Tuesday  September 17  11 a.m.-4 p.m.
Wednesday  September 18  11 a.m.-6 p.m.
Thursday  September 19  11 a.m.-6 p.m.
Friday  September 20  11 a.m.-2 p.m.

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

For more information, visit ce.hofstra.edu/forensics.

DIGITAL AND SOCIAL MEDIA MARKETING

DIGITAL AND SOCIAL MEDIA MARKETING INTENSIVE
H1330-01  Staff  3 sessions $450
Monday  October 21  9:30 a.m.-5 p.m.
Tuesday  October 22  9:30 a.m.-5 p.m.
Wednesday  October 23  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: Facebook, LinkedIn, and Twitter for Beginners: A Hands-On-Computer Lab, or basic social media platform skills. Must have profiles with Facebook, LinkedIn, and Twitter.

CONTENT MARKETING AND BLOGGING INTENSIVE
H1307-01  Sandra Mardenfeld  1 session $200
Thursday  November 7  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
H1309-01  Sandra Mardenfeld  1 session  $200
Wednesday  October 30  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 — NEW!
H1310-01  Sandra Mardenfeld  1 session  $60
Thursday  October 10  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 — NEW!
H1311-01  Sandra Mardenfeld  1 session  $150
Thursday  November 14  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 — NEW!
H1334-01  Sandra Mardenfeld  1 session  $300
Thursday  December 5  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.
BECOME A CONFIDENT BUSINESS WRITER
U6330-01  Dina Santorelli  3 sessions $175
Monday  September 9-23  6:30-8:30 p.m.
Many professionals are not trained writers, or they may need a refresher on the basics. This interactive course teaches how to spot, correct, and avoid the most common writing pitfalls and articulate thoughts in a clear and concise manner. Learn how to write with clarity and power and develop skills that will enhance your image, increase your confidence, boost your productivity, and help achieve your objectives by working on writing assignments from the drafting to the proofreading stages.

CONFIDENT COMMUNICATIONS
H1198-01  Gerald Laytin  5 sessions $285
Wednesday  October 16-November 13  7-9 p.m.
Talk so that people listen – and listen so that people talk. Communications coach Gerry Laytin guides you through exploring the four basic communication styles, determining where you fall on that spectrum, and learning how to converse with individuals in the other three quadrants. Learn how to run a successful meeting, make a persuasive presentation, dress for success, make the most of a media interview, craft an “elevator pitch,” and form and nurture new business relationships. Other topics include body language, successful networking, negotiating skills, and tips and techniques for coaching others in your organization.

PUBLIC SPEAKING WITH CONFIDENCE
H1221-01  Gerald Laytin  4 sessions $230
Thursday  October 17-November 7  7-9 p.m.
Become less self-conscious and learn to enjoy speaking in public by understanding the many aspects of public speaking, including coping with nerves, tips for delivery, organizing content, and adding interest. Discuss ways to build your self-confidence, explore different types of speeches, and conduct a mini-presentation that will bring out the inner speaker in you.

SO YOU WANT TO BE A VOICE-OVER ACTOR?
U7351-01  Gerry Laytin  5 sessions $275
Monday  October 14-November 11  7-9 p.m.
Have you ever been told, “You have a great voice. You ought to do commercials!”? While commercials can be very lucrative, more than 90 percent of available work is in the narrative field, including the $2 billion audiobook industry. Learn what it means to be a voice-over actor by exploring the possibilities with a working professional, reading copy, recording, and having your voice evaluated. Guest lecturers provide additional viewpoints on the field, which grows year after year at a rate of 17 percent! Enrollment is limited.

SMALL GROUP COMMUNICATION
H1237-01  Laura Labenberg  5 sessions $300
Tuesday  October 22-November 19  6:30-8:30 p.m.
Groups are a part of our lives from the very beginning. We are raised in family groups and go on to form friend and school groups. In adulthood, we spend time working in groups. However, working in groups can sometimes be challenging. This course explores small group communication and provides you with a better understanding of how to interact productively in a group setting. Through discussion and group-based activities, we explore topics such as roles, leadership, problem solving, decision making, and conflict.
We live in a complicated world because, quite frankly, human beings are complicated. Before we can understand our relationships with others, we must begin by taking a look at ourselves. This course allows us to take a look at our interpersonal relationships through the lens of communication: We have the relationships we have (with family, friends, colleagues, employers, etc.) because of the communication we have with others. We explore topics such as: Who am I? What types of relationships are there? Is technology helping or hurting our relationships? Why do we form relationships and how do we maintain them? Why do relationships sometimes deteriorate? How can I listen better? Are there different ways to deal with conflict?

PUBLIC SPEAKING
H1240-01  Mary Anne Trasciatti  4 sessions  $240
Wednesday  October 2-23  6:15-8:15 p.m.
This course covers fundamentals of public speaking, targeted specifically to a labor context. Areas covered include managing anxiety, developing a topic, arranging ideas, using language creatively and strategically, and using voice and gestures for maximum effect.
Billions of federal dollars are spent on healthcare information technology, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in healthcare information technology, the intersection of information science, computer science, and healthcare. The program’s online learning platform provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles. Each course features approximately 24 hours of material. Students are encouraged to spend at least four hours a week on course work to complete the course in a timely fashion. The Healthcare Information Technology Certificate Program requires successful completion of seven (7) courses (six required courses and one prerequisite). Courses may be taken on an individual basis without participating in the certificate program.

HEALTHCARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

Prerequisite Course (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

INTRODUCTION TO HEALTHCARE STUDIES
T2090-01 Staff ONLINE $740
This course provides students with a basic knowledge of anatomy and the body’s systems, including the functioning of the skeletal and muscular systems, 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)
T2010-01 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 discuss topics including provider health systems, payer systems, patient systems, and government policy and oversight.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Format</th>
<th>Price</th>
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<tbody>
<tr>
<td>T2020-01</td>
<td>Staff</td>
<td>ONLINE</td>
<td>$740</td>
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<tr>
<td>JAVASCRIPT PROGRAMMING</td>
<td>STAFF ONLINE $740</td>
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<tr>
<td>T4028-01</td>
<td>Staff</td>
<td>ONLINE</td>
<td>$740</td>
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<tr>
<td>HEALTHCARE DATA WAREHOUSING AND ANALYTICS</td>
<td>Staff ONLINE $740</td>
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<tr>
<td>T2030-01</td>
<td>Staff</td>
<td>ONLINE</td>
<td>$740</td>
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<tr>
<td>HEALTHCARE PROJECTS: PROCESSES, CONTROLS, AND QUALITY</td>
<td>Staff ONLINE $740</td>
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<tr>
<td>T2040-01</td>
<td>Staff</td>
<td>ONLINE</td>
<td>$740</td>
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PROJECT MANAGEMENT

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

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

PROJECT MANAGEMENT CERTIFICATE PROGRAM

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

This certificate meets the continuing education requirements to apply for the CAPM® and PMP® exams.
PROJECT MANAGEMENT
T8010-01  Raymond Murphy  10 sessions  $990
Monday, Wednesday  September 23-October 28  6:30-9:30 p.m.
No class October 7.
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
T8024-01  Raymond Murphy  6 sessions  $605
Monday, Wednesday  October 30-November 18  6:30-9:30 p.m.
Learn about the analytical skills and leadership aspects of project management, as well as data processing competencies that are essential for an effective project manager. Obtain a practical understanding of the project financial plan, the importance of risk management and quality management, and the establishment of efficient and effective relationships with a project's vendors and suppliers. Lessons cover a practical application of concepts and theory for use in developing a project schedule and budget, and managing/leading resources while proactively planning for the management of risks, ensuring acceptance by the project owner, and establishing required agreements between the project organization and its partners. Students apply standard tools and techniques in developing a project management plan, including a work breakdown structure, project budget, probability impact analysis of risks, quality control measures, and preparation of a statement of work.
Prerequisite: Successful completion of Project Management course.
PROJECT MANAGEMENT continued

CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION
T8040-01 Raymond Murphy 8 sessions $910
Monday, Wednesday November 20-December 18 6:30-9:30 p.m.
No class November 27.
Put into action the skills you’ve learned in the previous two courses. As part of a team, you will develop and complete a plan for a four-week project. As you go along, your team will provide updates to “management.” At the end of the course, your team will formally present its project deliverables.

Prerequisites: Project Management and Microsoft Excel, and Project Management Tools and Techniques.

PMP® PREP COURSE
T8001-01 Raymond Murphy 4 sessions $1,260
Saturday October 19-November 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 will cover the five life cycle process groups, 10 knowledge areas, and 47 project management processes of the PMBOK Guide (Sixth Edition), plus a section on professional ethics. In addition, material frequently asked on the exam but not covered in the PMBOK Guide will be included.


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.

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:
T4049 – PHP/MySQL Web Application
T4016 – Adobe Photoshop for design – Web Graphics
T4061 – Developing Web Applications with ASP.NET and C# – Online
T4062 – Advanced ASP.NET – Online
HTML PROGRAMMING
T4010-01  Jason Turner  6 sessions  $615
Monday, Wednesday  October 30-November 18  6:30-9:30 p.m.

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

CASCADING STYLE SHEETS (CSS)
T4040-01  Jay Mir  6 sessions  $615
Monday, Wednesday  November 20-December 11  6:30-10 p.m.
No class November 27.

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.

INTRODUCTION TO WEB DEVELOPMENT
T4002-01  Jay Mir  6 sessions  $615
Monday, Wednesday  October 9-28 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.

PHP/MySQL WEB APPLICATION
T4049-01  Jay Mir  10 sessions  $1,020
Tuesday, Thursday  September 12-October 17 6:30-9:30 p.m.
No class October 8.

As web applications hosted on the Cloud become more popular, the skills to navigate the software have become critically important to employers and companies. We will start by building a webserver with the necessary software needed to code a dynamic website. Then we will learn how to code a dynamic website that communicates with a database to create an interactive user experience. Whether you need to create web-accessible interactive reports for other departments within your company, or you simply want to remain current on the in-demand software languages used in today’s most popular websites, this is the course for you.

continued on next page
WEB DEVELOPMENT

WEB DEVELOPMENT AND WEB APPLICATIONS WITH ASP.NET, C# AND VB.NET

T4061-01  ONLINE  $740

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

Note: Prior programming experience is not required.

ADVANCED ASP.NET

T4062-01  ONLINE  $740

Learn how to design advanced interactive and database-connected web applications with ASP.NET 4.5 technology, as well as adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom web controls, input validation and site navigation, ASP.NET management, programming the web application, customizing and personalizing a web application, web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile web applications, monitoring, deploying, caching applications, and serialization. Students complete a major website project, hosted by the production data center of a web hosting provider, and can keep this project code to use in future designs.

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

COMPUTER PROGRAMMING

Required Courses:
T3000 – Introduction to Coding – Python
T3001 – Intermediate Coding – Python
T3190 – Java Programming
T3021 – Introduction to C# and .Net Framework Foundation
T3041 – Advanced C# and .Net Framework Foundation
T4061 – Developing Web Applications with ASP.Net, C# and VB.Net
T4062 - Advanced ASP.Net

INTRODUCTION TO CODING — PYTHON

T4000-01  Jay Mir  6 sessions  $615

Tuesday, Thursday November 5-21  6:30-9:30 p.m.

Using the easy-to-learn and very popular programming language known as Python, we explore the fundamentals that are part of any programming language. Learning how to program is becoming increasingly popular among nonprofessional coders, and individuals from any profession can benefit from gaining an understanding of theoretical and computational thinking. This course is designed to teach new skills or add to any knowledge you may already have.
INTERMEDIATE CODING — PYTHON
T3001-01  Jay Mir  5 sessions  $615
Tuesday, Thursday  December 3-17  6:30-10:30 p.m.
The best way to learn programming is by doing. We discuss and design programs while covering the common paradigms and practices used by software engineers while reinforcing the fundamentals. We explore how to build your own libraries to integrate with the modules already offered by the programming language Python.

INTRODUCTION TO C# AND .NET FRAMEWORK FOUNDATION
T3021-01  ONLINE  $740
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
T3041-01  ONLINE  $740
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.
**MICROSOFT OFFICE APPLICATIONS**

**MICROSOFT OFFICE BOOTCAMP**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1002-01</td>
<td>Melissa Hatcher</td>
<td>3</td>
<td>$375</td>
<td>September 28-October 12 9:30 a.m.-2:30 p.m.</td>
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</tbody>
</table>

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

**INTRODUCTION TO MICROSOFT® OFFICE EXCEL 2016 (WINDOWS)**

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<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1021-01</td>
<td>Melissa Hatcher</td>
<td>2</td>
<td>$300</td>
<td>Saturday November 16, 23 9:30 a.m.-3:30 p.m.</td>
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</tbody>
</table>

This course introduces spreadsheet fundamentals in a business context, including creating a worksheet for budgeting, along with other applications. Students learn the concepts of spreadsheet applications necessary for specific job requirements. This instructional format gives students working knowledge of Excel that can be applied to any spreadsheet software.

Students should bring a USB drive (minimum of 4 GB) to save their classroom presentations, exercises (many have an answer key), and reference materials. Please note that there is no textbook for this class.

**Prerequisites:** Working knowledge of Windows and navigating through Windows software. Familiarity with a mouse control and Windows-based menus, dialog boxes, and scroll bars.

**INTERMEDIATE MICROSOFT EXCEL**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Dates</th>
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<tbody>
<tr>
<td>T1022-01</td>
<td>Melissa Hatcher</td>
<td>2</td>
<td>$300</td>
<td>Saturday December 7, 14 9:30 a.m.-3:30 p.m.</td>
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</tbody>
</table>

We continue to explore Excel 2016 capabilities that will enable you to perform data analysis beyond the basic AUTOSUM functions. We explore Excel’s logical (e.g., IF), lookup (e.g., VLOOKUP), absolute cell addressing, Excel tables, pivot tables, and other commands/operations. You will learn how to present this data with Excel’s chart (e.g., Graph) capabilities and how to create compound formulas, check for formula errors, and apply conditional formatting. Students should bring a USB drive (minimum of 4 GB) to each class session; there is no required textbook.

**Prerequisites:** Good working knowledge of Excel.

**DATA ANALYTICS CERTIFICATE PROGRAM**

**BASICS OF ANALYTICS – UNDERSTANDING DATA AND ANALYSIS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Online program. See website for course offerings.</th>
<th>Description</th>
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<tr>
<td>T1500-01</td>
<td></td>
<td>The first 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.</td>
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**STATISTICAL CONCEPTS AND MACHINE LEARNING INTRODUCTION**

<table>
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<tr>
<th>Course Code</th>
<th>Online program. See website for course offerings.</th>
<th>Description</th>
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<tr>
<td>T1501-01</td>
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<td>The second 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.</td>
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</tbody>
</table>
In today’s highly connected world, computer networks are indispensable in business and government. Enhance your career by becoming a Certified Cisco Network Associate (CCNA). Classes are offered to help you pass both Part I and Part II of the CCNA exam.

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

### INTRODUCTION TO CISCO CCNA NETWORKING

<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>T7096-01</td>
<td>Randy Graves</td>
<td>4 sessions</td>
<td>$335</td>
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</tbody>
</table>

Saturday September 21-October 12 1-4 p.m.

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

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

### INTERCONNECTING CISCO NETWORK DEVICES, PART I

<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>T7097-01</td>
<td>Randy Graves</td>
<td>9 sessions</td>
<td>$985</td>
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</table>

Friday October 18-December 20 6-10 p.m.

No class November 29.

Review the seven layers of the OSI reference, the encapsulation process, IP subnetting, TCP/IP, PPP, ISDN, and Frame Relay protocols. Study network equipment such as bridges, hubs, switches, and routers through comprehensive lectures and hands-on exercises.

**Prerequisite:** Introduction to Cisco CCNA Networking
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. 7-month full-time day or 8-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 advisor on course selection and requirements, please call 516-463-6333 or email Stacey.Kerins@hofstra.edu. Visit ce.hofstra.edu/paralegal for program details.

UPCOMING PROGRAM OFFERINGS:

DAY — FALL 2019
September 25, 2019
Monday-Thursday, 9 a.m.-1 p.m.

EVENING — FALL 2019
October 15, 2019
Tuesday and Thursday, 6:30-10 p.m., and Saturday, 9 a.m.-2 p.m.

WANT TO BRUSH UP ON YOUR LEGAL KNOWLEDGE?

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

Independent courses qualify for veteran’s 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.
REQUIRED COURSES:

INTRODUCTION TO LAW – An introduction to the American legal system, law office procedure, legal ethics, the laws of torts and contracts, the paralegal field, and more.

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

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

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

BANKRUPTCY – Study the United States Bankruptcy Code; voluntary and involuntary petitions; concerns of debtors and creditors, including treatment of the automatic stay provisions of the code; the formation of debt; secured transactions law; statutory liens and exemptions; and collection of debt.

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

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

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

CRIMINAL LAW – Examine fundamental criminal law concepts; the basics of criminal procedure from arrest and bail through trial and appeal, including a review of the omnibus motion; and requisites to secure pretrial hearings.

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

IMMIGRATION LAW – This course teaches the paralegal student 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 – This course integrates the most current technology used in the legal field. Students are taught 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.

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

Wednesday, September 4, 2019 • 6-7 p.m.
Visit ce.hofstra.edu/paralegal for future dates.
LEGAL STUDIES SEMINARS

TRIAL SKILLS FOR PARALEGALS
H3600-01
Visit ce.hofstra.edu/paralegal for course details or call 516-463-7200.

Trials require attorneys to scrutinize large volumes of information, and use that material while examining witnesses – all while paying attention to the rules of the courtroom and the witnesses’ responses. The participation and assistance of paralegals is essential to an effective trial litigation. Paralegal students will learn about the tasks and duties that may be expected of them in the weeks leading up to a trial, as well as day-to-day obligations for assisting trial counsel.

**50% tuition discount for students from the Maurice A. Deane School of Law at Hofstra.**

AVOIDING HEALTHCARE FRAUD IN PRACTICE
H3601-01
Visit ce.hofstra.edu/paralegal for course details or call 516-463-7200.

It is vital for young physicians to understand the dichotomy of healthcare fraud versus how insurance companies/Medicare/Medicaid view and treat the medical industry. Students will be educated on the pitfalls, misunderstandings, and easy-to-make mistakes that can lead them down a path of suspicion and potential wrong-doing.

**50% tuition discount for students from the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell.**

COMING SOON!
CLE courses taught by professionals in the legal field.
Call 516-463-7200 for more information.
Hofstra’s American Sign Language/Deaf Studies Certificate Program is a 200-hour program composed of a sequence of noncredit courses that leads to a clear level of competence in American Sign Language (ASL). The certificate is awarded to students who successfully complete all required courses plus eight (8) workshops of their choice. The courses and workshops in this program are continually updated and rotated in the summer, spring, and fall. Affiliated instructors are members of both the hearing and deaf communities. Those who complete the certificate program may choose to pursue further studies in an interpreter program.

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

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

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

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

Required Courses for Certification (200-hour program)
<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>INSTRUCTOR</th>
<th>SESSIONS</th>
<th>COST</th>
<th>DATES</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN SIGN LANGUAGE 1 AND 2</td>
<td>Sarah Gelpern</td>
<td>13</td>
<td>$440</td>
<td>Tuesday September 10-December 10 6:30-8:30 p.m.</td>
<td>No class October 8.</td>
</tr>
<tr>
<td>AMERICAN SIGN LANGUAGE 3 AND 4</td>
<td>Dana Maneri</td>
<td>13</td>
<td>$440</td>
<td>Tuesday September 10-December 10 6:30-8:30 p.m.</td>
<td>No class October 8.</td>
</tr>
<tr>
<td>AMERICAN SIGN LANGUAGE 5</td>
<td>Heather Kittenplan</td>
<td>12</td>
<td>$420</td>
<td>Monday September 9-December 16 6:30-8:30 p.m.</td>
<td>No class September 30, October 14 and November 11.</td>
</tr>
<tr>
<td>AMERICAN SIGN LANGUAGE 6</td>
<td>Rafie Legene</td>
<td>12</td>
<td>$420</td>
<td>Monday September 9-December 16 6:30-8:30 p.m.</td>
<td>No class September 30, October 14 and November 11.</td>
</tr>
<tr>
<td>AMERICAN SIGN LANGUAGE 7 &amp; ISSUES AND TRENDS</td>
<td>Rafie Legene</td>
<td>13</td>
<td>$420</td>
<td>Tuesday September 10-December 10 6:30-8:30 p.m.</td>
<td>No class October 8.</td>
</tr>
</tbody>
</table>

**Prerequisites:**
- AMERICAN SIGN LANGUAGE 1 and 2, or equivalent.
- AMERICAN SIGN LANGUAGE 3 and 4, or equivalent.
- AMERICAN SIGN LANGUAGE 5 or equivalent.
- AMERICAN SIGN LANGUAGE 6 or equivalent.

**American Sign Language Certificate 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
ASL MEDICAL WORKSHOP: FOR MEDICAL, EMERGENCY, AND COUNSELING SITUATIONS
U2135-01 Cathi Conticello 1 session $120
Saturday October 19 9 a.m.-2 p.m.
An opportunity for medical professionals, counseling and rehabilitative personnel, or others who need accurate information quickly when a deaf person is involved in a life-threatening situation. It’s critical at these times to be on target in the way you communicate, so a variety of strategies and systems are examined to see what works best in specific circumstances. Signs related to the body, sex, and drugs are covered in a thorough and informative manner, as you build on this specialized vocabulary through interactive role-playing exercises.

DEAF HISTORY
U2129-01 Michael Smith 1 session $120
Saturday November 9 9 a.m.-1 p.m.
Deaf history and heritage are rich and fascinating. Learn about topics such as the 1988 Deaf President Now (DPN) movement, which brought Gallaudet University in Washington, D.C., its first deaf president, the development of hearing assistive technology, the controversial use of cochlear implants, the role of American Sign Language in forging a sense of community, and the branches and agencies of state government that affect legislation and initiatives for members of the deaf community.

ASL VOCABULARY
U2354-01 Cathi Conticello 2 sessions $120
Thursday September 19, 26 6:30-8:30 p.m.
Building on the syntax introduced in VISTA Signing Naturally, expand your vocabulary on a more advanced level by adding to grammar structures and language functions to achieve fluency in ASL. Work individually and in small groups in this hands-on workshop, and begin to develop clarity and fluency in your expressive skills. Level: Intermediate/Advanced.

LINGUISTICS II
U2144-01 Michael Smith 1 session $120
Saturday November 23 9 a.m.-Noon
This workshop is a continuation of Linguistics I. The structural features of American Sign Language will be explored in more detail and some pragmatic aspects will be addressed. The information contained in this workshop would be valuable while learning ASL and as a foundation for continued study in ASL linguistics. Prerequisite: Students must have completed ASL 1/2 or higher.

CONVERSATIONAL WORKSHOP
U2131-01 Rafi Legene 4 sessions $240
Wednesday 6:30-8:30 p.m
Please view the website for course details.
PERSONAL TRAINER – EXERCISE AND FITNESS SPECIALIST

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

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

HOFSTRA-AAPTE PARTNERSHIP

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

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

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

When it comes to personal training programs, not all are created equal. The AAPTE program provides the education and training you need to achieve success as a fitness professional.

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

Two decades of educating and certifying personal trainers

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

Start a rewarding career as certified personal trainer-exercise and fitness specialist (CPT-EFS) – and help others or become your own best personal trainer! The Academy of Applied Personal Training Education (AAPTE) and Hofstra Continuing Education prepare you with the knowledge and skills to achieve your fitness and/or professional goals.

This dynamic course bridges theory with hands-on practical skills training that prepares students for the AAPTE CPT-EFS exam. Those seeking the CPT-EFS credential must sit for and pass the AAPTE CPT-EFS exam.

Student experience:
• University-based, face-to-face instruction
• 16 sessions (includes three days of hands-on classes)
• Subject matter experts with in-depth experience in their disciplines (biomechanics, client assessment, nutrition, medical conditions, anatomy and physiology, exercise program design)
• 18 hours 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

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.

Fee: $1,295 (Interest-free payment plans are available.)

Fee includes all course materials, certification exam fee, lab fees, practice tests, online support materials, and review sessions.

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

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

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

PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST PROGRAM
U1971-01 Vincent Carvelli 17 sessions $1,295
Sunday, Tuesday, Thursday October 24-December 15 4-6 p.m.
Program fee includes all course materials, registration, CPT-EFS exam and lab fees, practice test, and review sessions. Interest-free tuition payment plans are available.

HANDS-ON PRACTICAL SKILLS TRAINING SESSIONS
For session information, visit ce.hofstra.edu/pt.

continued on next page
CPR CERTIFICATION

ADULT CPR-AED CERTIFICATION
H1151-01 Jason Vitulli 1 session $100
Sunday November 3 10 a.m.-2 p.m.

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

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

AT THE POTTER’S WHEEL: A POTTERY WORKSHOP

U5301-01  Eric Kubinyak  10 sessions  $485
Thursday   September 12-November 14  7-10 p.m.

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

Enrollment is limited.

PHOTOGRAPHY

GETTING TO KNOW YOUR DIGITAL CAMERA

U5407-01  Michelle Neacy  1 session  $100
Saturday  October 5  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.

continued on next page
INTRODUCTION TO DIGITAL PHOTOGRAPHY

U5404-01  Michelle Neacy  4 sessions  $230
Tuesday, Thursday  November 5-14  6:30-8:30 p.m.

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

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

Prerequisite: Getting to Know Your Digital Camera or familiarity with the functions and controls of your digital (DSLR or mirrorless) camera.

PHOTOSHOP BASICS:
MAKING GOOD PHOTOS LOOK GREAT!

U5422-01  Lockheed Lee  1 session  $100
Saturday  September 14  1-4 p.m.

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

Prerequisite: Basic PC skills.

PHOTOSHOP PART II

U5424-01  Lockheed Lee  4 sessions  $230
Tuesday, Thursday  November 5-14  6-8 p.m.

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

Prerequisite: Basic Photoshop skills or Photoshop Basics: Making Good Photos Look Great!
Do you have a story you want to share with the world?

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

For more information, please contact Jackie Schmitt at 516-463-7139 or email Jackie.R.Schmitt@hofstra.edu.

**WRITING AND PUBLISHING FUNDAMENTALS**

**BECOME A CONFIDENT BUSINESS WRITER!**

U6330-01  Dina Santorelli  3 sessions  $175  
Monday  September 9-23  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!**

U6502-01  Sandra Mardenfeld  2 sessions  $120  
Sunday  November 10, 17  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.

**NONFICTION WRITING**

**I JUST WROTE A BOOK: NOW WHAT?**

U6229-01  Dina Santorelli  2 sessions  $125  
Thursday  September 12, 19  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.
SPONSORED BY THE HOFSTRA UNIVERSITY SPORTS JOURNALISM AND BROADCASTING INSTITUTE FOR TEENS

PREPARING AND CONDUCTING SPORTS-RELATED INTERVIEWS
H0810-01  Sports Journalism Staff  4 sessions  $280
Wednesday  October 16–November 6  6-8 p.m.

A $25 early registration discount is available if you register by October 1.

Watching interviews on television you have likely either been impressed with reporters’ questions or were left wondering, “Why did they ask that?” In this workshop, you’ll establish what constitutes a good question, learn how to organize notes, and determine how to ask follow-up questions. You will also learn memorization techniques and gain the confidence to be flexible with questions and interviews.

SPORTS RADIO HOSTING
H0815-01  Sports Journalism Staff  2 sessions  $280
Sunday  November 3, 10  9 a.m.-1 p.m.

A $25 early registration discount is available if you register by October 15.

Have you ever dreamed about hosting your own talk radio show? This program will help you learn how to create a rundown for a talk radio show, research topics, and determine the theme of your show. You will also learn how to work with a co-host and interact with callers. In the final class, you will have the opportunity to take your newfound knowledge into a radio studio and record a mini-show.

TELEVISION SPORTS REPORTING
H0822-01  Sports Journalism Staff  4 sessions  $280
Wednesday  November 13–December 11  6-8 p.m.
No class November 27.

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

Being a sports reporter may just be the most difficult on-air television job. Asking the right questions in order to elicit the answers viewers are looking for takes skill and practice. Most sports reporters get only a minimal amount of TV air time . . . so they want to make it memorable. We discuss the different career opportunities as a television sports reporter, including as a sideline reporter or network sports reporter.
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, and dance and cheerleading. All of our Sports Academy Camps are supervised and run by Hofstra’s well-known NCAA Division I coaching staff.

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

HOFSTRA IS HOME TO THE NEW YORK BASEBALL ACADEMY!

The New York Baseball Academy (NYBA) is now in its 44th year and ranked by Baseball America as one of the top 5 baseball schools in the country.

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

Learn why the New York Baseball Academy at Hofstra University can make the difference in a youngster’s baseball career! Call 516-463-CAMP or visit hofstra.edu/nyba.
CAMPUS CONNECTIONS

U0015-01 Phyllis Ellis, Robin Onifather 8 sessions $800
Tuesday September 17-November 12 10 a.m.-2 p.m.
No class October 15.

Hofstra University Continuing Education, in collaboration with Community Mainstreaming Associates (CMA), offers classes for young adults (18+) with autism and other intellectual disabilities. All classes and activities take place on the Hofstra campus. The program allows young adults to have inclusive interactions with peers on campus, and to connect with many campus resources, based on their individual interests and career goals. Students will become acquainted with campus life by dining at the Mack Student Center; visiting the Hofstra Bookstore, the Hofstra University Museum, WRHU-88.7 FM (Radio Hofstra University) studios, and video studios; meeting with Hofstra’s athletic teams; and exploring the athletic facilities. A comprehensive social skills curriculum, which includes exercises and class discussions, as well as daily interactions with different student groups on campus, will help students feel comfortable in a campus setting. For more information, please contact Jackie Schmitt at 516-463-7139 or email Jackie.R.Schmitt@hofstra.edu.
What is the PEIR Program? Simply put, PEIR provides opportunities for intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals. Bring your curiosity, opinions, expertise, and passions – and share them with like-minded individuals who thirst for learning, meaningful social interaction, and stimulation in a lively, dynamic environment unique to a university setting.

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

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

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

Program Benefits:
• Convenient schedule ... meetings are held weekdays from 10 a.m.-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.

ACCES-VR

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

Tax Deduction for Education

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

REGISTRATION PROCEDURES

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

Add/Drop

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

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

**REFUNDS FOR CANCELED COURSES**

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

**REFUNDS FOR HOFSTRA SUMMER CAMPS**

Call 516-463-CAMP for details.

**ADD/DROP/WITHDRAWAL AND REFUNDS**

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

**PARALEGAL STUDIES PROGRAM TUITION REFUND AND WITHDRAWAL POLICY**

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

**ADMINISTRATIVE POLICIES**

**TRANSCRIPTS**

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

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

**CHANGING YOUR NAME OR CONTACT INFORMATION**

If your name, address, phone number, or email address changes at any time, please contact the Continuing Education Registrar’s Office as soon as possible to request a CE Student Profile Change form, or download the form at ce.hofstra.edu/forms. Some change of information requests require verification. Please be prepared to provide a valid government-issued photo identification card or legal documentation.
Please note that it is important for us to have your current contact information so that you will receive all important letters and notices from Hofstra University Continuing Education.

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

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

**GENERAL INFORMATION**

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

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

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

**POLICY ON STUDENT CONDUCT**

**Introduction**
Students enrolled in noncredit courses at Hofstra University Continuing Education can take advantage of the privileges afforded to all members of the Hofstra academic community for the duration of their enrollment, including access to facilities and assistance from faculty members and staff. Students must comply with all applicable Hofstra rules and policies governing student conduct.
Policy Statement
Students enrolled in noncredit courses are expected to demonstrate appropriate professional and personal behavior in the classroom, on campus, at on-site visits, at internships, and in other situations applicable to their role as Hofstra students. They are expected to practice civility and respect in their interactions with others in the University community; to abide by the principles of academic integrity; to represent honestly their noncredit status at the University; and to refrain from conducting themselves in ways that compromise the reputation, academic processes, or regular operations of the University.

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

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

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

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

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

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

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

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

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

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

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

Herman Berliner, PhD
Provost and Senior Vice President for Academic Affairs, Hofstra University

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

HOFSTRA UNIVERSITY CONTINUING EDUCATION
ADMINISTRATION AND STAFF

Colleen Slattery, MS
Vice Dean, Continuing Education

Eric Adolph, MBA
Senior Director, Information Technology and Finance

Michael Chisena, MA
Senior Director, Administration and Finance

Stacey Kerins, BS
Program Coordinator

Martha Krisel
Advising Director, Paralegal Studies

Kathleen Montalbano
Senior Accounts Specialist

Jacqueline Schmitt
Senior Assistant, Marketing

Alicia Worrell, BA
Receptionist

Kristin Radecker
Senior Assistant, Professional Development

Terence G. Ryan, MS
Director, Summer Camp

Jessica Dease, MS
Associate Director, Youth and Precollegiate Programs

Seth Liebstein
Program Coordinator

Melissa Gibson
Assistant Program Coordinator, Summer Camp

Patty Brick
Senior Assistant, Hofstra Summer Camps

Kelly Jones
Secretary, Hofstra Summer Camps

Anthony Sarchiapone, MBA
Executive Director, Marketing

Jacquelyn Hulse, BA
Marketing

Nondiscrimination Policy
Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs, and athletics and other school-administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act, and other applicable federal, state and local laws and regulations relating to nondiscrimination (“Equal Opportunity Laws”). The Equal Rights and Opportunity Officer is the University’s official responsible for handling inquiries regarding the nondiscrimination policies and coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra’s Nondiscrimination Policy should be directed to the Equal Rights and Opportunity Officer at EROO@hofstra.edu, 516-463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. The University’s Title IX Coordinator, who is responsible for the University’s efforts to comply with and carry out responsibilities under Title IX, can be reached at TitleIXCoordinator@hofstra.edu, 516-463-5841, 214 Roosevelt Hall, Hempstead, NY 11549. For additional contacts and related policies and resources, see hofstra.edu/eoe.

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

Hofstra Summer Camps
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. 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.

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

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

*Denotes required fields*

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

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

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

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

- **Email**
- **Organization**

### Course Information

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<th>Course Code</th>
<th>Course Title</th>
<th>Tuition</th>
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### Method of Payment

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

**Account Holder’s Name (please print)**

- **Card Number**
- **Exp. Date**
- **Security Code**

**Account Holder’s Signature**

**Billing Address for Credit Card**

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<th>State</th>
<th>ZIP</th>
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### Office Use Only

- **Date**
- **Initials**

How did you hear about our courses?

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

FOR CHILD’S REGISTRATION ONLY (UNDER 18)

- **Parent’s Name**
- **Emergency Contact (other than parent)**

**Please print clearly.**

**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.**

**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 courses.

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
Fall Classes Begin Soon.

Register Now!

ce.hofstra.edu
516-463-7200

OPEN HOUSE:
Thursday, August 8, 2019
6-8 p.m.
Hofstra University, Oak Street Center
101 Oak Street, Uniondale, NY