BEGIN ... IMPROVE ... GROW!

Continuing Education

Fall 2018

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

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

LOOK FOR THIS ... These courses are offered ONLINE!
# HOW TO REGISTER

You may register online; via telephone, fax or mail; or in person. To register by fax or mail, you may use the registration form included in this publication or download the registration form from our website at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms).

## ONLINE

New and returning Continuing Education students may register online at [ce.hofstra.edu](http://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](mailto: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](mailto:ce@hofstra.edu).

## BY FAX

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

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

## BY PHONE

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

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

## BY MAIL

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

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

## IN PERSON

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

Payment may be made by personal check or major credit card (MasterCard, Visa, or American Express).
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INSURANCE CONTINUING EDUCATION

Continuing Education Credits for Insurance Agents, Brokers, and Consultants

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

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

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

When is CE required?

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

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

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

NOTE: Hofstra University is an approved provider organization (approval number NYPO-100009) in the New York State Department of Financial Services Continuing Education Program. All New York state-approved classroom courses are eligible for use in satisfying the 50-percent classroom instruction requirement. Choose your courses carefully; not all courses are applicable to every license. If you are unsure, it is your responsibility to check with the New York State Department of Financial Services at www.dfs.ny.gov to verify which courses are required for your specific licensing needs. Each approved credit represents a 50-minute hour; attendance is mandatory to achieve the required CE credits.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Session Details</th>
<th>Fee</th>
<th>CEU Credits</th>
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<tbody>
<tr>
<td>H7147-01</td>
<td>John Frizalone</td>
<td>Friday, September 14, 9 a.m.-5 p.m.</td>
<td>$180</td>
<td>Number of CEU credits: 8</td>
</tr>
<tr>
<td>H7147-02</td>
<td>John Frizalone</td>
<td>Saturday, December 15, 9 a.m.-5 p.m.</td>
<td>$180</td>
<td>Number of CEU credits: 8</td>
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**THE STORY OF INSURANCE: A HISTORY OF MANAGING RISK (NYCR-245577)**

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.

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<tr>
<td>H7152-01</td>
<td>John Frizalone</td>
<td>Saturday, September 15, 9 a.m.-5 p.m.</td>
<td>$180</td>
<td>Number of CEU credits: 8</td>
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**A NEW YORK HISTORY OF MANAGING RISK FOR AGENTS AND BROKERS (NYCR-259114)**

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.

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<tr>
<td>H7153-01</td>
<td>Staff</td>
<td>Friday, October 19, 9 a.m.-5 p.m.</td>
<td>$180</td>
<td>Number of CEU credits: 8</td>
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**AGENTS AND BROKERS PROPERTY AND CASUALTY REFRESHER CLASS (NYCR-259115)**

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 FRAUD AND ABUSE – THE 21st CENTURY COSTLY CRIME (NYCR-259116)
H7154-01  John Frizalone  1 session  $180
Saturday  October 20  9 a.m.-5 p.m.  Number of CEU credits: 8

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.

NEW YORK WORKERS’ COMPENSATION AND DISABILITY LAWS AND PROCEDURES, AND PAID FAMILY LEAVE LAW – 2017 (NYCR-259117)
H7155-01  John Frizalone  1 session  $180
Friday  November 16  9 a.m.-5 p.m.  Number of CEU credits: 8

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.

WHAT AGENTS AND BROKERS NEED TO KNOW FOR NY STATUTORY COVERAGE COMPLIANCE (NYCR-259119)
H7157-01  John Frizalone  1 session  $180
Thursday  December 6  9 a.m.-5 p.m.  Number of CEU credits: 3

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 Joe Sinnona 26 sessions $550
Monday, Wednesday September 10-December 12 6:30-9:30 p.m.
No class October 15 and November 21.

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 27 9 a.m.-1 p.m.

H3410-02 Beth O’Neill 1 session $120
Wednesday December 5 6-10 p.m.

Becoming a notary public adds valuable employee skills, as the work of a notary is crucial to most legal transactions. Learn everything you need to know about the law – both statutes and judicial decisions – to pass an easy-to-prepare-for test for a notary license. This course can also be a helpful review for current notaries.
Offered in conjunction with the Nassau County Chapter of the New York State Association for Superintendents of School Buildings and Grounds, the School Facilities Management Certificate Program is designed to provide professional development to school facilities leaders. Geared toward members of the school staff aspiring to careers in school facilities management or those pursuing a greater understanding of school facilities, this two-year certificate program – consisting of two classes per semester, for a total of eight courses – focuses on the budgetary challenges and complex rules and regulations faced by school district leaders. School district leaders contribute their vast cumulative experience, knowledge, and expertise to the program, with planned contributions from superintendents, business officials, Board of Education members, industry leaders, and legal experts.

For more information, please call 516-463-7200.

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
H3421-01 Michael Sheehan 5 sessions $375
Monday October 8- November 12 7-9:30 p.m.
No class October 15.

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  Kim Parahus, Patrick Pizzo  5 sessions  $375
Monday   October 8-November 12  7-9:30 p.m.
No class October 15.

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  5 sessions  $375
Wednesday October 10-November 14  7-9:30 p.m.
No class October 31.

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  5 sessions  $375
Wednesday October 10-November 14  7-9:30 p.m.
No class October 31.

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
H4131-01  Kevin Cantwell  12 sessions  $530
Monday  September 24-December 17  6:15-9:45 p.m.
No class October 15.

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

RISK MANAGEMENT AND INSURANCE PLANNING
H4132-01  Jeffrey Taubman  12 sessions  $525
Tuesday  September 25-December 18  6:15-9:45 p.m.
No class October 16.

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
Thursday  September 27-December 20  6:15-9:45 p.m.
No class November 22.

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.

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
H2115-01  Stacy Luft  9 sessions  $560
Monday, Wednesday, Friday  October 1-22  10 a.m.-2 p.m.
No class October 15.

H2115-02  Laura Sabbagh  12 sessions  $560
Monday, Tuesday, Wednesday  October 1-30  6:30-9:30 p.m.
No class October 15 and 16.

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

H2116-01  Stacy Luft  9 sessions  $560
Monday, Wednesday, Friday  October 24-November 12  10 a.m.-2 p.m.

H2116-02  Laura Sabbagh  12 sessions  $560
Monday, Tuesday, Wednesday  October 31-November 28  6:30-9:30 p.m.

No class November 21.

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

H2117-01  Stacy Luft  5 sessions  $335
Monday, Wednesday, Friday  November 14-28  10 a.m.-2 p.m.

No class November 21 and 23.

H2117-02  Laura Sabbagh  5 sessions  $335
Monday, Tuesday, Wednesday  December 3-11  6:30-9:30 p.m.

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

H2118-01  Stacy Luft  3 sessions  $180
Monday, Wednesday, Friday  November 30-December 5  10 a.m.-2 p.m.

H2118-02  Laura Sabbagh  4 sessions  $180
Monday, Tuesday, Wednesday  December 12-19  6:30-9:30 p.m.

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  Robert Leonard, Tanya Christensen  5 sessions  $925  
Monday-Friday  September 24-28  Refer to website for class times.

This weeklong course uses data from cases worked on by Dr. Leonard and Dr. Christensen, 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.

**LEGAL STUDIES SEMINARS**

**TRIAL SKILLS FOR PARALEGALS**

H3600-01  Aaron Goldsmith, Esq.  2 sessions  $225  
Monday and Wednesday  November 5 and 7  6-9 p.m.

Discount: $25 early registration discount available if you register by October 15. Discount will be reflected at checkout. For more information, 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 HEALTH CARE FRAUD IN PRACTICE**

H3601-01  Aaron Goldsmith, Esq.  1 session  $225  
Saturday  November 10  9 a.m.-3p.m.

Discount: $25 early registration discount available if you register by October 15. Discount will be reflected at checkout. For more information, call 516-463-7200.

It is vital for young physicians to understand the dichotomy of health care 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 Zucker School of Medicine at Hofstra/Northwell.
STRATEGIC 21ST CENTURY MARKETING
H1805-01  Sharyn O’Mara  4 sessions  $330
Tuesday  November 6-27  6:30-9:30 p.m.

With decreasing budgets and increasing competition for limited financial resources, strategic marketing is more important than ever. Immerse yourself in best-practice marketing concepts and affordable tactics for marketing to customers, clients, and the community. Practical lessons draw from real-world situations that professionals face every day.

MARKETING TOOLS FOR ATTORNEYS AND PROFESSIONAL PRACTICES
H1152-01  Sharyn O’Mara  4 sessions  $230
Tuesday  September 25-October 16  6:30-8:30 p.m.

If you are not using every marketing tool available, you can be sure that your biggest competitors are, and you may be left behind. Explore what to do and what not to do in the areas of publicity and public relations, advertising, messaging, promotions and programs, networking, speaking opportunities, marketing alignments, social media, etc. Learn how to maximize your marketing opportunities and take advantage of opportunities that cost little or nothing. Real-life case studies will help you put these tools and techniques into practice immediately and effectively, and measure the effectiveness of your marketing efforts. Separate yourself from the clutter and stand out.

NOT-FOR-PROFIT MANAGEMENT

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

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

CERTIFICATE IN 21ST CENTURY NOT-FOR-PROFIT MANAGEMENT

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

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

continued on next page
NOT-FOR-PROFIT MANAGEMENT continued

FUNDAMENTALS OF NOT-FOR-PROFIT MANAGEMENT
H1801-01   Adam Lenter   4 sessions   $330
Tuesday   September 25, October 2-16   6-9 p.m.

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

BUILDING A SUSTAINABLE FUNDRAISING PROGRAM
H1802-01   Patricia Clemency    4 sessions   $330
Tuesday, Thursday   October 30-November 8   6-9 p.m.

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

NOT-FOR-PROFIT FINANCE AND LEGAL ISSUES
H1803-01   Stephen Young    4 sessions   $330
Wednesday   October 24-November 14   6-9 p.m.

Get a hands-on opportunity to review the important tools needed for successful fiscal oversight. Take a detailed look at a not-for-profit budget and ultimately develop one on your own, while examining additional financial documents, including IRS form 990, the certified audit, profit and loss statements, and cash flow statements. Fiduciary responsibilities of the board and financial staff will also be reviewed, as well as potential legal issues affecting not-for-profits.
### STRATEGIC 21ST CENTURY MARKETING

**H1805-01**
- Sharyn O’Mara
- 4 sessions
- **$330**
- Tuesday
- November 6-27
- 6:30-9:30 p.m.

With decreasing budgets and increasing competition for limited financial resources, strategic marketing is more important than ever. Immerse yourself in best-practice marketing concepts and affordable tactics for marketing to customers, clients, and the community. Practical lessons draw from real-world situations that professionals face every day.

### USING DATA AND RESEARCH TO THRIVE AND GROW

**H1818-01**
- Adam Lenter
  - 4 sessions
  - **$330**
- Susan Shebar Fioribello
- Wednesday
- October 24-November 14
- 6-9 p.m.

Embrace the use of data toward achieving your organization’s mission – from managing operations to program evaluation to fundraising. Case studies will show how not-for-profit organizations in various sectors have used research and data to enhance their organizations. Obtain a framework through which you can evaluate your own organization’s use of data and develop plans for taking it to the next level.

### GRANT WRITING IN A CHALLENGING ECONOMY

**H1810-01**
- Cynthia Doerler
  - 2 sessions
  - **$135**
- Thursday
- October 11, 18
- 6-8:30 p.m.

In these challenging economic times, foundations and corporations have been forced to reduce the number of projects they fund. Develop the skills to most effectively present your project, while exploring the basics of grant writing, including researching grant opportunities, deciding which grant opportunities to pursue, understanding proposal guidelines, writing an effective proposal, following up, measuring outcomes, and reporting.

### CREATING A MAJOR GIFTS PROGRAM

**H1812-01**
- Patricia Clemency
  - 2 sessions
  - **$135**
- Tuesday, Thursday
- November 13, 15
- 6-8:30 p.m.

Prepare to launch or expand a major gifts program with a systematic strategy for success. Explore the steps needed to create a major gifts campaign, including determining institutional readiness, engaging the board in giving and getting major gifts, building pipelines of prospective donors from other revenue streams, prospect research, face-to-face solicitation, and donor cultivation and recognition.

### SPECIAL EVENTS PLANNING AND VOLUNTEER MANAGEMENT

**H1819-01**
- Kathy Munsch
  - 2 sessions
  - **$135**
- Monday
- October 29, November 5
- 6-8:30 p.m.

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

### 21ST CENTURY FUNDRAISING AND AWARENESS INITIATIVES

**H1820-01**
- Kevin Ryan
  - 2 sessions
  - **$135**
- Wednesday
- November 7, 14
- 6-8:30 p.m.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Start Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1330-01</td>
<td>Staff</td>
<td>3</td>
<td>$450</td>
<td>October 22-24</td>
<td>9:30 a.m.-5 p.m.</td>
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<td></td>
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<td>10 a.m.-5 p.m.</td>
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</tbody>
</table>

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

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

### INTRODUCTION TO TWITTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Start Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1104-01</td>
<td>Beth Granger</td>
<td>1</td>
<td>$49</td>
<td>October 16</td>
<td>6:30-7:30 p.m.</td>
</tr>
</tbody>
</table>

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

### INTRODUCTION TO LINKEDIN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Start Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1106-01</td>
<td>Beth Granger</td>
<td>1</td>
<td>$49</td>
<td>October 15</td>
<td>6:30-7:30 p.m.</td>
</tr>
</tbody>
</table>

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

### SEO: WHAT YOU NEED TO KNOW

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Start Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1110-01</td>
<td>Jerry Allocca</td>
<td>1</td>
<td>$75</td>
<td>October 9</td>
<td>10 a.m.-noon</td>
</tr>
</tbody>
</table>

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

### HOW TO MEASURE THE SUCCESS OF DIGITAL AND SOCIAL MEDIA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Cost</th>
<th>Start Date</th>
<th>Time</th>
</tr>
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<tr>
<td>H1111-01</td>
<td>Jerry Allocca</td>
<td>1</td>
<td>$75</td>
<td>November 6</td>
<td>10 a.m.-noon</td>
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</table>

One of the most important questions facing marketers today is, “What is the return on investment of my digital marketing efforts?” Online analytics tools help answer that question by showing you where your website visitors are coming from, what they’re doing while on your website, and what is driving conversions/desired outcomes. This class will help you get the most out of Google Analytics and teach you to better identify the marketing efforts that are making you money and those that are wasting your money.
### CONTENT MARKETING: 27 PROVEN CONTENT STRATEGIES TO GET YOU LIKED, SHARED, AND HUMMING WITH TRAFFIC

<table>
<thead>
<tr>
<th>Reference</th>
<th>Facilitator</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1124-01</td>
<td>Jerry Allocca</td>
<td>1 session</td>
<td>November 13</td>
<td>10 a.m.-noon</td>
<td>$75</td>
</tr>
</tbody>
</table>

Advance in your current career and/or update your career skill set in internet marketing. Learn 27 ways to create magnetic content that sticks, makes brands more memorable, and adds online visibility to your organization. Explore client success stories and get ideas that you can implement right away!

### FACEBOOK, LINKEDIN, AND TWITTER FOR BEGINNERS: A HANDS-ON COMPUTER LAB

<table>
<thead>
<tr>
<th>Reference</th>
<th>Facilitators</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1133-01</td>
<td>Beth Granger, Kevin Ryan</td>
<td>1 session</td>
<td>October 1</td>
<td>10 a.m.-4:30 p.m.</td>
<td>$175</td>
</tr>
</tbody>
</table>

Learn the basics of Facebook, LinkedIn, and Twitter, and get comfortable navigating each platform. You must be able to access your email from your phone or by computer. Bring your photo or logo on a flash drive, or have access to one online, in order to build your profile.

### DEVELOPING A SOCIAL MEDIA STRATEGIC PLAN

<table>
<thead>
<tr>
<th>Reference</th>
<th>Facilitator</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1308-01</td>
<td>Beth Granger</td>
<td>2 sessions</td>
<td>October 17, 24</td>
<td>6:30-8 p.m.</td>
<td>$99</td>
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</tbody>
</table>

A strategic social media plan is your guide to all social activities, whether you do them yourself, ask your staff for assistance, or hire someone to help. In these sessions, you will be guided through a framework to understand your ideal client profile, what your competition is doing, which social platforms you should be on, and more.

### ONE-DAY BLOGGING INTENSIVE

<table>
<thead>
<tr>
<th>Reference</th>
<th>Facilitators</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1307-01</td>
<td>Jerry Allocca, Sandra Mardenfeld</td>
<td>1 session</td>
<td>November 1</td>
<td>9 a.m.-5:30 p.m.</td>
<td>$230</td>
</tr>
</tbody>
</table>

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

### SALES AND MARKETING TECHNOLOGY INTENSIVE: SAVE TIME AND INCREASE PROFITS

<table>
<thead>
<tr>
<th>Reference</th>
<th>Facilitator</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>H1333-01</td>
<td>Ellen Williams</td>
<td>1 session</td>
<td>November 7</td>
<td>9:30 a.m.-4:30 p.m.</td>
<td>$175</td>
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</table>

The more you know about your customers and potential customers, the better equipped you are to build strong relationships. We’re stripping down today’s powerful sales and marketing tools to their basic functions, trashing the technical jargon, and streamlining the process by using real-world scenarios. Learn, step by step, how to capture useful contact information, create a sales pipeline that fits your business, and design relevant and impactful emails that lead to new business and repeat sales – tools that will help you save time and increase profits.
**BUSINESS COMMUNICATIONS**

**BECOME A CONFIDENT BUSINESS WRITER**

<table>
<thead>
<tr>
<th>U6330-01</th>
<th>Dina Santorelli</th>
<th>3 sessions</th>
<th>$175</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>September 10-24</td>
<td>6:30-8:30 p.m.</td>
<td></td>
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</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>H1198-01</th>
<th>Gerald Laytin</th>
<th>5 sessions</th>
<th>$285</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>October 17-November 14</td>
<td>7-9 p.m.</td>
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</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>H1221-01</th>
<th>Gerald Laytin</th>
<th>4 sessions</th>
<th>$230</th>
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</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>October 18-November 8</td>
<td>7-9 p.m.</td>
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</tbody>
</table>

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?**

<table>
<thead>
<tr>
<th>U7351-01</th>
<th>Gerry Laytin</th>
<th>5 sessions</th>
<th>$275</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>October 15-November 12</td>
<td>7-9 p.m.</td>
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</tbody>
</table>

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.**
The fundamentals of the rapidly growing field of sports journalism include having research and interviewing skills, being organized and prepared to go on the air, and knowing how to write for radio and television. Aspiring broadcasters learn the basic skills to succeed in the television and radio industry, with lessons from professionals who have broadcast on every level and handled all types of stories, including news, sports, and entertainment. Courses may be taken individually or as part of a certificate program that requires successful completion of eight (8) courses.

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

SPORTS JOURNALISM AND BROADCASTING INSTITUTE FOR TEENS

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

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

continued on next page
## SPORTS JOURNALISM INSTITUTE FOR TEENS

### PREPARING AND CONDUCTING SPORTS-RELATED INTERVIEWS

**H0810-01**  
Sports Journalism Staff  
4 sessions  
$280  
Wednesday  
October 17-November 14  
6-8 p.m.

A $25 early registration discount is available if you register by October 1. No class October 31.

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 4-11  
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.

## DESIGN AND GRAPHIC ARTS

### ADOBE PHOTOSHOP FOR DESIGN: A HANDS-ON COMPUTER LAB

**U5432-01**  
Lockheed Lee  
5 sessions  
$285  
Tuesday, Thursday  
September 25-October 9  
6-8 p.m.

Learn how to use Adobe Photoshop, the industry standard in digital image editing, to design fliers, print media, and web marketing and communications, while focusing on areas such as photo retouching and manipulation, art effects, type effects, and color correction. Images will be provided for the first session, after which you will experiment using images saved to your own USB flash drive.

Prerequisite: Basic PC skills.
HEALTH CARE

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

HEALTH CARE INFORMATION TECHNOLOGY

Billions of federal dollars are spent on health care information technology, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in health care information technology, the intersection of information science, computer science, and health care! The program’s online learning platform provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles. Each course features approximately 24 hours of material. Students are encouraged to spend at least four hours a week on course work to complete the course in a timely fashion. The Health Care Information Technology Certificate Program requires successful completion of seven (7) courses (six required courses and one prerequisite). Courses may be taken on an individual basis without participating in the certificate program.

HEALTH CARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

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

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

INTRODUCTION TO HEALTH CARE STUDIES

T2090-01 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 health care industry, with billions of dollars dedicated to driving down costs through increased quality of care, decreased error rates, and more expedient claims adjudication, payment, and fraud detection. Students learn how the technologies and policies affect various stakeholders – patients, providers (hospitals and doctors), payers (insurance companies and FSA holders), and government (CMS, Medicare, HHS, DOJ, etc.) – and discuss topics including provider health systems, payer systems, patient systems, and government policy and oversight.
SECURITY, PRIVACY, AND REGULATION ISSUES IN HIT

T2020-01  Staff  ONLINE  $740

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

HEALTH CARE DATA WAREHOUSING AND ANALYTICS

T2030-01  Staff  ONLINE  $740

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

HEALTH IT PROJECTS: PROCESSES, CONTROLS, AND QUALITY

T2040-01  Staff  ONLINE  $740

Learn about project management for health IT projects, and get an overview of the processes specific to HIT as they relate to meeting regulatory standards and privacy concerns. As part of a team, you will develop and complete a plan for a project and put into action the skills you’ve learned in the previous courses. As you go along, your team will provide updates to “management.” At the end of the course, your team will formally present its project deliverables.
For more information and advisement on course selection and requirements, please call 516-463-7200 or email ce@hofstra.edu.

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

PROJECT MANAGEMENT

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

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

PROJECT MANAGEMENT CERTIFICATE PROGRAM

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

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

continued on next page
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.


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

Prerequisite: Successful completion of Project Management course.
CAPSTONE COURSE IN PROJECT MANAGEMENT
T8040-01  Raymond Murphy  8 sessions  $899
Monday, Wednesday  November 26-December 19  6:30-9:30 p.m.
Put into action the skills you’ve learned in the previous two courses. As part of a team, you
will develop and complete a plan for a four-week project. As you go along, your
team will provide updates to “management.” At the end of the course, your team will
formally present its project deliverables.
Prerequisites: Project Management and Microsoft Excel, and Project Management Tools and Techniques.

PMP® PREP COURSE
T8001-01  Raymond Murphy  4 sessions  $1,250
Saturday  November 10-December 8  9 a.m.-4 p.m.
No class November 24.
Hofstra University Continuing Education’s PMP Prep Course – for experienced
project managers who already have a background in project management practices and
fundamentals – is structured to prepare students to pass the PMP exam to earn the Project Management Professional certification offered by PMI. Students taking the course should plan to take the PMP exam as soon after completing the
course as possible. Each student is expected to apply during the course for PMI permission to sit for the exam. Help will be provided in completing the application. The course will cover the five life cycle process groups, 10 knowledge areas, and 47 project management processes of the PMBOK Guide (Sixth Edition), plus a section on professional ethics. In addition, material frequently asked on the exam but not covered in the PMBOK Guide will be included.

WEB DEVELOPMENT
The World Wide Web is the driving force – both economically and creatively – of the 21st century. Choose from a variety of course options and outcomes, taking courses either separately to develop or refresh your expertise, or in our structured Web Development Certificate Program. The certificate program requires successful completion of five (5) required courses and one (1) elective.

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

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

continued on next page
## INTRODUCTION TO PROGRAMMING LANGUAGES AND CODING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>T4000-01</td>
<td>Jay Mir</td>
<td>5</td>
<td>$775</td>
<td>September 26-October 10 6:30-9:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

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

## HTML PROGRAMMING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4010-01</td>
<td>Jay Mir</td>
<td>8</td>
<td>$815</td>
<td>October 12-29 6:30-9:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

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

Prerequisite: Basic PC knowledge.

## CASCADING STYLE SHEETS (CSS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4040-01</td>
<td>Jay Mir</td>
<td>4</td>
<td>$475</td>
<td>October 31-November 7 6:30-10 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

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

Prerequisite: Knowledge of HTML programming.

## JAVASCRIPT PROGRAMMING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4028-01</td>
<td>Mohammed Rahman</td>
<td>10</td>
<td>$800</td>
<td>November 9-December 3 6:30-9:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

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

No class November 23.

## RESPONSIVE WEB DESIGN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4048-01</td>
<td>Jay Mir</td>
<td>6</td>
<td>$800</td>
<td>December 5-17 6:30-9:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

Globally, consumers use an average of five different devices per person, using 2.23 gadgets simultaneously, according to Adobe. Knowing how to design a responsive website is therefore a valuable skill in a digital world that demands website flexibility. Businesses want a website that looks great and functions well – whether it’s viewed on an iPhone, Android, laptop, tablet, or other device. Learn how to build websites and web applications that adapt automatically to many screen sizes, giving users a better experience.

Note: Some knowledge of HTML, CSS, and JavaScript is preferred.
DEVELOPING WEB APPLICATIONS WITH ASP.NET 4.5 AND C# 2013
T4061-01 Staff ONLINE $740
Understand the fundamentals of creative, dynamic, data-driven, and interactive website design with the most current and advanced technologies, including ASP.NET 4.5, C# 2013 and VB 2012. Students gain a competitive edge in employment and productivity using real-world examples and have a chance to discuss the technology and Visual Studio 2012 features.
Note: Prior programming experience is not required.

ADVANCED ASP.NET 4.5
T4062-01 Staff ONLINE $740
Learn how to design advanced interactive and database-connected web applications with ASP.NET 4.5 technology, as well as adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom web controls, input validation and site navigation, ASP.NET management, programming the web application, customizing and personalizing a web application, web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile web applications, monitoring, deploying, caching applications, and serialization. Students complete a major website project, hosted by the production data center of a web hosting provider, and can keep this project code to use in future designs.
Prerequisite: Developing Web Applications with ASP.NET 4.5 and C# 2013.
DATABASE DESIGN AND DEVELOPMENT

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

DEVELOPING WEB APPLICATIONS WITH ASP.NET 4.5 AND C# 2013
T4061-01  Staff  ONLINE  $740

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

Note: Prior programming experience is not required.

ADVANCED ASP.NET 4.5
T4062-01  Staff  ONLINE  $740

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

Prerequisite: Developing Web Applications with ASP.NET 4.5 and C# 2013.

MICROSOFT SHAREPOINT 2010: DESIGN FOR COLLABORATION
T5550-01  Staff  ONLINE  $700

This course will benefit students who wish to become developers on Enterprise applications based on the Microsoft Office or SharePoint systems, or are working on integration projects with third-party vendors. Develop real-world solutions to complex business problems and challenges and learn how to combine interesting code examples and support business processes with Microsoft collaboration platform’s services, with a focus on using Visual Studio 2013 and SharePoint 2010 with built-in Office 2010 development tools to construct the user interface layer.

Solutions, presented as hypothetical business challenges of a fictional company, can interact with SharePoint as a service provider, taking advantage of SharePoint’s many collaboration features, such as document repositories, collaboration sites, and search functions. These examples build applications that apply the benefits of the Office desktop interface to the richness of SharePoint collaboration features.
OBJECT-ORIENTED PROGRAMMING

Make the transition from procedural to object-oriented programming with this certificate program highly recommended for mainframe and COBOL professionals who are retraining and upgrading their skills or for anyone who wants to learn object-oriented programming. Courses may be taken on an individual basis or as part of a structured certificate program. The Object-Oriented Programming Certificate Program requires successful completion of six (6) courses.

OBJECT-ORIENTED PROGRAMMING CERTIFICATE PROGRAM

Required Courses:
T3021 – Introduction to C# and .NET Framework Foundation – Online
T3041 – Advanced C# and .NET Framework Foundation – Online
T3061 – Introduction to Visual Basic.NET
T3081 – Advanced Visual Basic.NET
T4061 – Developing Web Applications with ASP.NET 4.5 and C# 2013 – Online
T4062 – Advanced ASP.NET 4.5 – Online

INTRODUCTION TO C# AND .NET FRAMEWORK FOUNDATION

T3021-01 Staff ONLINE $700

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.

Prerequisite: Introduction to Visual Basic.NET.

ADVANCED C# AND .NET FRAMEWORK FOUNDATION

T3041-01 Staff ONLINE $700

Expanding on the material presented in Introduction to C# and .NET Framework Foundation, topics include structures, data files, data structures and dynamic memory allocation, C# and Windows, delegates and events, and web programming.

Prerequisite: Introduction to C# and .NET Framework Foundation.
CISCO NETWORKING

In today's highly connected world, computer networks are indispensable in business and government. Enhance your career by becoming a Certified Cisco Network Associate (CCNA). Classes are offered to help you pass both Part I and Part II of the CCNA exam.

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

INTERCONNECTING CISCO NETWORK DEVICES, PART I
T7097-01 Randy Graves 9 sessions $975
Friday September 14-November 9 6-10 p.m.

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: Basic PC knowledge.

INTERCONNECTING CISCO NETWORK DEVICES, PART II
T7098-01 Randy Graves 9 sessions $975
Friday November 16-January 25 6-10 p.m.
No class November 23 and December 28.

Building on skills learned in Interconnecting Cisco Network Devices, Part I, you will learn to manage a small- to medium-sized Enterprise network. Topics include configuring switches, connecting to a WAN, and network security.

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

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

About the Program

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

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

- The program offers complete career preparation, with 306 hours of classroom instruction taught by experienced attorneys and sitting judges and hands-on legal experience through an internship program.
- We offer comprehensive employment assistance, including instruction in resume preparation, individual career counseling, and distribution of graduates’ resumes to potential employers in the legal community.

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

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

Please see page 12 for individual legal studies seminars.
UPCOMING PROGRAM OFFERINGS:

DAY — FALL 2018
September 17, 2018, to March 14, 2019
Monday-Thursday, 9 a.m.-1 p.m.

EVENING — FALL 2018
October 9, 2018, to June 8, 2019
Tuesday and Thursday, 7-10 p.m., and Saturday, 9 a.m.-1 p.m.

REQUIRED COURSES:

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

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

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

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

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

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

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

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

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

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

JOIN US AT A FREE PARALEGAL INFORMATION SESSION.

Information sessions are held on weekdays. Please check our website for more details.

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

WANT TO BRUSH UP ON YOUR LEGAL KNOWLEDGE?

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

*We offer a corporate discount.

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

COMING SOON!

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

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

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

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

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

**Required Courses for Certification (200-hour program):**
- U2111 – ASL 1 and 2
- U2113 – ASL 3 and 4
- U2115 – ASL 5
- U2116 – ASL 6
- U2117 – ASL 7 & Issues and Trends
- Eight (8) workshops of the student’s choice

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor(s)</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2111-01</td>
<td>Sarah Gelpern</td>
<td>13</td>
<td>$425</td>
<td>6:30-8:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 18-December 11</td>
<td></td>
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</tbody>
</table>

Get a strong foundation in American Sign Language (ASL) by studying the alphabet, numbers 1-1,000 and basic vocabulary, as well as fingerspelling, language functions, grammar, basic questions, and dialogue practice. Instruction also includes conversational strategies, sentence practice with directional verbs, adverbs, pronouns, time, and calendar-related words. Explore the history of ASL to become knowledgeable in the basics of deaf culture.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor(s)</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2113-01</td>
<td>Frances Sorrentino</td>
<td>13</td>
<td>$425</td>
<td>6:30-8:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 18-December 11</td>
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</table>

Focus on a variety of topics, including directional verbs and adverbs, plural and negative formations, quantifiers, noun-verb pairs, pronouns, question words and endings, opposites, quality and quantity, unit, time, and age. Additionally, learn how to handle interruptions, solve conflicts, and give listener feedback. Locational relationships and pronominal classifiers are also covered. Current issues in the deaf community are addressed, along with additional information on deaf culture, language functions, and grammar. **Prerequisite:** ASL 1 and 2, or equivalent.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor(s)</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2115-01</td>
<td>Carolyn Kelly, Cathi Conticello</td>
<td>12</td>
<td>$405</td>
<td>6:30-8:30 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>September 17-December 10</td>
<td></td>
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<td></td>
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<tr>
<td>No class October 8.</td>
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</tbody>
</table>

Learn how to make requests and suggestions; ask for permission and directions; express concern; and explain, correct, and confirm information. Additional grammar is studied, including comment structure and locative classifiers. **Prerequisite:** ASL 3 and 4, or equivalent.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor(s)</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2116-01</td>
<td>Fran Holtzman</td>
<td>12</td>
<td>$405</td>
<td>6:30-8:30 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>September 17-December 10</td>
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<tr>
<td>No class October 8.</td>
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</table>

Cover additional language functions, including clauses, phrasing for the sequencing of events, contrastive structure, possessive forms, dates, and addresses. Descriptive, locative, and instrument classifiers are addressed. Learn how to discuss life events, narrate family history, and provide definitions. The positive impacts on the world by members of the deaf community are explored. **Prerequisite:** ASL 5 or equivalent.

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<tr>
<th>Course Code</th>
<th>Instructor(s)</th>
<th>Sessions</th>
<th>Fee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2117-01</td>
<td>Carolyn Kelly, Cathi Conticello</td>
<td>12</td>
<td>$405</td>
<td>6:30-8:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 18-December 4</td>
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</table>

Get the opportunity to expand the vocabulary needed to discuss various topics and to develop conversational fluency by sharing stories, specifying language function, and introducing grammar structures. Develop the essential skills for telling a story successfully, use role shifting to help enhance the stories, and learn to sequence appropriate classifiers to enable full descriptions. **Prerequisite:** ASL 6 or equivalent.
# ASL WORKSHOPS

## ASL MEDICAL WORKSHOP: FOR MEDICAL, EMERGENCY, AND COUNSELING SITUATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2135-01</td>
<td>Cathi Conticello</td>
<td>1</td>
<td>$185</td>
</tr>
</tbody>
</table>

Saturday  
October 13  
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.

## ASL DEAF HISTORY

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2129-01</td>
<td>Michael Smith</td>
<td>2</td>
<td>$140</td>
</tr>
</tbody>
</table>

Thursday  
November 8, 15  
6:30-8:30 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 STORYTELLING

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2139-01</td>
<td>Cathi Conticello</td>
<td>4</td>
<td>$285</td>
</tr>
</tbody>
</table>

Thursday  
October 11-November 1  
6:30-8:30 p.m.

Learn about role shifting, eye gaze, characterizations, and classifier use, and how to integrate them into various forms of narrative storytelling in first, second, and third persons. Cover a range of topics from simple to complex stories, and learn how to tailor a story to a particular audience.

**Prerequisite:** Students must have completed ASL 5 or higher.  
**Level:** Intermediate/Advanced.

## ASL VOCABULARY

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2354-01</td>
<td>Carolyn Kelly</td>
<td>2</td>
<td>$140</td>
</tr>
</tbody>
</table>

Thursday  
September 27, October 4  
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.

## ASL LINGUISTICS 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2143-01</td>
<td>Michael Smith</td>
<td>1</td>
<td>$175</td>
</tr>
</tbody>
</table>

Saturday  
November 3  
9 a.m.-1 p.m.

Continuing from ASL Linguistics 1, the structural features of American Sign Language are explored in more detail, and some pragmatic aspects are addressed. Information provided will be valuable while learning ASL and will serve as a foundation for continued study in ASL linguistics.  
**Prerequisite:** ASL Linguistics 1.
PERSONAL TRAINER – EXERCISE AND FITNESS SPECIALIST

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

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

HOFSTRA-AAPTE PARTNERSHIP

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

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

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

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

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

Two decades of educating and certifying personal trainers

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

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

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

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

- Personal training courses are presented by subject matter experts.

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

- Approved for veterans benefits.

- Interest-free tuition payment plans are available.

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

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

Certificate of Program Completion

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

NCCA-Accredited Certification Exam for CPT-EFS

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

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

Attend a FREE Information Session!

Sunday, September 9, 2018, 9:30-10:30 a.m.
Sunday, September 23, 2018, 9:30-10:30 a.m.
Tuesday, October 9, 2018, 6:30-7:30 p.m.

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

Reservations are required.
HUMAN ANATOMY
U1881-01  Sharon Borzone  3 sessions  $305
Tuesday, Thursday  October 16, 18  6:30-9:30 p.m.
Sunday  October 21  9:30 a.m.-3:30 p.m.

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

PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST PROGRAM
U1971-01  Vincent Carvelli  12 sessions  $995
Tuesday, Thursday  October 25-December 9  7-10 p.m.

No class November 22.
Class on October 25 starts at 6 p.m.

Program fee includes all course materials, registration, CPT-EFS exam and lab fees, practice test, and review sessions. Interest-free tuition payment plans are available.

Hands-on Practical Skills Training Sessions
Sunday, November 4, 2018, 9:30 a.m.-4:30 p.m.
Sunday, November 11, 2018, 9:30 a.m.-4:30 p.m.
Sunday, November 18, 2018, 9:30 a.m.-4:30 p.m.
Course review at Hofstra: Thursday, December 6, 7-10 p.m.

*AAPTE CPT-EFS EXAM AT HOFSTRA: Sunday, December 9, 2018, at 10 a.m.

CPR CERTIFICATION

ADULT CPR-AED CERTIFICATION
H1151-01  Jason Vitulli  1 session  $100
Sunday  October 28  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.
CREATIVE SKILLS

ART AND DESIGN

AT THE POTTER’S WHEEL: A POTTERY WORKSHOP

U5301-01 Eric Kubinyak 10 sessions $485
Thursday September 13-November 15 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 6 10 a.m.-1 p.m.

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

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

INTRODUCTION TO DIGITAL PHOTOGRAPHY

U5404-01 Michelle Neacy 4 sessions $230
Monday, Wednesday October 29-November 7 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.
ADobe PHOTOSHOP FOR DESIGN: A HANDS-ON COMPUTER LAB

U5432-01  Lockheed Lee  5 sessions  $285
Tuesday, Thursday  September 25-October 9  6-8 p.m.

Learn how to use Adobe Photoshop, the industry standard in digital image editing, to design fliers, print media, and web marketing and communications, while focusing on areas such as photo retouching and manipulation, art effects, type effects, and color correction. Images will be provided for the first session, after which you will experiment using images saved to your own USB flash drive.

Prerequisite: Basic PC skills.

PHOTOSHOP BASICS: MAKING GOOD PHOTOS LOOK GREAT!

U5422-01  Lockheed Lee  1 session  $100
Saturday  September 15  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 6-15  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 10-24  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.

ONE-DAY BLOGGING INTENSIVE

H1307-01  Jerry Allocca, Sandra Mardenfeld  1 session  $230
Thursday  November 1  9 a.m.-5:30 p.m.

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

VOICE-OVER
NONFICTION WRITING

MEMOIR AND PERSONAL ESSAY WORKSHOP

U6356-01 Sandra Mardenfeld 2 sessions $120
Wednesday November 7-14 7-9 p.m.

Writing about yourself is the easiest – yet hardest – form of writing. This class allows you to take those important, life-changing events and experiences and turn them into effective personal essays. Through in-class exercises on brainstorming and freewriting and outside assignments, each student has the opportunity to finish and polish a personal essay in this two-session class.

I JUST WROTE A BOOK: NOW WHAT?

U6229-01 Dina Santorelli 2 sessions $125
Thursday September 13, 20 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.

SO YOU WANT TO BE A VOICE-OVER ACTOR?

U7351-01 Gerry Laytin 5 sessions $275
Monday October 15-November 12 7-9 p.m.

Have you ever been told, “You have a great voice. You ought to do commercials!”? While commercials can be very lucrative, more than 90 percent of available work is in the narrative field, including the $2 billion audiobook industry. Learn what it means to be a voice-over actor by exploring the possibilities with a working professional, reading copy, recording, and having your voice evaluated. Guest lecturers provide additional viewpoints on the field, which grows year after year at a rate of 17 percent! Enrollment is limited.
For over 30 years, Hofstra Summer Camps has provided a safe, nurturing, and enriching environment for children of all ages.

Hofstra’s beautiful, 244-acre campus provides an intellectually enriching atmosphere for hours of fun, and we fully use the University’s excellent indoor and outdoor athletic and cultural facilities. Days are full of excitement, socialization, and swim instruction. Hofstra Summer Camps teaches self-respect, courage, and responsibility, and our caring staff builds upon our campers’ self-esteem, self-confidence, and character. This is a summer alternative that surpasses child care, one that captures our campers’ special talents and helps them identify their goals and dreams.

Hofstra Summer Camps offers a broad spectrum of coed camps – 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.
LIFELONG LEARNING

CAMPUS CONNECTIONS

U0015-01  Gerry Laytin, Penny Ellis  8 sessions  $800
Tuesday  September 25-November 13  10 a.m.-2 p.m.

Hofstra University Continuing Education, in collaboration with Community Mainstreaming Associates (CMA), offers classes for young adults (18+) with autism and other intellectual disabilities. All classes and activities take place on the Hofstra campus. The program allows young adults to have inclusive interactions with peers on campus, and to connect with many campus resources, based on their individual interests and career goals. Students will become acquainted with campus life by dining at the Mack Student Center; visiting the Hofstra Bookstore, the Hofstra University Museum, WRHU-88.7 FM (Radio Hofstra University) studios, and video studios; meeting with Hofstra’s athletic teams; and exploring the athletic facilities. A comprehensive social skills curriculum, which includes exercises and class discussions, as well as daily interactions with different student groups on campus, will help students feel comfortable in a campus setting. For more information, please contact Jackie Schmitt at 516-463-7139 or email Jackie.R.Schmitt@hofstra.edu.

AUTISM

SATURDAY CLASSES FOR YOUNG PEOPLE

Saturday Classes for Young People offers more than 60 courses in academics, arts, and athletics for students aged 3 to 18 years, so there is something for everyone. Utilizing the rich resources of Hofstra University, including technologically advanced classroom buildings, state-of-the-art computer labs, art studios, theaters, and an Olympic-sized swimming pool, these courses help young people explore their intellectual and creative interests. Exciting courses include video game design, aquatics, theater workshops, language arts, math, and test preparation. Also included in the Saturday youth program is the Hofstra Gifted Academy for academically advanced students, and the Hofstra REACH Program for young people with autism spectrum disorder and other special needs.

Hofstra Precollegiate Career Discovery Institute – Saturday Classes

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

For more information, visit ce.hofstra.edu/youth or call 516-463-7400 to request a brochure.
What is the PEIR Program? Simply put, PEIR provides opportunities for intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals. Bring your curiosity, opinions, expertise, and passions – and share them with like-minded individuals who thirst for learning, meaningful social interaction, and stimulation in a lively, dynamic environment unique to a university setting.

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

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

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

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

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

For more information, contact Bradley Kaye at 516-463-4824 or email Bradley.Kaye@hofstra.edu.
TUITION AND FEES
• Tuition as listed with each course description.
• Materials fees, etc., as listed with course description.

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

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

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

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

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

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

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

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

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

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

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

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

ADMINISTRATIVE POLICIES

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

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

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

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

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

GENERAL INFORMATION

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

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

DISCIPLINE

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

POLICY ON STUDENT CONDUCT

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

Behavior subject to disciplinary action includes behavior that violates University rules of conduct; the policies of Hofstra University; any local, state, or federal laws; and conduct deemed by Hofstra to not comply with the expectations described in this policy or to interfere with the learning experience, safety, or well-being of any person in the Hofstra community, wherever any such behavior occurs. Examples of conduct that is subject to review include, but are not limited to, harassing students, faculty, and staff members; contributing to an unsafe environment; interfering with academic classes or events; disrupting University functions, programs, and activities; compromising the academic or administrative process by making excessive and unreasonable demands on faculty or administrative staff; accessing 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

Stuart Rabinowitz, JD
President, Hofstra University

Gail M. Simmons, PhD
Provost and Senior Vice President for Academic Affairs, Hofstra University

Mark J. Lesko, JD
Vice President for Economic Development
Executive Director, Center for Entrepreneurship
Executive Dean, Wilbur F. Breslin Center for Real Estate Studies, Hofstra University

Jacqueline Schmitt
Senior Assistant, Marketing

Victoria Vasquez
Senior Assistant, Professional Development

Alicia Worrell, BA
Receptionist

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
Program Coordinator

Martha Krisel
Paralegal Studies Advising Director

Kathleen Montalbano
Senior Accounts Specialist

LIFELONG LEARNING AND COMMUNITY PROGRAMS

Terence G. Ryan, MS
Senior Program Director

Jessica Dease, MS
Associate Director

Bradley Kaye, BA
Associate Director

Seth Liebestein
Program Coordinator

Melisa Gibson
Assistant Program Coordinator

Patty Brick
Senior Assistant
Hofstra Summer Camps

Kelly Jones
Secretary
Hofstra Summer Camps

NONDISCRIMINATION POLICY
Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act, and other applicable federal, state and local laws and regulations relating to nondiscrimination (“Equal Opportunity Laws”). The Equal Rights and Opportunity Officer is the University’s official responsible for handling inquiries regarding the nondiscrimination policies and coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra’s Nondiscrimination Policy should be directed to the Equal Rights and Opportunity Officer at EROO@hofstra.edu, 516-463-3710, 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. 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/campusafetyreport or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at ope.ed.gov/security. The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the U.S. Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 516-463-6606.

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

[ ] FALL [ ] SPRING [ ] SUMMER

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

*Address

Date of Birth (required under 18 years old)

*City *State *ZIP

*Home Phone Cellphone Work Phone

*Email Organization

*Student Age *Date of Birth *Grade

OFFICE USE ONLY

Detal Initials

Payment Reference #

Order #

Tuition Discounts for Saturday YOUTH Classes

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

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

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

516-463-7200 • 53

Hofstra University Confidential

*When paying by check, you authorize check payments to be processed as Automated Clearing House (“ACH”) transactions, which immediately debit the account. The process will read the information from a paper check and convert it to an electronic payment or debit transaction. The result is that funds may be withdrawn from your account as soon as we receive your payment, and you will not receive your check back from your financial institution.