



HOFSTRA UNIVERSITY®  
CONTINUING EDUCATION

**Advance your career.  
Enrich your mind.**

**SPRING 2009 BULLETIN**

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## HOW CAN WE HELP?

For assistance with registration and transcripts, or for general information, Call **(516) 463-7200** or e-mail **ce@hofstra.edu**.

For information about specific Continuing Education courses and programs:

### Call (516) 463-7800 for:

- Bookkeeping
- Broadcasting and Sportscasting
- Business Credit Certificates
- CPA Review
- Career Success Series
- Certified Financial Planning
- Forensic Linguistics
- How to Succeed in Business
- Insurance Studies
- Racehorse Ownership
- Real Estate Studies

### Call (516) 463-7600 for:

- Deaf Studies
- Personal Enrichment
- Personal Trainer and Nutrition
- Post-Baccalaureate Premedical Credit Certificate
- Post-Baccalaureate Test Preparation

### Call (516) 463-4688 for:

- Information Technology
- Project Management

### Call (516) 463-7800 for:

- Paralegal Studies

### Call (516) 463-CAMP for:

- Summer Camps

### Call (516) 463-7400 for:

- Saturday Classes for Young People
- Pre-Collegiate Test Preparation

### Call (516) 463-4824 for:

- PEIR (Personal Enrichment in Retirement)

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## SPECIAL SERIES: SURVIVING IN TODAY'S ECONOMY

### A POST-BAILOUT ECONOMY: WHAT'S AN INVESTOR TO DO?

H4138-51	Jack Chite	1 session	\$75
Wednesday	January 28	6:30-9:30 p.m.	

The landscape of Wall Street has changed dramatically in a short period of time. Do the old rules and strategies still apply, or do we need to find new ways to make our money work for us? This informative, three-hour workshop will give you a better understanding of present financial strategies and how government regulation will impact the industry. Join this interesting discussion hosted by a financial planning expert.

### BUYING AND SELLING ON EBAY

H1301-51	Erik Helgesen	1 session	\$75
Saturday	January 31	1-4 p.m.	

In this economic downturn, you can save money on your household budget and supplement your income by buying and selling on eBay. Turn your unwanted items into hot commodities! In this course, you'll learn how to get started on eBay, purchase items low and sell high, avoid the common mistakes with both buying and selling, build a stellar reputation, and gain an overall wealth of lifelong e-commerce knowledge.

### FINANCIAL PLANNING FOR WOMEN: TAKE CHARGE OF YOUR FINANCIAL FUTURE

H1302-51	Arlene Haims	1 session	\$75
Saturday	January 31	1-4 p.m.	

Learn how to navigate this topsy-turvy market and come out ahead! Discover unique financial planning tools designed to help you understand and be empowered to take control of your finances. Set financial goals and make your money work FOR YOU! Materials are included.

### SELLING YOUR HOME IN A CHALLENGING MARKET

H1303-51	Staff	1 session	\$75
Saturday	February 7	1-4 p.m.	

Having difficulty selling your home? Are you planning to place your home on the market this spring? Find out from real estate professionals — brokers, engineers, finance and legal experts — what makes some homes sell more quickly than others. Learn simple hints for making your house stand out in a crowd.

### MARKETING SUCCESS FOR YOUR SMALL BUSINESS: MERGING TRADITIONAL METHODS WITH NEW TECHNOLOGY

H1300-51	Mindy Ferrentino Wolfe	1 session	\$99
Saturday	February 28	10 a.m.-2:30 p.m.	

In today's economy, business owners need to be more creative, relevant and innovative than ever when considering their marketing initiatives. This means branding, networking, search engine optimization, e-commerce, graphic design, public relations, and advertising. This interactive program combines tangible techniques, humor, and personal insights that cover the essentials of creating your own small business success through strategic, integrated marketing.

## SPRING 2009 SPECIAL EVENTS

For more information or to register for any of these events, call (516) 463-7200 or visit [ce.hofstra.edu](http://ce.hofstra.edu).

### PARALEGAL INFORMATION SESSIONS

Thursday, January 8, 6:30-7:30 p.m., University College Hall, Room 101

Thursday, March 19, 6:30-7:30 p.m., University College Hall, Room 148B

Do you have a passion for the law? You can turn your interest into a lucrative and rewarding career by becoming a paralegal, one of the fastest-growing professions in the United States. If you have at least 60 college credits, you can earn your paralegal certificate in as little as six months. Learn more by attending a free information session.

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### BROADCASTING AND SPORTSCASTING INFORMATION SESSIONS

Thursday, January 15, 6-7:30 p.m., Dempster Hall

Wednesday, February 11, 6-7:30 p.m., Dempster Hall

Wednesday, March 11, 6-7:30 p.m., Dempster Hall

Ever dream about anchoring a television news program or conducting a locker-room interview with the newly crowned Super Bowl champions? Join us at a free information session to learn more about our Summer Sportcasting Institutes for Adults and Teens and The New World of Radio and Television Broadcasting, two of our most popular courses. Course instructors are professionals working in the field, including Ed Ingles, Len Berman, Samantha Ryan, Barry Landers, Mike Breen, and more.

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### PERSONAL TRAINER INFORMATION SESSION

Saturday, January 17, 10:30 a.m.-Noon, Berliner Hall, Room 117

Turn your passion for health and fitness into a career. Take the first step by attending this free information session about the exciting world of personal training.

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### THE ART OF OBSERVATION: HEIGHTENING YOUR SENSE OF WONDER IN A BUSY WORLD

Wednesday, January 21, 2009 • 7:30-9 p.m.

Mack Student Center, Plaza Room • Free

Join Franklin Hill Perrell, curator of the Nassau County Museum of Art; watercolor artist Vivian Swift, author of *When Wanderers Cease to Roam*; and colored pencil artist Arlene Steinberg, author of *Masterful Color*, as they discuss how taking time out of our busy world to observe art and nature can lead to a heightened sense of wonder, and how the power of observation helps artists create art. The panel will be moderated by Beth Levinthal, director of the Hofstra University Museum. Books will be available for purchase and signing by the authors.

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### CSI: FORENSIC LINGUISTICS

Wednesday, February 4, 2009 • 6-8 p.m.

University College Hall, North Campus • Free

Imagine you're a linguistic scientist working with Homicide/Major Crimes. A woman has been murdered, and at the crime scene CSI finds letters written to the victim. Learn from a real forensic linguist how you can use those letters to find the killer. Hofstra Professor

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## SPRING 2009 SPECIAL EVENTS

Robert Leonard, head of Hofstra's Forensic Linguistics Project, has worked cases with an array of law enforcement and other entities, and trains FBI agents in forensic linguistic techniques.

In this free, hands-on session, you play the forensic linguist as Professor Leonard guides you through two actual cases that he has helped break: a Pennsylvania murder and the John Karr episode of the JonBenet Ramsey ransom note.

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### MUSIC AND HEALTH: RELAX AND ENERGIZE THE MIND AND BODY THROUGH SONG

Saturday, February 7, 2009 • 1:30-3:30 p.m.

Mack Student Center, Room 141 • Free

Throughout recorded history, music — and in particular the human voice — has been used for both its health and spiritual benefits. In this enjoyable and enlightening workshop, Joseph Ciolino examines some of the philosophies behind the practices found in diverse cultures around the world, with a special focus on the study and singing of Gregorian Chant. Mr. Ciolino explores the remarkable research breakthroughs growing out of this area of music, a field that is only just entering the mainstream. The workshop concludes with a series of vocal exercises that are easy, simple and fun, and which, when practiced regularly, can bring increased health, energy and relief from stress. Be prepared to throw your shoulders back, hold your chin up high, and let loose ... you'll be amazed at the results! No vocal experience or study is required.

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### WOMEN IN CAREER TRANSITION: POSSIBILITIES, OPPORTUNITIES AND STRATEGIES

Saturday, March 7, 2009 • 9 a.m.-4 p.m.

Mack Student Center

Fee: \$75 (includes continental breakfast, lunch and all program materials)

Women of all ages are invited to attend this informative and motivational conference. Attendees will leave with a well-grounded action plan to get them started on the path to the next phase of their working life.

**KEYNOTE SPEAKER: EMMA GILBEY KELLER**, author of *The Comeback*  
*Book will be available for purchase and signing by author.*

### WORKSHOP TOPICS INCLUDE:

- Balancing Family and Career:
  - Emotional Aspects of Transitions
  - Financial Planning for Transitions
- New Opportunities for Working Women
- Changing Careers: Deciding What to Do Next
  - Take Charge of Your Job Search!
  - Legal Rights of Employment
- Mothers Re-entering the Workforce
- Giving Back: Transitioning to Nonprofits
  - Taking the Entrepreneurial Plunge:
    - Is It Right for You?
- It's Not Your Mother's Retirement ...
  - New Options for Baby Boomers

**For more information or to register for any of these events, call (516) 463-7200 or visit [ce.hofstra.edu](http://ce.hofstra.edu).**

## PROFESSIONAL DEVELOPMENT

### >> BUSINESS AND MANAGEMENT <<

For more information and advisement on course selection and requirements, please call **June Mullan** at (516) 463-5014 or (516) 463-7800 or e-mail [june.mullan@hofstra.edu](mailto:june.mullan@hofstra.edu).

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## INSURANCE STUDIES

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### INSURANCE LICENSING

#### INSURANCE BROKERS AND AGENTS QUALIFYING COURSE

**Approved by New York State Insurance Department**

H7110-51	Staff	33 sessions	\$990
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Monday, Thursday	February 9-June 15	6:30-9:30 p.m.	
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*No class February 16, April 6, 9, May 25.*

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

#### LIFE/ACCIDENT AND HEALTH INSURANCE AGENTS TRAINING COURSE

**Approved by New York State Insurance Department**

H7100-51	Steve Flood	10 sessions	\$295
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Saturday	February 28-May 9	9 a.m.-Noon	
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*No class April 11.*

This New York state-approved licensing course provides the educational requirements for the New York State Insurance License Examination. The course consists of 26 hours in the classroom plus 28 hours of home study. Students must earn a minimum passing grade of 70 percent on the final exam in order to receive a certificate of completion. These requirements must be met before the state examination can be taken.

#### **Continuing Education Credits for Insurance Agents, Brokers and Consultants**

The New York State Insurance Department 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 credits as a condition of renewing the insurance license.

Effective January 1, 2008, a licensee will no longer receive credit for any course previously completed for continuing education credit. Enforcement of this policy will begin with every license renewal or relicensing application processed after January 31, 2009.

Licensees must maintain records of completed continuing education courses and will be held responsible if a course is repeated.

## PROFESSIONAL DEVELOPMENT

### When is CE required?

After your license has been renewed the first time, continuing education (CE) will always be required upon 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 credits of continuing education during each biennial licensing period.

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

**NOTES:** Hofstra University is an approved provider organization (approval number NYPO-100009) in the New York Insurance Department 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 Insurance Department at (518) 474-6630 or [www.ins.state.ny.us](http://www.ins.state.ny.us) to verify which courses are required for your specific licensing needs.

Each approved credit below represents a 50-minute hour; attendance is mandatory to achieve the required continuing education credits.

### SPECIAL PRICING:

If you register for two 8-C.E.U. credit courses simultaneously, you will receive a \$60 tuition discount. When registering, please indicate the correct license number(s) and the exact name(s) of the license holder(s).

#### LONG-TERM CARE (NYCR-2O2899)

H7231-51	Jay Marks	1 session	\$170
Wednesday	March 25	9 a.m.-5 p.m.	

This course offers a thorough understanding of the issues and problems of long-term care. It examines the subjects of Medicare, Medicaid, as well as Medicaid estate planning. In addition, a detailed analysis of long-term care insurance policies, insurers and benefits is conducted. The course also reviews the marketing of long-term care insurance, the understanding of the long-term care environment and alternatives. No examination. Approved for BR (Brokers), C1 (Life Consultants), LA (Life/Accident and Health Agents), and LB (Life/Accident and Health Brokers).

#### UNDERSTANDING EMPLOYEE BENEFITS (NYCR-2O9007)

H7247-51	Robert Unger	2 sessions	\$270
Saturday	February 28 and March 7	9 a.m.-5 p.m.	

This course provides professionals with a greater understanding of employee benefits; health care options; managed health care plans; alternative funding methods; prescription

## PROFESSIONAL DEVELOPMENT

drug plans; vision and hearing care plans; long-term care; and group dental plans. It also covers group life insurance, group term life insurance, group universal plans, corporate-owned life insurance, dependent care programs, and family and medical leave programs. Approved for BR (Brokers), C1 (Life Consultants), LA (Life/Accident and Health Agents), and LB (Life/Accident and Health Brokers).

### CLARIFYING DISABILITY INSURANCE (NYCR-200704)

H7255-51	Jay Marks	1 session	\$170
Wednesday	April 22	9 a.m.-5 p.m.	

This course covers the entire disability field, providing agents with sufficient mastery such that they can represent clients in the most advantageous and professional manner. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), and LB (Life/Accident and Health Brokers).

### CHARTERED PROPERTY CASUALTY UNDERWRITERS (CPCU)

The CPCU program is recommended for experienced insurance personnel who have sufficient knowledge of insurance practices and some formal study of the insurance principles underlying those practices. This group includes individuals who have completed IIA associate designation programs, risk managers, safety professionals, accountants, attorneys, professors of finance and insurance, and recent graduates of schools of business, as well as other professionals whose jobs require an understanding of insurance contracts and functions.

#### PROGRAM OVERVIEW

In this eight-part CPCU program, students gain a broad understanding of property-casualty insurance with the choice of either a commercial or personal risk management and insurance concentration. To complete the education requirements, students must pass eight national examinations.

#### CPCU CURRICULUM

The curriculum consists of 11 courses. You must pass eight courses (five foundation courses, plus three from either the commercial or personal concentration) to earn the CPCU designation.

#### FOUNDATION COURSES (all five are required):

**CPCU 510** – Foundations of Risk Management, Insurance and Professionalism

**CPCU 520** – Insurance Operations and Regulations

**CPCU 530** – The Legal Environment of Risk Management and Insurance

**CPCU 540** – Finance for Risk Management and Insurance Professionals

**CPCU 560** – Financial Services Institutions

Choose the personal or commercial concentration, and take all three courses in that concentration.

#### COMMERCIAL CONCENTRATION (with personal survey)

**CPCU 551** – Commercial Property Risk Management and Insurance

**CPCU 552** – Commercial Liability Risk Management and Insurance

**CPCU 553** – Survey of Personal Risk Management, Insurance and Financial Planning

## PROFESSIONAL DEVELOPMENT

### PERSONAL CONCENTRATION (with commercial survey)

**CPCU 555** – Personal Risk Management and Property-Liability Insurance

**CPCU 556** – Personal Financial Planning

**CPCU 557** – Survey of Commercial Risk Management and Insurance

*Note: Study materials for CPCU courses should be ordered from the American Institute by calling (800) 644-2101. For more information about changes to the CPCU program visit [www.aicpcu.org](http://www.aicpcu.org).*

### CPCU 510: FOUNDATIONS OF RISK MANAGEMENT, INSURANCE AND PROFESSIONALISM

H7300-51	Melinda Epstein	10 sessions	\$475
Tuesday	March 3-May 12	6:30-9:30 p.m.	

*No class April 7.*

This course covers the fundamentals of risk management and insurance and incorporates a practical study of professional ethics topics, including a study of the CPCU Code of Professional Ethics.

### CPCU 520: INSURANCE OPERATIONS AND REGULATION

H7305-51	Robert Bambino	15 sessions	\$475
Wednesday	February 4-May 20	6-8 p.m.	

*No class April 8.*

Students gain an understanding of the various insurance functions, the interaction of these functions and the role regulation plays in the process of providing insurance products and services. Topics covered include an overview of insurance operations; regulation; distribution systems; underwriting; underwriting property insurance; underwriting liability insurance and package policies; loss control and premium auditing; reinsurance; the reinsurance transaction; ratemaking principles and processes; insurer financial management; claims adjusting; property claims adjusting; and liability claims adjusting.

### CPCU 530: THE LEGAL ENVIRONMENT OF RISK MANAGEMENT AND INSURANCE

H7310-51	Ken Pagliughi	10 sessions	\$475
Thursday	February 26-May 7	6:30-9:30 p.m.	

*No class April 9.*

An understanding of law is essential for risk-management and property-casualty insurance professionals. With the concentration on contract law, you'll review other legal topics such as torts, property law and employment law as they pertain to risk management and insurance.

## PROFESSIONAL DEVELOPMENT

### CPCU 540: FINANCE FOR RISK MANAGEMENT AND INSURANCE PROFESSIONALS

H7315-51	Ethnia Belegrinos	10 sessions	\$475
Tuesday	February 24-May 5	6:30-9:30 p.m.	

*No class April 7.*

This course covers the basics of corporate finance, financial statements, sources of additional financial and nonfinancial information, financial statement analysis, working capital management, time value of money, discounted cash flow valuation, bonds and stocks, operating environment and corporate finance, insurer investment strategies, insurer income and dividend policy, and insurer capital — needs and sources, capital structure of insurers, making capital investment decisions, and mergers and acquisitions.

**A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses. Call June Mullan at (516) 463-5014 for further information.**

### ASSOCIATE IN RISK MANAGEMENT (ARM)

Want that important ARM designation after your name? You can now prepare for the national examinations in a program developed by the organization that administers them, the Insurance Institute of America. Consisting of three courses that focus on the risk-management process for coping with loss exposure, Hofstra's program is designed for professionals who are responsible for controlling and financing risks of loss in their companies or are involved with corporate or government safety, insurance producers or consultants, or for underwriters seeking to sharpen their risk selections and loss-control recommendations.

### ARM 55: ESSENTIALS OF RISK CONTROL

H7925-51	George Massowd	12 sessions	\$475
Tuesday	February 10-May 5	6-8 p.m.	

*No class April 7.*

This course provides further development and application of the guidelines for selecting risk management techniques introduced in ARM 54. Focus is on the final two steps of the risk management process: (1) implementing the selected risk management techniques and (2) monitoring the results for effective control and coordination of the organization's total risk management effort.

*Note: Study materials for ARM courses should be ordered from the American Institute by calling (800) 644-2101.*

### ASSOCIATE IN CLAIMS (AIC)

Developed by the Insurance Institute of America, Hofstra's AIC program helps students prepare for the national examination and consists of four courses on claims management. It's designed for experienced claims representatives, claims supervisors and examiners who have a strong knowledge of insurance claims practices (but have not had formal study of the insurance, legal and claim principles underlying those practices), as well as for all those in insurance and insurance-related occupations who work with claims.

## PROFESSIONAL DEVELOPMENT

### AIC 33: THE CLAIMS ENVIRONMENT

H7905-51	Robert Froehlich	13 sessions	\$475
Tuesday	February 10-May 12	7:30-9:30 p.m.	
<i>No class April 7.</i>			

Those who successfully complete this course understand how a claims representative's role is simultaneously determined by policy holders and other customers, the insurance policy, the insurance company, and its management and the law. Students quickly appreciate the importance of good communication and negotiation skills and the proper attitude in successful claims work.

*Note: Study materials for AIC courses should be ordered from the American Institute by calling (800) 644-2101.*

### INTRODUCTION TO CLAIMS

The Introduction to Claims program, developed by the Insurance Institute of America, consists of the course described below. The Institute also administers the optional national examination, which must be successfully completed to earn a certificate of completion. This program helps students recognize and appropriately use many terms pertaining to handling insurance claims; demonstrate a basic understanding of how claims are handled; and understand how the role of claim handling relates to insurance as a whole.

### INTRODUCTION TO CLAIMS

H7935-51	Robert Froelich	8 sessions	\$320
Thursday	February 26-April 23	5:30-7:30 p.m.	
<i>No class April 7.</i>			

This course presents a broad review of the functions of the claims department, claims representatives and claims management. The essential principles of insurance policy interpretation are explained. The majority of the course is devoted to the significant issues faced by claim representatives in handling auto physical damage, property, liability and workers' compensation claims. This course is recommended for a wide range of clerical, technical or supervisory employees with little or no training in or experience with insurance claims handling.

*Note: Study materials for the Introduction to Claims program should be ordered from the American Institute by calling (800) 644-2101.*

### PROGRAM IN GENERAL INSURANCE (INS)

Hofstra's INS program will help you build a solid foundation for a career in insurance and prepare for the national examinations. Developed by the Insurance Institute of America, the course is recommended for people in all insurance and insurance-related occupations who require an understanding of insurance contracts and functions. Virtually anyone can benefit — from experienced insurance professionals with a working knowledge of insurance practices (but with no formal study of insurance principles) to college students majoring in insurance and risk management who want to establish a tie to the insurance business. The program's three courses — Property and Liability Insurance Principles (INS 21), Personal Insurance (INS 22), and Commercial Insurance (INS 23) — are also some of the core requirements of several certificate and associate programs, most involving only three

## PROFESSIONAL DEVELOPMENT

or four courses, such as the Associate in Insurance Services (AIS), Associate in Personal Insurance (API) and the Associate in Commercial Underwriting (ACU).

### INS 22: PERSONAL INSURANCE

H7945-01	AnnMarie Rodriguez	12 sessions	\$475
Monday	February 23-May 18	6:30-8:30 p.m.	

*No class April 6.*

This course will analyze personal loss exposures and insurance coverage, including homeowners' dwelling and contents; personal liability; inland marine; auto; life; and health and government programs. Other course topics include an overview of loss exposures faced by individuals; analysis of personal insurance contracts relevant to these exposures; the use of personal risk management; the role of endorsements in modifying the insurance contract; the evaluation of human loss exposure; and the basics of financial planning.

*Note: Study materials for the INS 22 program should be ordered from the American Institute by calling (800) 644-2101.*

*A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses (may not be combined with other discounts). Call June Mullan at (516) 463-5014 for further information.*

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## REAL ESTATE STUDIES

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### REAL ESTATE LICENSING

#### REAL ESTATE SALESPERSON'S QUALIFYING COURSE (APPROVAL NUMBER FO117)

H5125-51	Staff	20 sessions	\$649
Tuesday, Thursday	February 24-May 7	6-10 p.m.	

*No class April 7, 9.*

H5125-52	Staff	10 sessions	\$649
Saturday	January 24-April 4	8:30 a.m.-5 p.m.	

*(1/2 hour break for lunch)*

*No class February 14.*

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, you must attend a minimum of 70.5 hours in the lecture portion of each course and pass the final exam. If you do not meet the 70.5-hour minimum, you must repeat the entire course. (New York state specifically denies the right to fulfill attendance by attending only "makeup" lectures.)

*Note: Course registrants must be 18 years or older.*

The salesperson course is required by the Department of State as a prerequisite for its licensing exam (required by all persons wishing to become real estate salespeople). After completing this course and passing the course and state exams, you are then qualified to work under the sponsorship of a licensed broker in New York state.

## PROFESSIONAL DEVELOPMENT

Topics include real estate instruments, law of contracts, real estate finance, closing 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.

### REAL ESTATE CONTINUING EDUCATION

#### NEGOTIATING THE COMMERCIAL LEASE: FOR ALL REAL ESTATE PROFESSIONALS

H5131-51	Alan Eidler	3 sessions	\$170
Tuesday	April 14-28	6:30-9:30 p.m.	

Negotiating commercial lease agreements is a complex and challenging process. The course examines every aspect of the negotiation process, including tenant self-help, non-disturbance, assignment and subletting, allocation of risk/liability, repairs/alterations, default provisions, common area maintenance, tenant right to audit, fire/casualty liability, compliance with laws, landlord's consent, force majeure, mitigation of damages, tax certiorari, notices, security deposits, exclusives and guarantees, landlord and tenant goals, and silent lease issues.

**7 CEU credits**

### REAL ESTATE APPRAISER

The **Columbia Society of Real Estate Appraisers** and Hofstra University proudly present the Residential Real Estate Appraiser Licensing/Certification program. This program is recommended for individuals seeking to enter the real estate appraising field, as well as for investors and real estate agents looking to gain knowledge in appraising.

These courses offer educational prerequisites for three levels of residential licensing in New York state: Appraiser Assistant, State Licensed, and State Certified. There are seven courses totaling 150 hours required for all three levels, and three additional courses totaling 50 hours required for the State Certified level. All courses must be taken in the sequence indicated, except USPAP and Fair Housing/Fair Lending. There are additional requirements as listed on the New York State Department of State Web site.

#### **Courses for Appraiser Assistant/State Licensed/State Certified**

Basic Appraisal Principles (R-5)	30 hours
Basic Appraisal Procedures (R-6)	30 hours
15-Hour National USPAP or Its Equivalent (USPAP)	15 hours
Residential Market Analysis and Highest and Best Use (R-7)	15 hours
Residential Appraisal Site Valuation and Cost Approach (R-8)	15 hours
Residential Sales Comparison and Income Approach (R-9)	30 hours
Residential Report Writing and Case Studies (R-10)	15 hours

#### **Additional Courses for State Certified**

Statistics, Modeling and Finance (SMF)	15 hours
Advanced Residential Applications and Case Studies (R-11)	15 hours
Fair Housing/Fair Lending and Environmental Issues (RE-2)	20 hours

## PROFESSIONAL DEVELOPMENT

### BASIC APPRAISAL PRINCIPLES (R-5)

H5150-51	The Columbia Society Staff	11 sessions	\$395
Tuesday, Thursday	February 10-March 17	6:30-9:30 p.m.	

This basic appraisal course provides an overview of real property concepts and characteristics, legal considerations, value influences, real estate finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal theory. Through theory and examples, the course offers practical application of appraisal principles.

### BASIC APPRAISAL PROCEDURES (R-6)

H5151-51	The Columbia Society Staff	11 sessions	\$395
Tuesday, Thursday	March 10-April 2	6:30-9:30 p.m.	

This course provides an overview of real estate appraisal approaches to value, valuation procedures, property description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math. Through theory and examples, the course offers practical application of appraisal procedures.

## REAL ESTATE TITLE CLOSING

### HOW TO BECOME A REAL ESTATE TITLE CLOSER

H5140-51	Staff	4 sessions	\$375
Wednesday	March 4-25	6:30-9:30 p.m.	

A successful real estate or mortgage closing is often the result of knowledgeable and competent title closers working together with legal professionals. As an essential party to a closing, a title closer can often earn hundreds of dollars a day. This practical course familiarizes you with the documents, procedures and problems that arise in a title search, along with the varying fees, transfer and mortgage taxes, and other charges collected by the title company at a closing.

## NOTARY PUBLIC

### NOTARY PUBLIC TEST REVIEW

H3410-51	Staff	1 session	\$100
Saturday	March 21	10 a.m.-2:30 p.m.	
H3410-52	Staff	1 session	\$100
Saturday	April 25	10 a.m.-2:30 p.m.	

Becoming a notary public makes you a more valuable employee. Although the work of a notary is often unheralded, it is crucial to most legal transactions. Surprisingly, however, to earn a notary license, you are only required to pass an easy-to-prepare-for test. This short course teaches you everything you need to know about the law — both statutes and judicial decisions — governing the practice of the notary public in New York state. (If you're already a notary, taking this course can be a helpful review of your rights and responsibilities.)

## PROFESSIONAL DEVELOPMENT

### CERTIFIED FINANCIAL PLANNER (CFP®)

Hofstra University, in association with Certified Financial Planner Board of Standards Inc., offers an intensive program in financial services. This program prepares financial service professionals – accountants, attorneys, bankers, insurance agents, brokers and securities representatives – to better serve clients. Additionally, the program prepares individuals with the educational requirements for a professional career in financial planning.

To qualify for the Certified Financial Planner (CFP®) exam, students must complete six courses as follows: Fundamentals of Financial Planning, Risk Management and Insurance Planning, Investment Planning, Income Tax Planning, Employee Benefits and Retirement Planning, and Estate Planning. These six courses qualify students to take the comprehensive CFP® exam available only through the Certified Financial Planner Board of Standards. For information, call (888) 237-6275 or visit [www.cfp.net](http://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 for the courses, please call (516) 463-7800.*

#### FUNDAMENTALS OF FINANCIAL PLANNING

H4131-51	Anne Kehoe	12 sessions	\$595
Tuesday	February 24-May 19	6:30-9:40 p.m.	
<i>No class April 7.</i>			

This course introduces students to the fundamental issues of personal financial planning with an emphasis on the process of financial planning. The course is designed to provide students with an understanding of the concepts of the financial planning process, the economic environment, the time value of money, the legal environment, financial analysis, and ethical and professional considerations in financial planning. The course is intended to be the first of a series of six courses in a preparatory program for the CFP® exam and is designed to meet the educational requirements for certification in the fundamentals of financial planning.

#### INCOME TAX PLANNING

H4134-51	Staff	12 sessions	\$595
Tuesday	February 24-May 19	6:30-9:40 p.m.	
<i>No class April 7.</i>			

This course introduces students to the application of income tax planning in personal financial planning. Its construct is based on the learning objectives specified by Certified Financial Planner Board of Standards, Inc., and is designed to provide students with an understanding of the concepts of the fundamentals of income taxation, tax computations and concepts, tax planning, and hazards and penalties.

## PROFESSIONAL DEVELOPMENT

### RISK MANAGEMENT AND INSURANCE PLANNING

H4132-51	Jack Chite	12 sessions	\$595
Tuesday	February 24-May 19	6:30-9:40 p.m.	

*No class April 7.*

This course introduces students to the application of insurance planning and risk management in personal financial planning. It is designed to provide students with an understanding of the concepts 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.

### INVESTMENT PLANNING

H4133-51	Gary Zucker	14 sessions	\$595
Wednesday	February 25-June 3	6:30-9:40 p.m.	

*No class April 8.*

This course introduces students to investment planning in the personal financial planning process. It is designed to provide students with an understanding of the concepts of investment regulation, client assessment, investment theory, environment and financial markets, strategies and tactics, modern portfolio theory and integration.

### EMPLOYEE BENEFITS AND RETIREMENT PLANNING

H4135-51	Staff	12 sessions	\$595
Wednesday	February 25-May 20	6:30-9:40 p.m.	

*No class April 8.*

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

### ESTATE PLANNING

H4136-51	Diane Wilkie-Schlameus	12 sessions	\$595
Thursday	February 26-May 21	6:30-9:40 p.m.	

*No class April 9.*

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

*A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses (may not be combined with other discounts). Call June Mullan at (516) 463-7800 for further information.*

## CERTIFIED PUBLIC ACCOUNTING (CPA) EXAM REVIEW

With Hofstra's streamlined CPA review courses, you will learn more in less time: more skills, more content and proven test strategies to help you pass the CPA examination. Fee is inclusive of course materials. The information explosion sweeping our society is broadening the demand for and scope of services provided by certified public accountants (CPAs). The role of a CPA ranks among the most demanding in the U.S. and global business communities. A certified public accountant is licensed to practice public accounting by a State Board of Accountancy, and CPA candidates must pass a rigorous examination. There are no requirements to take the CPA review courses; however, there are education requirements to sit for the CPA exam.

**Call (516) 463-7800 to register or for more information.**

**You need at least a bachelor's degree and the following credits to sit for the CPA exam:**

- 24 credits in accounting
- 6 credits in commercial (i.e., business) law
- 6 credits in finance
- 3 credits in business statistics
- 6 credits in economics
- 21 credits in business and accounting electives

**After August 1, 2009, in addition to the above, you will need the following:**

- 9 additional credits in accounting
- 15 additional credits in business statistics, commercial law, computer science, economics and/or finance

*Note: Register for all four courses and receive a \$200 discount.*

### SPRING 2009 COURSES

#### AUDITING AND ATTESTATION (AUD)

H9000-51	Staff	5 sessions	\$495
Tuesday	January 6-February 3	6-10 p.m.	

This section covers knowledge of auditing procedures, generally accepted auditing standards and other standards related to attest engagements, and the skills needed to apply that knowledge.

#### BUSINESS ENVIRONMENT AND CONCEPTS (BEC)

H9002-51	Staff	5 sessions	\$495
Thursday	January 8-February 5	6-10 p.m.	

This section covers knowledge of general business environment and business concepts that candidates need to know in order to understand the underlying business reasons for and accounting implications of business transactions, and the skills needed to apply that knowledge.

## PROFESSIONAL DEVELOPMENT

### FINANCIAL ACCOUNTING AND REPORTING (FAR)

H9003-51	Staff	9 sessions	\$715
Tuesday	February 10-April 7	6-10 p.m.	

This section covers knowledge of generally accepted accounting principles for business enterprises, not-for-profit organizations and governmental entities, and the skills needed to apply that knowledge.

### REGULATION (REG)

H9001-51	Staff	8 sessions	\$695
Thursday	February 12-April 2	6-10 p.m.	

This section covers knowledge of federal taxation, ethics, professional and legal responsibilities and business law, and the skills needed to apply that knowledge.

## SUMMER 2009 COURSES

### AUDITING AND ATTESTATION (AUD)

H9000-71	Staff	5 sessions	\$495
Tuesday	May 5-June 2	6-10 p.m.	

### BUSINESS ENVIRONMENT AND CONCEPTS (BEC)

H9002-71	Staff	5 sessions	\$495
Thursday	May 7-June 4	6-10 p.m.	

### FINANCIAL ACCOUNTING AND REPORTING (FAR)

H9003-71	Staff	9 sessions	\$715
Monday, Wednesday	June 8-July 6	6-10 p.m.	

### REGULATION (REG)

H9001-71	Staff	8 sessions	\$695
Monday, Wednesday	July 13-August 5	6-10 p.m.	

## BOOKKEEPING

### BOOKKEEPING CERTIFICATE PROGRAM

Bookkeeping is the recording of all financial transactions undertaken by an individual or organization. The organization may be a business, a charitable organization or a local sports club. Bookkeeping 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. Individuals who borrow or lend money track how much they owe to others or are owed from others. The following courses must be completed in order to receive a Bookkeeping Certificate. Courses may also be taken on an individual basis.

#### BOOKKEEPING I

H2115-51	Stacy Mirinaviciene	12 sessions	\$499
Tuesday, Thursday	February 24-April 2	6:30-9:30 p.m.	

This course introduces the principles of double-entry bookkeeping. Students 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

H2116-51	Stacy Mirinaviciene	12 sessions	\$499
Tuesday, Thursday	April 14-May 21	6:30-9:30 p.m.	

This course continues the student's study of bookkeeping. Emphasis is placed on specialized journals and ledgers. Other topics include 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

H2117-71	Maryanne Langro	8 sessions	\$359
Tuesday, Thursday	May 26-June 18	6:30-9:30 p.m.	

Through hands-on training, students learn how to create a QuickBooks company and modify the preset chart of accounts to suit individual needs. They also acquire 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. Students learn how to create and customize QuickBooks reports and export them into Excel.

## PROFESSIONAL DEVELOPMENT

### EXCEL FOR ACCOUNTING

H2118-71	Maryanne Langro	2 sessions	\$99
Tuesday, Thursday	June 23 and 25	6:30-8:30 p.m.	

This course introduces students to the tools used to customize reports in Excel. Topics include absolute vs. relative cell referencing, linking worksheets, database features, financial functions, creating charts, and interfacing reports with QuickBooks.

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## HOW TO SUCCEED IN BUSINESS

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### STARTING YOUR OWN BUSINESS

H1160-51	Sandra Johnson	2 sessions	\$99
Tuesday	May 12 and 19	7-9 p.m.	

The American Dream means owning your own business. But did you know that 50 percent of all new businesses fail within the first two years of operation? Planning ahead can help avoid this catastrophe. This course is designed for individuals planning to start their own business. Topics discussed include incorporation vs. sole proprietorship, preparing a business plan, recordkeeping, marketing, taxes and more.

### MARKETING SUCCESS FOR YOUR SMALL BUSINESS: MERGING TRADITIONAL METHODS WITH NEW TECHNOLOGY

H1300-51	Mindy Ferrentino Wolfle	1 session	\$99
Saturday	February 28	10 a.m.-2:30 p.m.	
(1/2 hour break for lunch)			

In today's economy, business owners need to be more creative, relevant and innovative than ever when considering their marketing initiatives. This means branding, networking, search engine optimization, e-commerce, graphic design, public relations and advertising. This interactive program combines tangible techniques, humor and personal insights that cover the essentials of creating your own small business success through strategic, integrated marketing.

### PUBLIC SECTOR COLLECTIVE BARGAINING

H1201-51	Anthony Giustino	8 sessions	\$450
Tuesday	February 17-April 14	6-9 p.m.	
<i>No class April 7.</i>			

This course is an introduction to the historical development of the legal status of public employees in the United States, with a specific emphasis on New York. Selected laws designed to protect the general public from abuses in the public sector are investigated through case studies and class projects. Practical applications are drawn from union activities and collective bargaining, including comparisons with private sector issues.

## PROFESSIONAL DEVELOPMENT

### WRITING SKILLS FOR THE BUSINESS WORLD

U6415-51	Silvia Montemurro	10 sessions	\$224
Thursday	February 26-April 30	8:30-10 p.m.	

Do you find it difficult to express yourself in letters, e-mail and memos? Do you avoid writing or suffer from anxiety when someone requests something in writing from you? If so, join us to discover how you can overcome sticky, stressful writing problems. Using formats typical of the business world, the instructor works with each student on addressing specific concerns that occur frequently. Quickly, you discover that you can be a compelling communicator and an outstanding performer in your company and elsewhere via your ability to achieve clarity and precision with the written word.

### MAGNETIC PRESENTATIONS: HOW TO MAKE PEOPLE PAY ATTENTION TO YOU AND YOUR MESSAGE

H1181-51	Judy Rosemarin	2 sessions	\$595
Saturday, Sunday	April 25 and 26	9 a.m.- 4 p.m.	

We make presentations every day in front of all kinds of audiences — bosses, staff meetings, interviews and in formal settings — but often don't realize that every encounter is a form of presentation. This two-day class helps you learn the basics of how to make compelling presentations by using the three-part approach of KNOW, SHOW, GO. You learn ways to conquer the fear of presenting, design strong and focused presentations, and create messages that people remember. The class offers group discussion, experiential learning, practice, and feedback from other students.

### PRESENTATION SKILLS LAB

H1182-51	Judy Rosemarin	1 session	\$295
Saturday	May 9	9 a.m.-4 p.m.	

This advanced course builds on the basics covered in “Magnetic Presentations” and provides practice time for each student, digital capturing of individual presentations, and focused feedback for each presenter. This class is for students who have some basic presentation experience and want to fine-tune their approach and delivery.

### TRAINING THE TRAINER

H1175-51	Conrad Richards	2 sessions	\$120
Saturday	April 18 and 25	9:30 a.m.-12:30 p.m.	

If you are a corporate trainer (new or experienced), or if you train or teach adults (or are considering entering this field), this course provides a basic foundation. Learn the importance and benefits of training an organization's employees, how to set training goals and objectives that are realistic, how to implement the most currently employed principles in teaching and reaching the adult population, and how to select the appropriate training materials, delivery methods, course subjects and course designs. You will walk away with keys to successful training, whether you are conducting the training or employing others to do it.

The Career Success Series helps individuals clarify and achieve their professional goals, as well as support organizations in their development initiatives so that management and leadership staff can build the critical competencies required in today's work environment.

### **WOMEN IN CAREER TRANSITION: Possibilities, Opportunities and Strategies**

Saturday, March 7, 2009

9 a.m.-4 p.m.

Mack Student Center

Fee: \$75 (includes continental breakfast, lunch and all program materials)

Women of all ages are invited to attend this informative and motivational conference. Attendees will leave with a well-grounded action plan to get them started on the path to the next phase of their working life.

**KEYNOTE SPEAKER: EMMA GILBEY KELLER**, author of *The Comeback* Book will be available for purchase and signing by author.

### **WORKSHOP TOPICS INCLUDE:**

- Balancing Family and Career: New Opportunities for Working Women
- Changing Careers: Deciding What to Do Next
- Mothers Re-entering the Workforce
- Giving Back: Transitioning to Nonprofits
- It's Not Your Mother's Retirement ... New Options for Baby Boomers
- Emotional Aspects of Transitions
- Financial Planning for Transitions
- Take Charge of Your Job Search!
- Legal Rights of Employment
- Taking the Entrepreneurial Plunge: Is It Right for You?

*For more information or to register, call (516) 463-7800 or visit [ce.hofstra.edu](http://ce.hofstra.edu).*

## PROFESSIONAL DEVELOPMENT

### A FRESH START: NEW WAYS TO RE-ENERGIZE YOUR JOB SEARCH CAMPAIGN

H1180-51	Judy Rosemarin	1 session	\$199
Saturday	January 24	9 a.m.-4 p.m.	

This course is designed to help you start or re-start your job search campaign. You learn cutting-edge techniques and tips about how to gather your resources and establish your value; put together a results-oriented resume; engage in effective networking, including online social networking; generate ideas for new positions; learn effective marketing and interviewing strategies; and become more confident.

### WHAT WERE YOU BORN TO DO?

H1161-51	Susan Eckert	3 sessions	\$179
Wednesday	March 11-25	6:30-9:30 p.m.	

Unfortunately 80 percent of Americans are unhappy in their current jobs and/or line of work. Often these individuals feel they were meant to do something else, or that they missed their golden opportunity to be something else. The challenge often lies in wanting to make a change, but not knowing what to pursue. In this eye-opening workshop, you actively explore how personality type provides clues (utilizing Meyers-Briggs Type Inventory); how to identify personal key strengths, talents and skills; how to get clues to the “ideal” career by exploring childhood daydreams; the influence others have had on your career decisions; and the personal requirements that come into play for the three key areas that ultimately shape the right job for you.

### TAKE CHARGE OF YOUR CAREER DEVELOPMENT

H1162-51	Susan Eckert	1 session	\$75
Wednesday	April 15	6-9 p.m.	

Have you ever wondered how some people manage to climb the corporate ladder so easily? Successful career climbers have learned to take charge of their own career development, proactively seeking out the resources, development and tools they need to advance. Participants in this workshop explore their roles in optimizing their company’s performance management process, steps to a productive relationship with the boss/organizational leaders, how to identify/find opportunities for internal/external career development, the keys to professional success, and how to know when it is time to move on.

### PLANNING AND MANAGING FOR A SUCCESSFUL CAREER TRANSITION

H1163-51	Susan Eckert	1 session	\$75
Wednesday	April 22	6-9 p.m.	

It used to be that career transition was more commonly associated with a mid-life event and/or the shifting priorities and values that come with maturity and new life stages. However, this assumption is now a thing of the past as more individuals of all ages are seeking career fulfillment, purpose, and a work environment that nurtures personal and professional growth. Participants in this workshop learn why it’s never too late — or too early — to make a career shift, how to find and pursue new opportunities, how to clarify what you have to offer, the critical distinction between passive and proactive search methods, and how to decide whether or not to make the move to start your own business.

## PROFESSIONAL DEVELOPMENT

### BUILDING A POWERFUL JOB SEARCH TOOLBOX

H1164-51	Susan Eckert	1 session	\$75
Wednesday	April 29	6-9 p.m.	

An increasingly competitive and automated job market requires that current job seekers have updated search tools in order to be successful and minimize time in between jobs. Participants in this workshop actively work to create a clear vision for their next move; craft a pitch to their support network, a headhunter, and a hiring manager; plan and organize their search; learn how to build and tap into their networks; and learn how to create effective marketing tools (e.g., cover letters, résumés and thank-you letters).

### HOW TO WRITE RESUMES THAT FIRE UP YOUR JOB SEARCH

H1165-51	Susan Eckert	2 sessions	\$120
Tuesday, Wednesday	May 5 and 6	6-9 p.m.	

For every job posting, there are hundreds of resumes waiting to be reviewed. This means that hiring managers and recruiters can afford to spend about 10 seconds per resume. In this competitive environment, how do you make your resume stand out? Certified professional resume writer and published author Susan Eckert guides you through the process of strategically conceptualizing, designing and writing your very best resume — one that ensures you get the attention you deserve and a shot at the ideal opportunities you seek. Participants in this workshop learn proven practices for strategic resume design, step-by-step resume building exercises, solutions for common mistakes job seekers make, and how to forego modesty and highlight your true value! Utilizing the tools and exercises presented, the result is a resume that highlights your best experience, strengths and talents; is presented in an attractive, easy-to-read format that stands out; and is ideal for computerized searches because it optimizes keywords, power verbs, and industry terms and catch-phrases.

### ACE THE INTERVIEW

H1166-51	Susan Eckert	2 sessions	\$120
Tuesday, Wednesday	May 12 and 13	6-9 p.m.	

Interviewing can be considered an art form, but fortunately it is one that can be learned rather quickly. The challenge lies in weaving the same key messages regarding competencies, skills and qualifications throughout the interview, while providing sufficient examples of specific accomplishments to support these messages. Participants in this workshop learn and practice building confidence, establishing rapport, understanding the components of the interview experience, eloquently answering the four types of interview questions, acing the challenging questions, appropriately responding to inappropriate questions, presenting your personal key messages, crafting the key questions you should be sure to ask, how to distinguish yourself and put your best foot forward, the importance of non-verbal communication, and how to negotiate and get the offer you want.

## PROFESSIONAL DEVELOPMENT

### PROJECT MANAGEMENT

Given the increasing complexity of projects and the escalating costs of missing deadlines, project management has become an expertise that is essential to any economic or creative success. Hofstra University Continuing Education's unparalleled Certificate Program in Project Management takes the best of real-world experience and combines it with cutting-edge technology to ensure that our students have the tools and expertise they need to make the ultimate difference in all their professional endeavors.

#### PROJECT MANAGEMENT

T8010-51	John Cronin	10 sessions	\$870
Tuesday, Thursday	February 3-March 5	6:30-9:30 p.m.	

If you're a project manager who has been promoted to a project/program management position, or you're thinking about seeking such a position, or you simply want to learn how to manage your own workload and time more efficiently, start here! With a curriculum based on the *Project Management Body of Knowledge Guide*, this course covers the processes and phases of the project/program lifecycle with anecdotal discussion and examples added to help you understand the applicability of project management tools and techniques. Topics include project management processes; the project plan; and management of a project's scope, time, cost, quality, human resources, communications, risk, procurement and contracts/contractors.

*Prerequisites: Basic PC skills and knowledge of Excel*

#### MICROSOFT EXCEL AND MICROSOFT PROJECT FOR PROJECT MANAGERS

T8025-51	John Cronin	5 sessions	\$435
Tuesday, Thursday	March 10-24	6:30-9:30 p.m.	

Microsoft Excel can be used to create interactive reporting tools that are invaluable to project managers, their executives and customers. This hands-on course shows you how to apply Excel basics to managing projects. You'll create sample project documents such as project status reports, Gantt charts and meeting minute templates to reinforce what you learn. And you'll be introduced to (and provided with) templates and other resources to help you drive projects that are on time and under budget. Microsoft Project is one of the most commonly used project management tools for planning moderately sized projects and multi-project programs. Learn how to create project plan components, as well as how to use this versatile software to monitor progress. While working on class assignments, you'll learn various charting and reporting tools, how to display the critical path and how to link together multiple projects to make a program plan.

#### CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

T8040-51	John Cronin	8 sessions	\$696
Tuesday, Thursday	March 26-April 23	6:30-9:30 p.m.	

*No class April 9.*

Put into action the skills you've learned in the previous two courses. As part of a team, you'll develop and complete a plan for a five-week project. As you go along, your team will

## PROFESSIONAL DEVELOPMENT

provide updates to “management.” At the end of the course, your team will formally present the project deliverables you’ve produced.

*Prerequisite: Microsoft Excel and Microsoft Project for Project Managers*

### CONTROLS FOR IT PROFESSIONALS

T8045-51	Staff	8 sessions	\$696
Monday, Wednesday	February 2-March 2	6:30-9:30 p.m.	
<i>No class February 16.</i>			

**NEW!**

IT managers are required to increase their breadth of controls and processes critical to the success of an IT organization. Successful managers can navigate issues through qualified metrics and auditing skills and therefore stride toward an organization that is effective and efficient, mitigates operational risk and reduces cost. This class is designed to give the participant an overview of SOX, change control, SDLC and quality assurance/controls, which are key measures for IT executives at both public and private companies. Topics: SDLC, change control, quality assurance, SOX as it relates to IT, ITIL, CoBIT, Six Sigma.

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### RACEHORSE OWNERSHIP

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The Racehorse Ownership Institute (ROI) at Hofstra University offers the only university-based program dedicated solely to the education, advancement and assistance of thoroughbred and standardbred racehorse owners.

Located at the historic and modern centers of the thoroughbred and standardbred racing industries, Hofstra is less than one mile from the former site of **Roosevelt Raceway** (the world capital of harness racing from 1940 through the 1980s) ... and just down the street from **Newmarket**, the former site of America’s first (1665) racetrack. The University is also located five miles east of the prestigious **Belmont Park Racetrack**, as well as a short drive from the **Meadowlands Racetrack** in East Rutherford, New Jersey. Hofstra’s ideal location enables us to provide special opportunities for course participants to interact with professionals at some of the world’s top racing venues.

And speaking of geography ... the ROI program has attracted enrollment from as far away as Arizona and Nevada and as close as New York City.

For your convenience, classes are offered in the evening and on weekends. Each offering presents “the good, the bad and the muddy” in a balanced format. Please be assured: the ROI is an educational organization dedicated to the serious informational needs of both prospective and seasoned racehorse owners of both breeds. No particular partnership, syndicate or product is sold at any seminar, and neither the coordinator nor the guest speakers have any financial interest in your entry into racehorse ownership. While information regarding initial ownership is provided upon request, the materials represent a broad array of investment possibilities that are neither discussed nor rated in class.

Along these lines, please keep in mind that racehorse ownership is a highly speculative investment ... and is not for everyone. You are highly encouraged to discuss ownership with your attorney, accountant, certified financial planner, and/or other investment adviser.

## PROFESSIONAL DEVELOPMENT

### ABOUT THE COORDINATOR

Chris E. Wittstruck – not only a successful attorney, a licensed thoroughbred and standardbred owner, an award-winning racing writer and a much-in-demand media commentator, but also a seasoned, continuing-education instructor – coordinates the Institute. He draws upon his vast study, research and experience to provide presentations that are intensive, intellectual, current and practical.

#### INTRODUCTION TO RACEHORSE OWNERSHIP FOR THE SMALL INVESTOR

H4221-51	Chris Wittstruck	2 sessions	\$225
Saturday, Sunday	March 14 and 15	9:30 a.m.-4:30 p.m.	at Hofstra

This course examines, in detail, the benefits and risks of racehorse ownership as an investment vehicle. If this type of investment is for you, the timing couldn't be better. New York is on the verge of installing video lottery terminals (slots) at racetracks, thus ensuring an enhanced purse structure for owners. Racing syndicates (partnerships) for the small investor are being formed at a rapid pace. Topics include: forms of ownership, licensing, acquisition of horses, hiring of professionals, insurance and tax issues, training expenses, and related areas.

#### INTRODUCTION TO RACEHORSE OWNERSHIP FOR THE SMALL INVESTOR

H4221-71	Chris Wittstruck	2 sessions	\$225
Saturday, Sunday	June 20 and 21	Saturday, 9:30 a.m.-4:30 p.m.	Sunday, 9:30 a.m.-1:30 p.m. at Belmont

This course examines in detail the benefits and risks of racehorse ownership as an investment vehicle. If this type of investment is for you, the timing couldn't be better. New York is on the verge of installing video lottery terminals (slots) at racetracks, thus ensuring an enhanced purse structure for owners. Racing syndicates (partnerships) for the small investor are being formed at a rapid pace. Topics include: forms of ownership, licensing, acquisition of horses; hiring of professionals; insurance and tax issues; training expenses; and related areas. On Saturday, you'll receive an intensive six hours of classroom study at the Hofstra campus. On Sunday – in conjunction with the "Breakfast at Belmont" program – the class will be conducted at Belmont Park Racetrack. (Students are responsible for their own transportation and breakfast.) Attendance at the afternoon races is optional, but encouraged.

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## BROADCASTING AND SPORTSCASTING

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#### THE NEW WORLD OF RADIO AND TELEVISION BROADCASTING

H1019-51	Ed Ingles & Staff	8 sessions	\$600
Saturday	March 21-May 16	9 a.m.-Noon	

*No class April 11.*

With the introduction of new technologies over the past several years, the television and radio broadcast industry has changed dramatically. This intensive course introduces students to the new world of radio and television broadcasting. Students learn how to assemble a newscast, including anchoring, writing, editing and reporting. The experience includes

## PROFESSIONAL DEVELOPMENT

performing in front of the camera and behind the microphone, using Hofstra University's state-of-the-art equipment and facilities. The course is open to students ages 14 to adult and is taught by seasoned broadcast professionals. Instructors include veteran broadcasters Ed Ingles (WCBS Radio), Ben Mevorach (1010 WINS Radio), Bill Korbel (News 12), Susan Murphy (Assistant Dean, Hofstra University School of Communication), Mel Granick (Public Relations Director, Mercy Hospital), plus a local news anchor or reporter.

### SUMMER SPORTSCASTING INSTITUTE

Ever dream about conducting a locker room interview with the newly crowned Super Bowl Champions? Taught by professional sportscasters with decades of experience in New York television and radio broadcasting, this interesting (and fun) institute teaches you the fundamentals of sportscasting, including interviewing, writing, announcing, commentary and professional presence.

You'll work hard and get hands-on experience with in-depth critiques of your work in the classroom and in the field, as you hone your skills in TV and radio play-by-play, anchoring and reporting. Upon completion, you'll receive an honest evaluation of your potential and recommendations for next steps, and you'll leave with a DVD demo reel of your on-camera work.

Ed Ingles, a well-respected CBS radio and television sportscaster for 30 years, is the coordinator of this program. Guest instructors include well-known sportscasters Len Berman, Samantha Ryan, Sam Rosen, Mike Breen, John Discepolo, Kenny Albert and others to be announced.

#### SUMMER SPORTSCASTING INSTITUTE FOR TEENS

H1014-71	Ed Ingles & Staff	5 sessions	\$1,000
Monday-Friday	July 20-24	8:30 a.m. -5:30 p.m. (includes lunch)	

*Note: You must call for an application and provide a recommendation letter from your high school guidance counselor, coach or teacher.*

#### SUMMER SPORTSCASTING INSTITUTE FOR ADULTS

H1015-71	Ed Ingles & Staff	6 sessions	\$1,100
Monday-Saturday	August 3-8	8:30-5:30 p.m.	

#### WANT TO LEARN MORE? JOIN US AT A FREE INFORMATION SESSION:

Thursday, January 15, 6-7:30 p.m.  
Wednesday, February 11, 6-7:30 p.m.  
Wednesday, March 11, 6-7:30 p.m.

**To register or for more information, call (516) 463-7800 or visit [ce.hofstra.edu](http://ce.hofstra.edu).**

FORENSIC LINGUISTICS

**FORENSIC LINGUISTICS: APPLICATIONS**

H2000-51	James Fitzgerald, Robert Leonard	8 sessions	\$990
Monday-Thursday	March 2-5 and 9-12	6-9:30 p.m.	

This intensive, two-week graduate course (which can be taken for three credits or on a non-credit basis) examines the techniques and theories of the cutting-edge forensic science of forensic linguistics. Through detailed studies of actual cases, two expert practitioners in the field, Robert Leonard and James Fitzgerald, demonstrate the linguistic analytical principles used to respond to domestic and foreign terror campaigns; threats to government officials, workplace, schools and private individuals; and criminal intelligence disinformation, intercepted communications, and ransom and extortion notes. Case studies used in class are largely those worked by Mr. Fitzgerald and/or Mr. Leonard, including the JonBenet Ramsey case, Unabomber case, NFL Terrorism Threat case, Philadelphia Bombing case, Anthrax case, Daniel Pearl case, Barbie Doll case, DC Sniper case, UK School Bus Bombing Threat/Extortion case, and the Hummert Murder case (subject of *TV's Forensic Files: A Tight Leash*). This course serves as a general overview of the field of forensic linguistics. Upon completion of the course, students are able to assess which cases are appropriate for forensic linguistic analysis, explain the tools linguistics can bring to an investigation, and apply the principles of these tools to data from actual cases.

**Join us for a FREE workshop ...  
CSI: Forensic Linguistics  
Wednesday, February 4, 2009 • 6-8 p.m.**

Imagine you're a linguistic scientist working with Homicide/Major Crimes. A woman has been murdered, and at the crime scene CSI finds letters written to the victim. Learn from a real forensic linguist how you can use those letters to find the killer. Hofstra Professor Rob Leonard, head of Hofstra's Forensic Linguistics Project, has worked cases with an array of law enforcement and other entities, and trains FBI agents in forensic linguistic techniques.

In this free, hands-on session, you play the forensic linguist as Professor Leonard guides you through two actual cases that he has helped break: a Pennsylvania murder and the John Karr episode of the JonBenet Ramsey ransom note.

For more information, visit [ce.hofstra.edu](http://ce.hofstra.edu) and click on Special Events.

## PROFESSIONAL DEVELOPMENT

### >> INFORMATION TECHNOLOGY <<

For more information and advisement on course selection and requirements, please call **Dr. Kenneth Newman** at (516) 463-4688 or e-mail [kenneth.newman@hofstra.edu](mailto:kenneth.newman@hofstra.edu).

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

**INTERESTED IN PROJECT MANAGEMENT? SEE PAGE 24.**

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### PC AND MS OFFICE

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Are you re-entering the workforce? Many people find the lack of computer skills a major obstacle to returning to the workforce. Computers are the predominant tools in the work environment and the ability to use them effectively is necessary for career success. The following job readiness courses are designed for individuals planning to re-enter the workforce or those interested in building confidence in these skill areas. Participants learn the concepts of word processing and spreadsheets in the context of common business and home applications.

#### PC BASICS AND INTERNET SKILLS

T1001-51	Staff	4 sessions	\$240
Saturday	February 7-28	10 a.m.-1 p.m.	

**NEW!**

PC Basics is designed to transform non-computer users into knowledgeable and capable computer users. Beginning with a review of the keyboard, disk drives and printer, students continue with a working understanding of the computer's Windows operating system and finish with practical, hands-on experience using a PC and running software applications. In addition, this course offers a hands-on look at the Internet and provides the introductory skills necessary to effectively use the Internet for business and personal needs.

#### INTRODUCTION TO MICROSOFT WORD 2007

T1011-51	Staff	4 sessions	\$240
Saturday	March 7-28	10 a.m.-1 p.m.	

**NEW!**

This course provides hands-on instruction using the basic features of Microsoft Word 2007, one of the most widely installed word processing programs, in the context of common business applications. The instructional format provides participants with working knowledge that can be applied to any word processing program. Students learn the concepts of word processing as they develop memo formats; learn to block, move and copy text while writing a legal brief; use spellcheck, thesaurus and grammar check to proofread copy; and learn other business applications.

*Prerequisite: PC Basics and Internet Skills or equivalent*

## PROFESSIONAL DEVELOPMENT

### INTRODUCTION TO MICROSOFT EXCEL 2007

T1021-51	Staff	4 sessions	\$240
Saturday	April 4-May 2	10 a.m.-1 p.m.	

*No class April 11.*

**NEW!**

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

*Prerequisite: PC Basics and Internet Skills or equivalent*

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## DATABASE DESIGN AND DEVELOPMENT

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Databases are the foundation of all business activity, so understanding their value and impact is vital. Hofstra offers expert individual classes in all the most popular database software, as well as three professional certificate options: Microsoft Database Design, the industry-leading Oracle 11g DBA Certified Associate, and Certified Professional tracks.

### INTRODUCTION TO DATABASE DESIGN AND SQL PROGRAMMING

T5202-51	Michael Devlin	11 sessions	\$957
Monday, Wednesday	February 2-March 11	6:30-9:30 p.m.	

*No class February 16.*

The efficient management of data requires the use of a relational database management system (RDBMS). Your hands-on introduction to this important business tool covers concepts and components of relational database models; database design and considerations; file system data management; management issues of database design; creating the database structure; distributed database management systems; and practical applications of relational database systems. Structured Query Language (SQL) is the native programming language of all relational database management systems. The course explores topics such as Data Definition Language (DDL) for building, modifying and removing database objects such as tables, views and indexes; Data Control Language (DCL) and Data Manipulation Language (DML); querying single/multiple rows and columns; subselects and correlated subselects; inner and outer joins; unions; functions; expressions; and data processing. Students also receive an overview of report processing with SQL.

*Prerequisite: Basic PC knowledge*

### INTRODUCTION TO MICROSOFT SQL SERVER

T5311-51	Staff	7 sessions	\$609
Monday, Wednesday	March 16-April 6	6:30-9:30 p.m.	

Microsoft SQL Server is today's fastest-growing database-management system. This introductory course begins with a description of the SQL Server architecture, then goes on to review SQL and discuss the management of files and databases, including determining resource requirements and the planning and implementation of security and database permissions. Other topics include backing up/restoring databases; monitoring and

## PROFESSIONAL DEVELOPMENT

optimizing SQL Server performance, and transferring and migrating data into databases.  
*Prerequisite: Introduction to Database Design and SQL Programming*

### ADVANCED MICROSOFT SQL SERVER

T5321-51	Staff	5 sessions	\$435
Monday, Wednesday	April 13-27	6:30-9:30 p.m.	

Building on “Introduction to Microsoft SQL Server,” this course delves into replicating data from one SQL server to another; SQL and Microsoft Transact; SQL advanced topics; data transformation services; using triggers and stored procedures; indexes and the performance monitor.

*Prerequisite: Introduction to Microsoft SQL Server*

### INTRODUCTION TO MICROSOFT ACCESS

T1401-51	Michael Devlin	6 sessions	\$522
Tuesday, Thursday	March 17-April 2	6:30-9:30 p.m.	

Learn database concepts and their application in the Access environment. Topics include working in the table, form and query formats; searching and sorting records; editing records in table and form view; creating queries; using multiple tables; creating and modifying a report or form; and various wizards for automatic preparation of tables and queries.

*Prerequisite: Introduction to Database Design and SQL Programming*

### ADVANCED APPLICATIONS OF MICROSOFT ACCESS

T1421-51	Michael Devlin	5 sessions	\$435
Tuesday, Thursday	April 14-28	6:30-9:30 p.m.	

Expanding on “Introduction to Microsoft Access,” this course continues with creating, running and printing results of queries; sorting data in a query; using comparison operators; joining tables and using computing fields in a query; maintaining a database; designing forms, tables and report generation; creating validation rules; updating tables containing validation rules; and creating and using indices.

*Prerequisite: Introduction to Microsoft Access*

### ORACLE 11G DATABASE: ADMINISTRATION 1

T5525-51	Chris Pendergast	12 sessions	\$1,695
Tuesday, Thursday	February 24-April 2	6:30-9:30 p.m.	

**NEW!**

This course is designed to give students a firm foundation in basic administration of Oracle Database 11g. Students learn how to install and maintain Oracle Database 11g; gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another; and learn how to create an operational database and properly manage the various structures in an effective and efficient manner, including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practice.

*Prerequisite: Introduction to Database Design and SQL Programming*

## PROFESSIONAL DEVELOPMENT

**NEW!**

### ORACLE 11G DATABASE: ADMINISTRATION 2

T5615-51	Chris Pendergast	12 sessions	\$1,695
Tuesday, Thursday	April 14-May 21	6:30-9:30 p.m.	

The concepts and architecture that support backup and recovery, along with the steps needed to carry it out in various ways and situations, are covered in detail, including how to define and test your own backup and recovery scenarios. Students will also learn to manage memory effectively and to perform some performance evaluation and tuning tasks, including using some of the advisors. All types of flashback technologies, scheduling jobs inside and outside the database, and controlling system resource usage are covered. Topics are reinforced with hands-on practice.

*Prerequisite: Oracle 11g Database: Administration 1*

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## NETWORKS AND SYSTEMS

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In the world of computing, there is probably no topic more on people's minds these days than networks and security. In addition to classes in networking, we also offer Cisco's new track for CCNA certification.

### INTERCONNECTING CISCO NETWORK DEVICES, PART I

T7097-51	Randy Graves	9 sessions	\$945
Monday	February 23-April 20	6-10 p.m.	

Prepare now for the Cisco Certified Network Associate (CCNA) exam. You'll receive a thorough review of the seven layers of the OSI reference, the encapsulation process, IP Subnetting, TCP/IP, PPP, ISDN, and Frame Relay protocols. Network equipment such as bridges, hubs, switches and routers are studied comprehensively through lectures and hands-on exercises.

*Prerequisite: Basic PC knowledge*

### INTERCONNECTING CISCO NETWORK DEVICES, PART II

T7098-51	Randy Graves	9 sessions	\$945
Monday	April 27-June 29	6-10 p.m.	

*No class May 25.*

Building on skills learned in "Interconnecting Cisco Networking Devices Part I," you 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*

### NETWORK SECURITY

T7070-51	William Gravert	8 sessions	\$696
Monday, Wednesday	February 2-March 2	6:30-9:30 p.m.	

*No class February 16.*

From the latest virus, Trojan, or hijacker, to hackers, malicious scripts, and information and identity theft, your network is at constant risk. Whether it's the wireless network in your

## PROFESSIONAL DEVELOPMENT

home/office or your business's wired network, an understanding of Internet and online security is crucial for its safe administration. This course covers network architecture, local vs. domain security, data encryption, login options, share permissions/access denial, network ports, configuration of firewall(s), malware and antivirus software, as well as the comprehensive "security suites" currently available. Wireless systems will be discussed in depth. While we work to secure your network, we'll explore intrusion detection, and legal and regulatory issues that impact businesses and individuals.

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### PROGRAMMING

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Do you need to make the transition from procedural to object-oriented programming? This certificate is highly recommended for mainframe and COBOL professionals who are retraining and upgrading their skills or for anyone who wants to learn object-oriented programming.

#### INTRODUCTION TO C# PROGRAMMING WITH VISUAL STUDIO 2008

T3021-51	Staff	8 sessions	\$696
Monday	February 2-March 30	6:30-9:30 p.m.	

*No class February 16.*

A comprehensive introduction to the C# programming language. The C# language derives from C and C++. However, 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: Experience with a programming language*

#### ADVANCED C# PROGRAMMING

T3041-51	Staff	6 sessions	\$522
Monday	April 6-May 11	6:30-9:30 p.m.	

Expanding on the material presented in "Introduction to C# Programming With Visual Studio 2008," topics include structures, data file, data structures and dynamic memory allocation, C# and Windows, delegates and events, and Web programming.

*Prerequisite: Introduction to C# Programming With Visual Studio 2008*

#### INTRODUCTION TO VISUAL BASIC.NET

T3061-51	Staff	8 sessions	\$696
Tuesday, Thursday	January 22-February 17	6:30-9:30 p.m.	

Visual Basic (VB) is an event-driven, object-oriented programming language that simplifies the creation of Windows applications. In this hands-on course, you'll create custom applications using the VB environment. Topics include program development, working with forms, using buttons and text boxes, scroll bars, list and combo boxes, menus, dialog boxes, multiple windows, controls, coding, use of the command structure, debugging and dynamic data exchange, and object linking and embedding.

*Prerequisite: Experience with a programming language*

## PROFESSIONAL DEVELOPMENT

### ADVANCED VISUAL BASIC.NET

T3081-51	Staff	6 sessions	\$522
Tuesday, Thursday	February 24-March 12	6:30-9:30 p.m.	

This continuation course covers aspects of designing and implementing database applications using VB and the Access JET Engine. A “real-world” application is defined and developed, and alternative design implementations are discussed. Topics include data analysis and database design, SQL, user interface design, designing menu and pushbutton interfaces, using VB Data Control, using Basic code in place of Data Control, interfacing with foreign databases (e.g., xBase), and creating database reports.

*Prerequisite: Introduction to Visual Basic.NET*

### INTRODUCTION TO JAVA PROGRAMMING

T3161-51	Joyce Milani	8 sessions	\$696
Wednesday	February 4-March 25	6:30-9:30 p.m.	

Java is an object-oriented language that is distributed, portable, architecture neutral, secure, dynamic and robust. It’s used to create interactive content on the Web and to write server/client-side programs or applets. After learning how to write Java applets, you’ll study a variety of applications, such as adding an applet to an HTML document and extending applets. Other topics include writing/using/managing/extending Java applications and protocol handlers.

*Prerequisite: Experience with a programming language*

### ADVANCED JAVA PROGRAMMING

T3181-51	Joyce Milani	6 sessions	\$522
Wednesday	April 1-May 13	6:30-9:30 p.m.	

*No class April 8.*

This course explores advanced programming techniques with Java. Topics include threading and multithreading applications, client/server network application, object serialization, JDBC (Java Database Connectivity), remote method invocation, advanced display design using Swing, Java Beans, servlets and distributed computing.

*Prerequisite: Introduction to Java Programming*

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## WEB DESIGN AND DEVELOPMENT

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The World Wide Web has proven to be not only one of the greatest technological achievements of the late 20th century, but also 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 Design and Development certificate option.

### WEB DESIGN AND DEVELOPMENT WITH HTML

T4001-51	Stephen Sachs	8 sessions	\$696
Monday, Wednesday	February 2-March 2	6:30-9:30 p.m.	

*No class February 16.*

## PROFESSIONAL DEVELOPMENT

This hands-on course teaches you how to create Web pages using HTML (HyperText Markup Language). HTML basics include creating tags, adding images, creating hypertext links, and basic Web page layout techniques.

*Prerequisite: Basic PC knowledge*

### WEB GRAPHICS WITH ADOBE PHOTOSHOP CS3

T4016-51	Kathy Mackenzie	8 sessions	\$696
Thursday	January 8-February 26	6:30-9:30 p.m.	

Adobe Photoshop is the primary tool that professionals use to create Web graphics. Learn about the unique design, color, format, and image issues involved. Topics include preparing graphics for the Web, creating buttons and navigation bars, and creating tiling and texture backgrounds to enhance images.

*Prerequisite: Web Design and Development With HTML*

### INTRODUCTION TO JAVASCRIPT

T4021-51	Staff	6 sessions	\$522
Monday, Wednesday	January 7-28	6:30-9:30 p.m.	

*No class January 19.*

T4021-52	Staff	6 sessions	\$522
Monday, Wednesday	March 9-25	6:30-9:30 p.m.	

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

*Prerequisite: Web Design and Development With HTML*

### INTRODUCTION TO DREAMWEAVER CS3

T4041-51	Kathy Mackenzie	8 sessions	\$696
Thursday	March 5-April 30	6:30-9:30 p.m.	

*No class April 9.*

Dreamweaver is widely used by Web professionals to improve productivity, facilitate (HTML) editing and develop effective Web sites. While working on typical projects, you'll develop the important components of a site using this popular software.

*Prerequisite: Web Design and Development With HTML*

### ADVANCED DREAMWEAVER CS3

T4046-51	Kathy Mackenzie	6 sessions	\$522
Thursday	May 7-June 11	6:30-9:30 p.m.	

**NEW!**

This class builds on the fundamentals covered in Introduction to Dreamweaver CS3. Learn how to increase productivity and move beyond the static Web site. Topics include setting up templates; using CS3 to create dynamic, interactive content; and adding a MySQL database to your Web site.

*Prerequisite: Introduction to Dreamweaver CS3*

## PROFESSIONAL DEVELOPMENT

### INTRODUCTION TO FLASH CS3

T4051-51	Max Dutton	6 sessions	\$522
Monday, Wednesday	March 30-April 20	6:30-9:30 p.m.	

*No class April 8.*

Flash has become the standard for creating high-impact, vector-based Web graphics and animations. This hands-on workshop introduces you to the Flash authoring environment and teaches you the best techniques for optimizing file size and implementing Flash into Web pages.

*Prerequisite: Web Design and Development With HTML*

### ADVANCED FLASH CS3

T4056-51	Max Dutton	6 sessions	\$522
Monday, Wednesday	April 22-May 11	6:30-9:30 p.m.	

**NEW!**

This hands-on course teaches students how to develop an interactive project from the ground up. Specific topics include creating symbols, animating symbols, creating dynamic text fields, components, developing interactivity and a brief introduction to ActionScript.

*Prerequisite: Introduction to Flash CS3*

### INTRODUCTION TO ACTIONSCRIPT USING FLASH CS3

T4057-51	Brian Ferris	6 sessions	\$522
Monday, Wednesday	May 18-June 8	6:30-9:30 p.m.	

*No class May 25.*

This course introduces ActionScript 3.0, Adobe Flash's native programming language. Working in Flash CS3, you will learn to employ ActionScript to program and control dynamically generated animations, or to program interactive games and enhance user interactivity. Take advantage of Flash's built-in components, which allow for the seamless integration of video, database solutions, and more.

*Prerequisite: Introduction to Flash CS3*

### DEVELOPING ASP.NET WEB APPLICATIONS WITH VISUAL STUDIO 2008, VB.NET AND C#

T4061-51	Oguz Alpoge	12 sessions	\$1,044
Tuesday, Thursday	February 3-March 12	6:30-9:30 p.m.	

This course teaches students the fundamentals of very creative and interactive Web site design with ASP.NET 3.5, VB.NET and C# 2008. Learning the most current and advanced ASP.NET 3.5 technologies, students gain a competitive edge in employment and productivity. Learning is based on hands-on practical exercises. This course focuses on using the newest Visual Studio 2008 environment and the Microsoft.NET framework.

*Prerequisite: Advanced Visual Basic.NET*

## PROFESSIONAL DEVELOPMENT

### ADVANCED ASP.NET 3.5

T4062-51	Oguz Alpoqe	12 sessions	\$1,044
Tuesday, Thursday	March 17-April 28	6:30-9:30 p.m.	
<i>No class April 9.</i>			

This course teaches students how to design advanced interactive and database connected Web applications with ASP.NET 3.5 technology. Students also learn about 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 state 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.

*Prerequisite: Developing ASP.NET With Visual Studio 2008, VB.NET and C#*

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## DIGITAL MEDIA AND GRAPHICS

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These courses make full use of the variable nature of digital media, from experimenting with the virtual environments to exploring the capabilities of 3-D modeling software and video games. If you're wondering about the exciting opportunities or have always wanted to make your own video games, dive in and take one of these exceptional classes.

### FUNDAMENTALS OF MOTION GRAPHICS WITH ADOBE AFTER EFFECTS CS3 AND PHOTOSHOP CS3

T7520-51	Paul Lipsky	8 sessions	\$696
Wednesday	February 4-March 25	6:30-9:30 p.m.	

This introductory course teaches the fundamentals of Motion Graphics using Adobe Photoshop CS3 and After Effects CS3. Learn image creation and manipulation, type design, and how to animate elements with After Effects. Additionally you learn skills related to motion graphics, such as image and video formats and the creative production process, as you explore and develop your own creative vision.

### INTRODUCTION TO 3-D STUDIO MAX AND PHOTOSHOP

T7620-51	Paul Lipsky	8 sessions	\$696
Wednesday	April 1-May 27	6:30-9:30 p.m.	

*No class April 8.*

This introductory course is designed for students who are interested in learning the fundamentals of 3-D animation using 3-D Studio Max, one of the premier software applications used in the film, television and game industries. The course begins with simple steps such as how to navigate the user interfaces, and progresses through fundamental concepts such as modeling animation, lighting and texturing. Throughout this process, students share their successes in creative problem solving, allowing the whole class to gain in experience. The course also touches on other skills related to 3-D animation, including the creative production process. Along the way, students explore and develop their own individual creative animation.

### >> PARALEGAL STUDIES <<

For more information and advisement on course selection and requirements, please call **June Mullan** at (516) 463-5014 or e-mail [june.mullan@hofstra.edu](mailto:june.mullan@hofstra.edu).

### PARALEGAL STUDIES CERTIFICATE PROGRAM

If you have an interest in the law and have earned a minimum of 60 college credits, the Paralegal Studies Certificate Program can 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. Real-world, hands-on experience is gained through a series of 10 required courses. The courses in this non-credit certificate program run consecutively.

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 in law firms, corporations, banks, insurance companies, government agencies and the courts.

The goal of the Hofstra Paralegal Studies Certificate Program is to train highly motivated individuals who meet requisite qualifications to work in the public and private sector legal communities as effective paralegals, while at all times placing emphasis on the ethical mandates of the paralegal profession. It is the intention of the program administrators and faculty to mentor each certificate candidate in accordance with individual needs, goals and aspirations. This mentoring includes assistance and support through voluntary internship opportunities, guidance regarding career and educational prospects, and special instruction in unique and emerging areas of the law. It is the further goal of the program to expose each candidate to specific substantive and procedural aspects of New York law, so as to adequately prepare the successful graduate for service to and advancement of the profession in the metropolitan area.

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

The Paralegal Studies Certificate Program offers complete career preparation. The 306 hours of classroom instruction are taught by experienced attorneys and sitting judges. Students can also receive hands-on legal experience through our internship program. We offer comprehensive employment assistance, including instruction in resume preparation, individual career counseling, and distribution of graduates' resumes to prospective employers in the legal community.

All prospective students meet with an admissions counselor to begin the enrollment process and plan class schedules to meet their needs. Six-month full-time day or eight-month part-time evening ... the choice is yours!

Tuition for the program is \$4,950 plus University fees. Student loans are available.

**Spring classes begin January 20, 2009.**

To apply or for additional information, call (516) 463-7800, visit [ce.hofstra.edu/paralegal](http://ce.hofstra.edu/paralegal) or e-mail [ce-paralegal@hofstra.edu](mailto:ce-paralegal@hofstra.edu).

## PROFESSIONAL DEVELOPMENT

Join us at a **FREE Paralegal Studies Information Session:**

<b>Thursday</b>	<b>January 8, 2009</b>	<b>6:30-7:30 p.m.</b>
<b>Thursday</b>	<b>March 19, 2009</b>	<b>6:30-7:30 p.m.</b>

To R.S.V.P. or for more information, call (516) 463-7800.

### THE FOLLOWING ARE REQUIRED COURSES:

#### INTRODUCTION TO LAW

##### *Full-Time Day*

P1110-51	Staff	9 sessions	\$495
Monday-Thursday	January 20-February 5	9 a.m.-1 p.m.	
<i>No class February 3.</i>			

##### *Part-Time Evening*

P1110-52	Staff	11 sessions	\$495
Tuesday, Thursday	January 20-February 12	7-10 p.m.	
Saturday		9 a.m.-1 p.m.	

This course introduces students to the American legal system, law office procedure, legal ethics, the laws of torts and contracts, etc. The course also introduces students to the paralegal field.

#### LEGAL RESEARCH AND WRITING

##### *Full-Time Day*

P1111-51	Staff	8 sessions	\$495
Monday-Thursday	February 9-23	9 a.m.-1 p.m.	
<i>No class February 16.</i>			

##### *Part-Time Evening*

P1111-52	Staff	9 sessions	\$495
Tuesday, Thursday	February 14-March 5	7-10 p.m.	
Saturday		9 a.m.-1 p.m.	

This course explores physical, statutory and case law sources, digests, the key number system, and Shepardizing (enables you to find, read and update case law). You'll also learn to prepare legal correspondence.

#### CIVIL LITIGATION

##### *Full-Time Day*

P1112-51	Staff	8 sessions	\$495
Monday-Thursday	February 25-March 10	9 a.m.-1 p.m.	

##### *Part-Time Evening*

P1112-52	Staff	9 sessions	\$495
Tuesday, Thursday	March 7-26	7-10 p.m.	
Saturday		9 a.m.-1 p.m.	

A study of procedural rules and process in the New York and federal courts, from the client interview through the filing of a complaint, motions, discovery, trial preparation and trial, as well as post-trial activities.

## PROFESSIONAL DEVELOPMENT

### CONTRACTS

#### *Full-Time Day*

P1113-51	Staff	8 sessions	\$495
Monday-Thursday	March 12-25	9 a.m.-1 p.m.	

#### *Part-Time Evening*

P1113-52	Staff	9 sessions	\$495
Tuesday, Thursday	March 28-April 21	7-10 p.m.	
Saturday		9 a.m.-1 p.m.	

*No class April 9, 11.*

A study of the law and practical considerations in the drafting and interpretation of contracts. The law governing sales is also discussed.

### REAL ESTATE

#### *Full-Time Day*

P1114-51	Staff	8 sessions	\$495
Monday-Thursday	March 30-April 9	9 a.m.-1 p.m.	

#### *Part-Time Evening*

P1114-52	Staff	9 sessions	\$495
Tuesday, Thursday	April 23-May 12	7-10 p.m.	
Saturday		9 a.m.-1 p.m.	

A study that includes types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens, and landlord/tenant law.

### BUSINESS ORGANIZATIONS

#### *Full-Time Day*

P1115-51	Staff	8 sessions	\$495
Monday-Thursday	April 13-23	9 a.m.-1 p.m.	

#### *Part-Time Evening*

P1115-52	Staff	9 sessions	\$495
Tuesday, Thursday	May 14-June 4	7-10 p.m.	
Saturday		9 a.m.-1 p.m.	

A study that includes sole proprietorships, partnerships and corporations. The application of basic principles of business formation, as well as the tax law impacting business organizations is explained.

### BANKRUPTCY

#### *Full-Time Day*

P1116-51	Staff	8 sessions	\$495
Monday-Thursday	May 11-21	9 a.m.-1 p.m.	

#### *Part-Time Evening*

P1116-52	Staff	9 sessions	\$495
Tuesday, Thursday	June 6-25	7-10 p.m.	
Saturday		9 a.m.-1 p.m.	

## PROFESSIONAL DEVELOPMENT

A study of 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.

### FAMILY LAW

#### *Full-Time Day*

P1117-51	Staff	8 sessions	\$495
Monday-Thursday	April 27-May 7	9 a.m.-1 p.m.	

#### *Part-Time Evening*

P1117-52	Staff	9 sessions	\$495
Tuesday, Thursday	June 27-July 18	7-10 p.m.	
Saturday	9 a.m.-1 p.m.		

*No class July 4.*

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; as well as a discussion regarding the law of adoption.

### CRIMINAL LAW

#### *Full-Time Day*

P1118-51	Staff	8 sessions	\$495
Monday-Thursday	May 26-June 8	9 a.m.-1 p.m.	

#### *Part-Time Evening*

P1118-52	Staff	9 sessions	\$495
Tuesday, Thursday	July 21-August 8	7-10 p.m.	
Saturday	9 a.m.-1 p.m.		

A study that includes 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 pre-trial hearings.

### ESTATES, TRUSTS, AND WILLS

#### *Full-Time Day*

P1210-51	Staff	8 sessions	\$495
Monday-Thursday	June 10-23	9 a.m.-1 p.m.	

#### *Part-Time Evening*

P1210-52	Staff	9 sessions	\$495
Tuesday, Thursday	August 11-29	7-10 p.m.	
Saturday	9 a.m.-1 p.m.		

A study that includes 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.

### ABOUT THE COORDINATOR

New Hyde Park attorney Chris E. Wittstruck coordinates Hofstra's Paralegal Studies Program. Mr. Wittstruck is a private practitioner, concentrating in the areas of commercial and real estate litigation, as well as racing and gaming law.

## PROFESSIONAL DEVELOPMENT

### >> DEAF STUDIES <<

For more information and advisement on course selection and requirements, please call **Jennifer Jokinen** at (516) 463-5016 or e-mail [jennifer.jokinen@hofstra.edu](mailto:jennifer.jokinen@hofstra.edu).

Hofstra's Deaf Studies Certificate Program is composed of a sequence of non-credit courses that lead to a clear level of competence in American Sign Language (ASL). The certificate is awarded to students who successfully complete the eight required courses listed below plus an additional 36 classroom hours obtained through a variety of elective courses and workshops. The courses and workshops in this program are continually updated and rotated. Courses may be taken on an individual basis without participating in the certificate program. Affiliated instructors are both hearing and deaf. Students with advanced standing may substitute courses taken at other institutions to meet the CE 10-course certificate requirement, and are encouraged to call (516) 463-7600 for pre-registration advisement. A minimum of four courses must be taken at Hofstra Continuing Education to earn the certificate.

*NOTE: Hofstra University Continuing Education reserves the right to reschedule courses and reassign faculty.*

#### Required Courses:

- ASL 1
- ASL 2
- ASL 3
- ASL 4
- ASL 5
- ASL 6
- ASL 7
- Issues and Trends in Deaf Culture

#### ASL 1

U2111-51	TBA	10 sessions	\$257
Monday, Wednesday	February 9-March 16	6:30-8:30 p.m.	
<i>No class February 16.</i>			

This introductory course provides students with a strong foundation in American Sign Language (ASL). Students study the alphabet and numbers and learn basic vocabulary as well as fingerspelling, language functions, grammar, basic questions, and dialogue practice. The history of ASL is explored so that students become knowledgeable in the basics of deaf culture.

#### ASL 2

U2112-51	TBA	10 sessions	\$257
Monday, Wednesday	March 23-April 22	6:30-8:30 p.m.	

This course enables students to develop additional fingerspelling skills. Instruction includes conversational strategies, sentence practice with directional verbs, adverbs, pronouns, numbers, time and calendar-related words. Additional aspects of deaf culture are studied.  
*Prerequisite: ASL 1*

#### ASL 3

U2113-51	TBA	7 sessions	\$257
Tuesday	February 24-April 7	6:30-9:30 p.m.	

This course focuses on directional verbs and adverbs, plural and negative formations, and

## PROFESSIONAL DEVELOPMENT

quantifiers. In addition, locational relationships and pronominal classifiers are covered. Additional information on deaf culture, language functions and grammar are discussed.

*Prerequisite: ASL 2*

### ASL 4

U2114-51

TBA

7 sessions

\$257

Tuesday

February 24-April 7

6:30-9:30 p.m.

Building on previous ASL courses, this class covers unit, time and age. Noun-verb pairs, pronouns, question words and endings, opposites, quality, quantity, and additional directional verbs are taught. Students learn how to handle interruptions, solve conflicts, and give listener feedback. Current issues in the deaf community are addressed.

*Prerequisite: ASL 3*

### ASL 5

U2115-51

TBA

7 sessions

\$257

Tuesday

February 24-April 7

6:30-9:30 p.m.

Students are instructed in 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 4*

### ASL 6

U2116-51

TBA

7 sessions

\$257

Thursday

February 26-April 9

6:30-9:30 p.m.

This course is concerned with 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. Numbers from 100 to 1,000 are addressed. Students are taught 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*

### ASL 7

U2117-51

TBA

7 sessions

\$257

Monday

February 23-April 6

6:30-9:30 p.m.

Sharing amusing stories is one way for people in the deaf community to connect with each other. This course is designed to provide ASL students with 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.

Students 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*

## PROFESSIONAL DEVELOPMENT

NEW!

### NARRATIVE DEVELOPMENT OF ASL STORYTELLING

U2239-51	Peter Cook	1 session	\$99
Saturday	March 28	9 a.m.-noon	

The purpose of this workshop is to explore the role of narrator and character in storytelling. Participants have the chance to exercise role shifting between narrator and character. Features such as body shifting, eye gazing, physical features, positions, and power shifting are discussed. There are many hands-on activities used to explore ways to expand the information in a story without adding new information, and group activities that allow students to work together on exercises related to role shifting. This workshop will help anyone who is interested in interpreting or telling stories in ASL.

*Skill Level: Intermediate/Advanced*

### ISSUES AND TRENDS IN DEAF CULTURE

U2130-51	TBA	12 sessions	\$215
Wednesday	February 11-May 6	8:35-10:05 p.m.	

All cultural groups, including the deaf community, have their own traditions and history. This course will give students the opportunity to immerse themselves in deaf culture, deaf history, and American Sign Language. Through lecture, video, group discussion and guest presenters, you'll begin to understand the rich cultural identity, norms and values, and rules of behavior that deaf people share. *Note: Recommended early (preferably before ASL 3) in the certificate program.*

### CONVERSATIONAL ASL

U2131-51	TBA	3 sessions	\$215
Saturday	February 14-28	9 a.m.-3:30 p.m.	

Achieve fluency in ASL as you build on your narrative skills, moving from informal to more involved types of conversation. In a mostly voices-off atmosphere, you'll describe things and situations in a culturally deaf manner, tell stories about interpersonal situations, and begin to develop your own narrative style.

*Prerequisite: ASL 6*

### ASL CLASSIFIERS WORKSHOP

U2355-51	TBA	3 sessions	\$215
Saturday	April 4-25	9 a.m.-3:30 p.m.	

*No class April 11.*

With knowledge of classifiers, students begin to open the doors to ASL. Classifiers create a whole new atmosphere for storytelling and conversations. The use of classifiers is one of the most important features of ASL. Different hand shapes and size specifiers represent people, things and actions. This intensive workshop reviews basic classifier use and moves on to practice on a more advanced level so that students are able to read and convey appropriate hand shapes, and develop consistent use of signing space.

*Prerequisite: ASL 3.*

## PROFESSIONAL DEVELOPMENT

### FINGERSPELLING IN ASL WORKSHOP

U2353-51	TBA	1 session	\$75
Saturday	March 7	9 a.m.-3:30 p.m.	

NEW!

This workshop offers students the opportunity to become more fluent in their fingerspelling receptive and expressive skills. This workshop provides ASL students with drills and activities in fingerspelling as it is used within ASL discourse. Students work individually and in small groups to develop clarity, accuracy and fluency in their expressive skills. Topics of discussion include lessons on history, use, receptive and expressive pointer, lexicalized fingerspelling and more!

*Prerequisite: ASL 3*

### VOCABULARY IN ASL WORKSHOP

U2354-51	TBA	1 session	\$75
Saturday	May 2	9 a.m.-3:30 p.m.	

NEW!

Building upon the syntax and structures that students have been exposed to in VISTA Signing Naturally, this workshop gives students the opportunity to expand their vocabulary, adding to their grammar structures and language functions to achieve fluency in ASL. In this hands-on workshop, students work individually and in small groups, and begin to develop clarity and fluency in their expressive skills.

*Prerequisite: ASL 4*

### ASL SEMANTICS WORKSHOP

U2356-51	TBA	1 session	\$75
Saturday	May 16	9 a.m.-3:30 p.m.	

There is more than one correct sign or group of signs that can be used to express the meaning of an English word or words. This workshop provides students with an understanding of the meaning of signs and how to use them in context. Students are introduced to multiple meanings and gain practical and experiential (hands-on) understanding by exploring standardized signs. Furthermore, students practice and develop expressive skills with meaning-based words. Students learn to distinguish multiple meanings of words/signs and phrases/sentences; recognize lexical, phrasal, sentential and textual meanings; distinguish nouns and verbs; and create signs/words naturally, accurately and clearly.

*Prerequisite: ASL 3*

## >> PERSONAL TRAINER AND NUTRITION STUDIES <<

For more information and advisement on course selection and requirements, please call **Jennifer Jokinen** at (516) 463-5016 or e-mail [jennifer.jokinen@hofstra.edu](mailto:jennifer.jokinen@hofstra.edu).

Learn all the practical, day-to-day skills as well as the theoretical knowledge needed to excel as a personal fitness trainer. At a state-of-the-art fitness center, students are taught the practical aspects of resistance training exercise and assessment skills.

Since 1996, the Academy of Applied Personal Training Education (AAPTE) has offered its Personal Trainer course and Personal Trainer/Health Fitness Instructor Exam at Hofstra

## PROFESSIONAL DEVELOPMENT

University Continuing Education. This program is designed for individuals seeking competency in the science of human performance and the practical skills of exercise mechanics required of the professional personal trainer.

This comprehensive program is for the individual seeking a better understanding of exercise for his or her own knowledge or the individual aspiring to a career as a professional in the field of personal training.

### **PERSONAL TRAINER PROGRAM HIGHLIGHTS**

- 50 hours of classroom theory (includes 12 hours of anatomy,\* meeting the prerequisite for exam eligibility). \*Note: Those with prior anatomy or a current nationally recognized personal trainer certification are exempt from the prerequisite course.
- 18 hours of hands-on learning (practical application taught in a state-of-the-art fitness center) includes pre-exercise screening, fitness assessments and resistance training exercise biomechanics.
- Lectures are presented by subject matter experts.
- All course materials are included.
- Approved for veterans benefits.
- Interest-free tuition payment plan is available.

Upon completion of the program, participants will receive a certificate of course work completion from Hofstra University Continuing Education and the Academy of Applied Personal Training Education. This program is perfect for those seeking professional or personal knowledge or those planning to sit for the AAPTE CPFT-HFI Exam or the National Board of Fitness Examiners (NBFEE) Exam.

### **Certification**

Those seeking certification as a Personal Fitness Trainer/Health Fitness Instructor must sit for and pass the AAPTE CPFT-HFI Exam. Upon successful completion of the exam, students will receive a Certification Diploma from the AAPTE and are eligible to sit for the National Board of Fitness Examiners Registered Personal Fitness Trainer Examination. AAPTE certificate holders are recognized by the Fitness and Wellness insurance program and are eligible for a premium discount.

### **The Academy of Applied Personal Training Education maintains professional affiliation with the following organizations:**

- International Dance and Exercise Association (IDEA)
- Eastern Suffolk BOCES Educational Support Services
- Affiliate Member of the National Board of Fitness Examiners
- Continuing Education Specialist for the American Council on Exercise (ACE)
- New York State American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD)

The Academy of Applied Personal Training Education is in application for national accreditation with the National Organization of Certifying Agencies (NOCA).

For more information, visit [www.aapte.org](http://www.aapte.org)

## PROFESSIONAL DEVELOPMENT

### LEARN MORE ABOUT BECOMING A PERSONAL TRAINER. ATTEND A FREE INFORMATION SESSION.

**Saturday, January 17, 10:30 a.m. to noon**

To reserve your place, call (516) 463-7600  
or visit [ce.hofstra.edu](http://ce.hofstra.edu) and click on Special Events.  
Reservations are required.

#### HUMAN ANATOMY

U1881-51	Sharon Borzone	3 sessions	\$240
Monday, Wednesday	February 9, 11	6:30-9:30 p.m.	
Saturday	February 14	9:30 a.m.-4:45 p.m.	

*On Saturday, February 14, there will be a 45-minute break for lunch.*

This course provides a basic overview of the skeletal, nervous and muscular systems. We explore aspects of the skeletal and muscular system using a functional and biomechanical approach to help students relate theoretical principles of anatomy to exercise.

#### PERSONAL TRAINER/HEALTH FITNESS INSTRUCTOR: LEVEL 1

U1971-51	Vincent Carvelli	9 sessions	\$750
Monday, Wednesday	February 18-March 23	7-10 p.m.	

Students are provided with the most relevant scientific information available regarding the assessment, design, and implementation of safe, effective and efficient client-centered exercise instruction. In addition to classroom instruction, students participate in hands-on practical skills training labs where the practical aspects of resistance training exercise and fitness assessment skills are taught and practiced in a state-of-the-art training center.

**Practical Skill Training Labs: March 7, 8, 14, 1:30-7:30 p.m.**

**Exam Review: March 27, 7-10 p.m. Exam Date: March 28, 10:30 a.m.**

#### FOUNDATIONS OF NUTRITION

U1700-51	Teri Mosey	5 sessions	\$350
Monday, Wednesday	January 12-26	6-10 p.m.	

This course offers an overview of nutrition and the rapidly changing information from the world of nutrition science, while providing practical consumer-oriented knowledge. Common myths and misconceptions are discussed, allowing students to build a strong foundation concerning appropriate nutrition choices.

#### SPORTS NUTRITION AND FITNESS

U1705-51	TBA	5 sessions	\$350
Monday, Wednesday	April 20-May 6	6-10 p.m.	

This course will help familiarize students with the link between nutrition and athletic performance. Information gleaned from this course will help students understand what it takes to compete successfully. Factors that affect nutritional needs, such as gender, age, body composition, and weight, are discussed. In addition, topics on oxygen efficiency, digestion and absorption, and fuel inhibition are reviewed.

## PROFESSIONAL DEVELOPMENT

### >> POST-BACCALAUREATE TEST PREPARATION <<

For more information and advisement on course selection and requirements, please call **Jennifer Jokinen** at (516) 463-5016 or e-mail [jennifer.jokinen@hofstra.edu](mailto:jennifer.jokinen@hofstra.edu).

Planning for the next phase of your post-baccalaureate education or career includes important tests. Hofstra Test Preparation, in partnership with America's top campus-based test prep provider, Cambridge Educational Services, is proud to offer customized comprehensive courses for adults with busy schedules. Participants take official "retired" tests and receive additional practice tests, strategies and content review. Certified instructors target instruction to individual as well as common group weaknesses. In addition to instruction, private tutoring is available. Our customized, comprehensive courses are designed to help students improve test scores on the GRE, GMAT, LSAT, and LAST Teacher's Exam.

#### GRE AT HOFSTRA

X3113-51	Betty Rugg	6 sessions	\$540
Tuesday, Thursday	January 13- 29	6-10 p.m.	
X3113-52	Betty Rugg	6 sessions	\$540
Tuesday, Thursday	May 5-21	6-10 p.m.	

The Computer Adaptive GRE is administered during the first 18 days of every month except Sunday. Call **(800) 967-1100** for information on how to schedule an exam.

#### GMAT AT HOFSTRA

X3114-51	TBA	6 sessions	\$560
Monday, Wednesday	February 23-March 11	6-10 p.m.	
X3114-52	TBA	6 sessions	\$560
Sunday	March 15-April 26	10 a.m.-2 p.m.	
<i>No class April 12.</i>			

The Computer Adaptive GMAT is administered Monday through Saturday during the last three full weeks of every month. To learn more information about the GMAT, call **(800) 462-8669**.

#### LSAT AT HOFSTRA

X3115-51	Betty Rugg	6 sessions	\$560
Monday, Wednesday	January 12-February 2	6-10 p.m.	
<i>No class January 19.</i>			
X3115-52	Betty Rugg	6 sessions	\$560
Monday, Wednesday	May 4-20	6-10 p.m.	

Textbook and CD-ROM included. For test registration, dates and other information, call **(215) 968-1001**, or visit [www.lsac.org](http://www.lsac.org). Exam dates: February 7 and June 8, 2009.

## PROFESSIONAL DEVELOPMENT

### LAST TEACHER'S EXAM

X3116-51	Peter Blanc	6 sessions	\$540
Monday, Wednesday	March 9-25	6:15-9:35 p.m.	

Textbook included. For test registration, dates and other information, call **(413) 256-2882**, or visit [www.nystce.nesinc.com](http://www.nystce.nesinc.com). Exam dates: February 21, April 4 and June 13, 2009.

### Also Offered:

**THE PRINCETON REVIEW** offers thorough and effective test preparation courses. Its intensive courses provide full-length practice tests with comprehensive computer analysis of performance, personalized attention in small classes (8 to 15 students) grouped by shared strengths and weaknesses, free extra help and unmatched, verified score improvements with guaranteed results. For complete schedule or to register for courses, contact The Princeton Review directly at **(800) 2REVIEW (273-8439)** or visit [princetonreview.com](http://princetonreview.com). All Princeton Review courses are held on the campus of Hofstra University.

**KAPLAN TEST PREP AND ADMISSIONS**, a division of Kaplan, Inc., is the premier provider of educational and career services for individuals, schools and businesses. For more than 70 years, Kaplan has helped students score higher on standardized tests, apply for and gain acceptance to top graduate programs, and successfully launch their professional careers. Kaplan's comprehensive preparation courses include the most realistic practice, exclusive Smart Reports technology, high-quality study materials, and high-scoring teachers. All Kaplan courses are backed by an exclusive Higher Score Guarantee (for details, visit [kaptest.com/hsg](http://kaptest.com/hsg)). Kaplan offers classes for GRE, GMAT, LSAT, MCAT, DAT, OAT, NCLEX, PCAT, and P/SAT on the Hofstra University campus. For complete schedules, visit [kaptest.com](http://kaptest.com) or call **1-800-KAP-TEST**.

## >> CERTIFICATE PROGRAMS <<

For more information and advisement on course selection and requirements, please call **June Mullan** at (516) 463-5014 or e-mail [june.mullan@hofstra.edu](mailto:june.mullan@hofstra.edu).

Are you looking to stay current with new developments in your field, begin a new career, or improve your skills and knowledge? Our certificate programs offer a practical, structured course of study with flexible, convenient classes designed for busy adults. Students who satisfy the program requirements receive a certificate of completion.

### CREDIT CERTIFICATE PROGRAMS

- Accounting
- Business Computer Information Systems
- Finance
- General Management
- Human Resources Management
- International Business
- Labor Studies
- Marketing Management
- Marketing Media
- Post-Baccalaureate Premedical (Natural Sciences)

### NON-CREDIT CERTIFICATE PROGRAMS

- Deaf Studies
- Microsoft Database Design
- Object-Oriented Programming
- Paralegal Studies
- Project Management and Implementation
- Web Site Development and Design

## PERSONAL ENRICHMENT

Hofstra University Continuing Education offers non-credit courses that will intrigue, inform, enrich, and challenge you. Our courses provide general knowledge and allow for the development of intellectual and artistic abilities while exploring your passions and interests. Listed below is an exciting variety of personal enrichment courses that will pique your interest, challenge your intellect, and help you discover hidden talents.

### ART

#### POP CULTURE, ART AND CELEBRITY

U3100-51	Franklin Hill Perrell	6 sessions	\$180
Monday	March 2-April 6	6:30-8:20 p.m.	

**NEW!**

Rockwell, Warhol, Hopper, Van Gogh, Munch, Manet, Gauguin, and Toulouse Lautrec all achieved fame by portraying the world around them. All became celebrities – if posthumously – in the process and embodied – if unwittingly – the link between high art and popular culture. This course takes a look at their lives and work and focuses on what makes these individuals and their artwork important and enduring. In other words, what makes a masterpiece a masterpiece? The course also puts these great artists in context with the music, literature, and events of their times. Along the way, you will learn the terminology you need to interpret great art.

#### INTRODUCTION TO OIL PAINTING

U3108-51	Michelle Carollo	8 sessions	\$250
Thursday	March 5-April 23	6:30-9 p.m.	

**NEW!**

This course introduces traditional and nontraditional oil painting techniques, the types of materials and basic color theory principles, and explores spatial and compositional relationships. Students are encouraged to use their natural abilities and intuitive processes while developing an understanding of aesthetics and technical proficiency. This course is perfect for a true beginner with little or no experience or those who want to develop their technique further.

*Materials Fee: Approximately \$100*

#### CREATING FINE ART WITH COLORED PENCILS

U3109-51	Arlene Steinberg	8 sessions	\$250
Monday	March 2-April 20	6:30-9 p.m.	

**NEW!**

Discover how to create brilliant fine art paintings with colored pencils! Learn how to utilize the time-tested techniques of the masters, such as chiaroscuro and underpainting, to create impressive works of art. The class explores color theory, values and composition, with attention to how to convey mood and personal style. Working through a series of exercises, you'll end the course by creating a finished piece of fine art that, when shown, will be sure to invoke the response: "I can't believe that's colored pencil!"

*Materials Fee: \$5*

## PERSONAL ENRICHMENT

### AT THE POTTER'S WHEEL: A POTTERY WORKSHOP

U5301-51	Eric Kubinyak	10 sessions	\$420
Thursday	February 12-April 16	7-10 p.m.	

More than other artists, potters feel their material respond to the touch as they squeeze, pound and mold form out of a lump of clay. In this studio class, 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. You can choose to apply your creative flair to a tremendous array of objects, some practical, others decorative. Each project is designed to accommodate both the beginner and advanced student, with everyone working at a comfortable pace. (Glazing material and kiln firings included; clay is extra.) Limited enrollment.

### COLORFUL CREATIONS IN CLAY

U5302-51	Eric Kubinyak	8 sessions	\$340
Tuesday	March 3-April 21	7-10 p.m.	

Come and build upon your ceramic experience through colored clay. In this class students will learn the basics of how to mix and use colored clay and the various techniques, such as inlay and millijorie that go with it. Students will learn to use the colored clay and their imaginations to create useful and decorative objects such as boxes, plates, bowls and much more. There are endless possibilities, so just bring your imagination, your desire to explore, and your willingness to have fun.

**Join us for a FREE workshop ...**

### **THE ART OF OBSERVATION**

**Wednesday, January 21, 2009, 7:30-9 p.m.**

Join Franklin Hill Perrell, curator of the Nassau County Museum of Art; watercolor artist Vivian Swift, author of *When Wanderers Cease to Roam*; and colored pencil artist Arlene Steinberg, author of *Masterful Color*; as they discuss how taking time out of our busy schedules to observe art and nature can lead to a heightened sense of wonder, and how the power of observation helps artists create art. The panel will be moderated by Beth Levinthal, director of the Hofstra University Museum. Books will be available for purchase and signing by the authors.

**For more information, visit [ce.hofstra.edu](http://ce.hofstra.edu) and click on Special Events.**

## LITERATURE

### CHARLOTTE BRONTË: HER WORLD WITHIN HER WORK

U3105-51	Vanessa DeSantis	6 sessions	\$150
Wednesday	April 1-May 6	6-7:30 p.m.	

**NEW!**

Though your feet are planted firmly on 21st-century ground, does your heart yearn for a more romantic time? If so, this may be the course for you, especially if you love the work of Charlotte Brontë. The course explores mid-Victorian history in Britain through the lens

## PERSONAL ENRICHMENT

of the autobiographical fiction of Charlotte Brontë. We will venture beyond the more typical trails of literary analysis and wander back in time to 1850s Britain, where Brontë published her final and most autobiographical work, *Villette*. We will look at the way Brontë’s fictional narratives take us on journeys inside her life, revealing information about her position in Victorian England. Our class discussions will probe the ways in which Brontë “made” history as well as how, in turn, history made her, and how both processes shaped the themes and characters within her works. In addition to reading a biography of Charlotte Brontë and her novel *Villette*, there will be short weekly handouts from a variety of related sources.

**Required Books:** *Villette* by Charlotte Brontë and *Charlotte Brontë: A Passionate Life* by Lyndall Gordon. Please bring both books to each class.

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### WRITING AND SCREENWRITING

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#### WRITING A CHILDREN’S BOOK: PART 1

U6113-51	Gina Shaw	8 sessions	\$224
Saturday	February 28-April 25	9-11 a.m.	

*No class on April 11.*

Do you have a brilliant idea that would be just the right subject for a children’s book? Do you have a story to tell that would help a child learn something new? Do you have a fascination with words? Then this course is perfect for you. We will take a close look at children’s books – what makes them work and how you can find your own voice to write and submit a manuscript to a children’s book publisher.

#### WRITING A CHILDREN’S BOOK: PART 2

U6101-51	Gina Shaw	8 sessions	\$224
Saturday	February 28-April 25	11 a.m.-1 p.m.	

*No class on April 11.*

Do you find yourself scribbling down ideas for a children’s book on napkins, pieces of paper, shopping bags, or any other item that’s in front of you when inspiration hits? Do some of your best ideas come to you while you’re driving or sleeping? Are you trying to figure out how to get started, how to organize your thoughts, and whether you have the makings of a good story? Then this workshop is for you! Bring your ideas and stories – for picture books, easy readers, early chapter books, and middle grade chapter books – to share. We will exercise those writing muscles, read aloud, critique, and learn what it takes to write a children’s book.

#### WRITING REVIEWS: BOOKS, FILM AND MUSIC

U6103-51	Sandra Mardenfeld	6 sessions	\$192
Sunday	April 25-May 30	1-3 p.m.	

**NEW!**

Want to become a reviewer? In today’s world of information saturation, we need experts to lead us to the best in music, books and film. In this class, students will learn the different components of the review format, how to deal with press agents, how to make editorial contacts, and how to sell their work. Students will also practice writing reviews on a weekly basis and will be exposed to published review writers as we discuss what “good” review writing is, as well as the ethical issues that surround the genre.

## PERSONAL ENRICHMENT

### THE SECOND DRAFT

U6104-51	Sandra Mardenfeld	8 sessions	\$224
Saturday	February 14-April 4	1-3 p.m.	

**NEW!**

If you're holding on to a piece of writing you've never finished, then this is the perfect course for you. The goal of the class is to take an unfinished piece or a first draft and polish it to second draft stage. Students will be encouraged to finish and submit one short story, poem, short nonfiction piece or personal essay for evaluation. Lectures on story structure, the mechanics of writing and how to develop an idea will be offered along with workshops. Short in-class exercises will also be assigned to jump-start the writing process.

### WRITING ABOUT YOUR LIFE

U6105-51	Adina Kay	10 sessions	\$250
Wednesday	February 11-April 15	6:30-8:30 p.m.	

**NEW!**

Writer and journalist Joan Didion said, "I don't know what I think until I write it down." This class will focus on helping students mine their life experiences for writing. Through in-class and take-home exercises, students will explore various events in their lives and learn how to craft colorful, meaningful and universally appealing true stories. We will discuss fictional writing techniques as they apply to nonfiction, with the goal of making our creative nonfiction as vivid as possible. We will also read several short pieces of memoir and discuss submitting pieces for publication.

### PUNCH IT OUT, PUNCH IT UP

U6129-51	Janice Levy	6 sessions	\$192
Monday	February 9-March 23	9:45-11:45 a.m.	

*No class February 16.*

I think I can ... I think I can ... of course you can! Always wanted to write, but never have? Got something "ripe" that needs "seasoning"? Learn the do-wha-diddies of dialogue, stir the plot pot, take your characters to lunch. Through "fearless creativity" and free-writing exercises, we'll rub the sleep from our eyes and wake up our inner writer. F. Scott Fitzgerald said, "all good writing is swimming underwater and holding your breath." Grab those unfinished stories from your drawer, and take the plunge!

### THE STRUCTURE OF ENGLISH: PRACTICAL GRAMMAR

U6416-51	Silvia Montemurro	10 sessions	\$320
Thursday	February 26-April 30	6:30-8:30 p.m.	

Become more self-confident in your ability to write in a grammatically correct form. From basic to complex, this extremely useful course will give you a comprehensive and logically organized approach to grammar and syntax. It will also help you become a better speller, expand your vocabulary, understand the many roles that words can play, and write clear sentences for a powerful effect. Through well-designed in-class exercises and regular practice, you will see significant growth in just 10 weeks.

## PERSONAL ENRICHMENT

### WRITING SKILLS FOR THE BUSINESS WORLD

U6415-51	Silvia Montemurro	10 sessions	\$224
Thursday	February 26-April 30	8:30-10 p.m.	

Do you find it difficult to express yourself in letters, e-mail and memos? Do you avoid writing or suffer from anxiety when someone requests something in writing from you? If so, join us to discover how you can overcome sticky, stressful writing problems. Using formats typical of the business world, the instructor works with each student on addressing specific concerns that occur with agonizing frequency. Quickly, you will discover that you can be a compelling communicator and an outstanding performer in your company and elsewhere via your ability to achieve clarity and precision with the written word.

### BEGINNING SCREENWRITING

U6114 -51	Robert Martorana	8 sessions	\$199
Saturday	March 7-May 2	11 a.m.-1 p.m.	

*No class April 11.*

The film industry has a constant craving for fresh new ideas; indeed, there has never been a better time for the aspiring screenwriter. In this intensive lecture and workshop designed to teach screenwriting skills to the beginner and develop the skills of more advanced writers, a professional screenwriter guides students in developing a feature-length screenplay – from idea to outline to script. The focus is on structure, character development, format and narrative techniques that meet industry standards. Films, both commercially and critically successful, are analyzed to help students sharpen their dramatic writing skills and film fluency. In addition, the instructor discusses procedures for establishing a career as a professional screenwriter.

### Save the Dates: SUMMER 2009 WRITING SERIES

#### 35TH ANNUAL SUMMER WRITING PROGRAM

July 6-17, 2009

Hofstra University Continuing Education and Herstory Writers Workshop  
*present*

#### HERSTORY WOMEN'S MEMOIR WRITING WORKSHOP

July 27-31, 2009

Hofstra University Continuing Education and Mystery Writers of America  
*present*

#### MYSTERY U

#### HOFSTRA'S 1ST ANNUAL CRIME WRITERS TEACHING CONFERENCE

August 6-8, 2009

For more information, visit [ce.hofstra.edu](http://ce.hofstra.edu) or call (516) 463-7200.

## PERSONAL ENRICHMENT

### MUSIC

Join us for a **FREE** workshop ...

#### **MUSIC AND HEALTH: RELAX AND ENERGIZE THE MIND AND BODY THROUGH SONG**

Saturday, February 7, 2009, 1:30-3:30 p.m.

Throughout recorded history, music – and in particular the human voice – has been used for both its health and spiritual benefits. In this enjoyable and enlightening workshop, Joseph Ciolino examines some of the philosophies behind the practices found in diverse cultures around the world, with a special focus on the study and singing of Gregorian Chant. Mr. Ciolino explores the remarkable research breakthroughs growing out of this area of music, a field that is only just entering the mainstream. The workshop concludes with a series of vocal exercises that are easy, simple and fun, and which, when practiced regularly, can bring improved health, increased energy and relief from stress. Be prepared to throw your shoulders back, hold your chin up high, and let loose ... you'll be amazed at the results! No vocal experience or study is required.

**To register or for more information, visit [ce.hofstra.edu](http://ce.hofstra.edu) or call (516) 463-7200.**

#### **SPIRITUALITY AND MUSIC**

**NEW!**

U3106-51	Joseph Ciolino	6 sessions	\$150
Monday	April 6-May 11	7-8:30 p.m.	

For thousands of years and in all cultures, music has been a crucial element in the expression of mankind's spiritual belief systems, as either an enhancement to the worship service, a medium to achieve the Godhead, or as an act of worship itself ... and sometimes as all three. This course examines some of the many and varied beliefs of selected cultures as they pertain to music and the spirit. Included will be Hindu teachings and their manifestation in the Raga; Chinese musical mythology; Sufism and the writings of Hazrat Inayat Kahn; Jewish mysticism and music; music in ancient Greek culture; music in Africa; Gregorian chant; and the great spiritual composers of the West, in particular Johann Sebastian Bach. We will explore what modern science says about music and its influence on the human body and mind and learn some of the extraordinary ways that music can be used as a catalyst for spiritual enrichment, enlightenment and healing.

#### **CHOPIN AND THE ROMANTIC SPIRIT**

**NEW!**

U3107-51	Joseph Ciolino	6 sessions	\$150
Saturday	February 28-April 4	9-10:45 a.m.	

Most popularly known for its delightful melodies, the music of Frederic Chopin offers far more, for Chopin represents the essence of the romantic spirit: the witty, aristocratic waltzes, the poignant nocturnes, the stirring and heroic polonaise, the mystical mazurkas, and the innovative, relentlessly challenging and complex ballades and scherzi. In this course we will examine, through guided listening, live performance, discussion and analysis, these

## PERSONAL ENRICHMENT

many aspects of Chopin's works, along with some important theoretical terms and concepts. We will also examine the style and spirit of the 19th-century Romanticism, as well as the critical influence of Chopin's Polish heritage. We will come to discover how all these elements work together to create a body of music unique in its character, supreme in its artistry, and in all its depth, accessible to all.

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### FILM STUDIES

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#### HOLLYWOOD FILM SCHOOL: A CRASH COURSE FOR INDEPENDENT FILMMAKERS, PRODUCERS, DIRECTORS AND WRITERS

U6500-51	Staff	2 sessions	\$410
Saturday, Sunday	March 14 and 15	9 a.m.-6 p.m.	
U6500-52	Staff	2 sessions	\$410
Saturday, Sunday	June 13 and 14	9 a.m.-6 p.m.	

This acclaimed course helped launch the careers of Quentin Tarantino, Robert Rodriguez, Guy Ritchie, and 20 Sundance entrants who directed, marketed or produced such films as *In the Company of Men* and *The Blair Witch Project*. In just one weekend, you'll learn how to produce, direct, shoot, finance, distribute, and sell a movie. You'll also understand how to create a feature film with budgets ranging from \$5,000 to \$5 million. Topics include producing, writing, talent, guilds and unions, financing, deal making, directing, cameras, shooting, editing, marketing, festivals, distributing and negotiating, as well as digital filmmaking and Web distribution. At the end of the course, you'll receive a producer's diploma, graduation certificate and filmmakers workbook.

*Note: Class is held in Manhattan. Minimum age is 18.*

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### WINETASTING

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#### AROUND THE WORLD OF WHITE WINES

U3502-51	Robert Windorf	1 session	\$99
Saturday	March 14	2-4 p.m.	

Bring your passport and join us to taste an international selection of white wines. As you sample these delicious wines, along with some appetizers, you will learn how to perfectly match these wines with some of your favorite foods, and discover some of the best and most surprising values in today's wine market. We look forward to seeing you and your friends for a fun and delightful afternoon!

*Note: Participants must provide proof that they are 21 years of age or older.*

#### THE WORLD OF CHAMPAGNE AND SPARKLING WINE

U3503-51	Robert Windorf	1 session	\$99
Saturday	April 4	2- 4 p.m.	

Please join us for an introduction to the world of champagne and sparkling wine. As you sample these delicious wines and champagnes, along with some appetizers, you will learn the history of these wonderful champagnes and sparkling wines, how they are made, and

## PERSONAL ENRICHMENT

how to match them perfectly with some of your favorite food dishes. We look forward to seeing you and your friends for an exciting and delightful afternoon!

*Note: Participants must provide proof that they are 21 years of age or older.*

### PHOTOGRAPHY

#### INTRODUCTION TO DIGITAL PHOTOGRAPHY

U5421-51	Steve Gravano	5 sessions	\$160
Thursday	March 5-April 2	7:30-9:30 p.m.	

This is a basic course designed to help you understand the language of digital imaging. Areas of discussion include camera functions, controls, metering, printing and storage. Photoshop will be discussed.

### SPANISH

#### BEGINNING SPANISH

U6610-71	Emily Pulick	10 sessions	\$198
Monday, Wednesday	June 15-July 15	5:30-6:30 p.m.	

This course is designed for people who have never had formal training with the Spanish language or less than two years in high school. The focus is on developing skill levels in the areas of aural comprehension, speaking, reading and writing. This course provides students with a basic understanding of grammar, including word formation, verb conjugations, idiomatic expressions, and cognate recognition. We will also have fun! (This is a great class for parents who want to be able to help their children with introductory Spanish at home.)

#### INTERMEDIATE SPANISH

U6630-71	Emily Pulick	NEW! 10 sessions	\$198
Monday, Wednesday	June 15-July 15	6:30-7:30 p.m.	

This course is designed for people who have studied the Spanish “basics” and want to learn more! The course covers several grammar topics such as irregular verbs in the present tense and past tense. This course fosters a more intensive development of students’ aural and reading comprehension, as well as speaking and writing. You must have prior knowledge of basic verb conjugation.

#### CONVERSATIONAL SPANISH ... AGAIN ... BUT NEW!

U6635-71	Emily Pulick	5 sessions	\$198
Tuesday	July 14-August 11	6:30-8:30 p.m.	

Have you ever passed people having a conversation in Spanish? Perhaps you wanted to join in, but were unsure of what to say. Then this course is perfect for you! Join Conversational Spanish and develop the confidence you want and need to maintain a conversation in Spanish. You need to have some basic knowledge of Spanish, but all levels are welcome. *¡Hasta pronto!*

## PERSONAL ENRICHMENT

### SELF-IMPROVEMENT

#### BRAIN MATTERS: KEEP YOUR BRAIN ALIVE AND WELL!

U6450-51	Starr Cline	6 sessions	\$150
Monday	March 6-April 13	10:30 a.m.-12:30 p.m.	
<i>No class March 23.</i>			

This class introduces students to brain development and growth. Topics include the history of brain research, memory, conditions/factors that stimulate healthy brain growth, and specific strategies and exercises to keep the brain sound and active.

#### WOMEN IN TRANSITION: THE PATH TO CHANGE

U8037-51	Andrea Gould	1 session	\$99
Saturday	March 14	1:30-4:30 p.m.	

Join other women for an informative workshop that explores the opportunities and challenges of life transitions resulting from divorce, death of a loved one, career downsizing, retirement, or other changes in life situations. Change forces us to leave our comfort zones as we explore life's challenges and possibilities, but how we perceive and react to this nuanced and mysterious time determines how we will proceed. In this dynamic, interactive workshop, you will explore your own life transition and develop a personal plan that will enable you to rise to its challenge.

### >> PEIR (PERSONAL ENRICHMENT IN RETIREMENT) <<

**What is the PEIR Program?** Simply put, PEIR provides intellectual stimulation, cultural enrichment, and personal growth for retirees or semiretired individuals, age 55+. Bring your curiosity, your opinions, your expertise, your passions — and share them with other like-minded individuals who thirst for learning, meaningful social interaction and stimulation in a lively, dynamic environment unique to a university setting.

**What is the PIER curriculum?** Classes, discussion and interest groups, volunteer opportunities, and social events and outings are planned and facilitated by PEIR members, guest speakers and university professors. 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, art and architecture, economics, finance or technology.

**Who attends PEIR meetings and events?** You'll find a diverse mix of vibrant, intelligent professionals. 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 right here at home
- All-inclusive annual fee of \$440, with early registration discounts available.

#### **Who should enroll in PEIR?**

**Enthusiastic retirees who are eager to make the most of an active retirement while learning and socializing with others who are determined to stay young in body, mind, and spirit!**

**For more information, call Bradley Kaye at (516) 463-4824.**

### >> SATURDAY CLASSES FOR YOUNG PEOPLE <<

Saturday Classes for Young People offers more than 60 courses in academics, arts and athletics for students ages 3-18, so there is something for everyone. Utilizing the rich resources of Hofstra University, including the technologically advanced C.V. Starr Hall, the Spiegel Theater, and an Olympic-sized swimming pool, these offerings help young people explore their intellectual and creative interests. Exciting courses include computer animation, CSI: Forensic Science, aquatics, theater workshops, language arts, and more. Also included in the Saturday Youth Program is the Hofstra Gifted Academy and the Hofstra REACH program, a program designed to benefit children with autism.

### NEW FOR SPRING 2009!

- FINANCE AND MARKETING FOR HIGH SCHOOL STUDENTS
- FOREIGN LANGUAGES FOR ELEMENTARY AGES

**For a complete Saturday Classes for Young People course listing, visit our Web site or call Joe Lombino at (516) 463-5373 to request a brochure.**

### >> HOFSTRA SUMMER CAMPS <<

The largest university-based camp on the East Coast and accredited by the American Camp Association, Hofstra Summer Camps offers young people the opportunity to experience athletics, academics and the arts on Hofstra's beautiful 240-acre campus.

Hofstra Specialty Camps offer a broad spectrum of specialties for students entering kindergarten through 9th grade. Half of each day is spent in the chosen specialty area and the other half in recreational activities, including instructional swim in Hofstra's Olympic-sized pool. There are more than 20 specialty areas to choose from, including theater, arts, dance, cheerleading, video game development, tennis, soccer and robotics. Specialty Camps offer the flexibility to register for two, four, six or seven weeks.

Hofstra Sports Academy Camps are for campers entering 2nd through 12th grade whose interests are strictly athletic. Sports Academy Camps offer coed baseball, girls basketball, boys basketball, boys lacrosse, coed soccer, girls softball, cheer camp, and dance camp. Campers spend full days with the NCAA head coach and staff participating in their chosen sport.

These are summer alternatives that will identify your child's special talents, capture their imaginations, and help them realize their dreams and goals. It's an experience they'll never forget!

**For more information, call (516) 463-CAMP or visit [hofstra.edu/camp](http://hofstra.edu/camp).**

>> PRE-COLLEGIATE TEST PREPARATION <<

Hofstra University offers preparation courses for the SAT, PSAT, Catholic High School Entrance Exam, and NYS Regents Exams. Classes are offered throughout the year.

For more information, call (516) 463-7400.

# HOFSTRA SUMMER CAMPS

NEW FOR SUMMER 2009!

- Band, Dance and Cheer Camp
- Astronautics
- 3D Computer Modeling and Animation
- Reading and Writing Learning Clinic
- Video Game Programming Workshop
- Softball Camp
- Updated Athletic Facilities
- Bus Pickups in Manhattan
- Extended Hours Program
- Counselor Apprentice Program (for 15 and 16 years olds)



# REGISTRATION AND GENERAL INFORMATION

## CALENDARS AND DEADLINES

### CONTINUING EDUCATION GENERAL CALENDAR

Tuesday, January 6	Classes begin
Monday, January 19	Holiday; no classes
Monday, February 16	Holiday; no classes
Wednesday, February 18	No evening classes
Wednesday, April 8	No evening classes
Friday-Sunday, April 10-12	Holiday; no classes

### CONTINUING EDUCATION PARALEGAL STUDIES CERTIFICATE PROGRAM CALENDAR

Monday, January 20	Classes begin
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## REGISTRATION OPTIONS

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 Web site at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms).

<b>ONLINE</b>	Register online at <a href="http://ce.hofstra.edu">ce.hofstra.edu</a> . Payment must be made by major credit card (MasterCard, Visa or American Express).
<b>BY FAX</b>	The registration form can be faxed to <b>(516) 463-4833</b> anytime. Payment must be made by major credit card (MasterCard, Visa or American Express).
<b>BY PHONE</b>	Telephone calls are accepted at <b>(516) 463-7200</b> , Monday-Friday, 8 a.m. to 8 p.m.; Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa or American Express).
<b>BY MAIL</b>	Mail a completed registration form at least one week before the first day of classes to: <b>Hofstra University Continuing Education Registration Office</b> 250 Hofstra University Hempstead, NY 11549-2500 Payment must accompany registration form and can be made by personal check, money order, bank check and major credit card (MasterCard, Visa or American Express).
<b>IN PERSON</b>	Visit our offices, located in University College Hall on the North Campus of Hofstra University. Offices are open Monday-Friday, 8 a.m. to 8 p.m., and Saturday, 8 a.m. to 2 p.m. Payment may be made by personal check, money order, bank check or major credit card (MasterCard, Visa or American Express).

## REGISTRATION AND GENERAL INFORMATION

### TUITION AND FEES

- Tuition as listed with each course description.
- Materials fees, etc., as listed with course description.
- Application fee (credit certificate and paralegal students only): \$35
- Application fee (Hofstra Gifted Academy only): \$50

#### **Other Fees and Charges**

- Certificate Reprint: \$15
- Returned Check: \$35
- Transcript: \$5

**Payment Methods.** Tuition and fees are to be paid in full at the time of registration. Acceptable forms of payment are personal check, money order, bank check and major credit card (MasterCard, Visa or American Express). Second- or third-party checks are not accepted. Checks must be made payable to Hofstra University. For online registration, only credit card payments are accepted.

**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) or visit [www.gibill.va.gov/education](http://www.gibill.va.gov/education). Hofstra University does not guarantee reimbursements and urges you to check course approvals.

**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 adviser or accountant.

### DISCOUNTS

*Note: Discounts cannot be combined.*

**Corporate/Institutional Discounts.** Organizations, such as corporations, school districts, etc., enrolling three or more students in the same class in a single semester are eligible for a 10 percent discount on tuition.

- All requests for discounts must be made at the time of registration using the Corporate/Institutional Discount Registration form (available online at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms)).
- Discounts cannot be requested retroactively.
- Discounts are applied to tuition only and do not apply to fees, including course materials, books, etc.
- If the total corporate registration decreases to below three students in the same class, the refunded amount will be less the 10 percent discount.

*\*If a course is cancelled, students will be offered the opportunity to register for a different class.*

Forms are available at the Continuing Education offices in University College Hall or online at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms).

## REGISTRATION AND GENERAL INFORMATION

### REGISTRATION PROCEDURES

You may register online; via telephone, fax 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 to the Continuing Education Registrar's Office via fax, postal mail, or in person. Certificate students must obtain their adviser's approval prior to making schedule changes.

**Withdrawing From a Course for a Refund.** You may drop a Continuing Education course by completing and sending the Add/Drop/Withdrawal form to the Continuing Education Registrar's Office via fax, postal mail, or in person. Certificate students must obtain their adviser's approval regarding dropping a course and alternative program planning.

- The amount of your refund will be prorated based on the date the Add/Drop/Withdrawal request is received by the Continuing Education office; see the refund schedules on page 65 for details.
- Add/Drop/Withdrawal requests must be made in writing.
- Tuition is refunded in the form in which it was paid.
- Fees are nonrefundable. The materials fees are refundable only if the student drops the class prior to the first class and has not received the materials.
- All refund requests must be made in writing using the Add/Drop/Withdrawal form.
- Refund processing takes approximately four (4) weeks.
- Failure to attend class or notification to the instructor does not constitute official withdrawal.

**Refunds for Cancelled Courses.** Hofstra University Continuing Education reserves the right to cancel courses or to adjust curriculum. Typical reasons for course cancellation include insufficient enrollment, the withdrawal of the instructor, or inability to schedule appropriate instructional space. If you are registered in a course that is cancelled, 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 for Summer Camps.** Call (516) 463-CAMP for details.

## REGISTRATION AND GENERAL INFORMATION

**Add/Drop/Withdrawal and Refund Schedules.** To receive a refund, students must complete the Add/Drop/Withdrawal form and forward it to the Continuing Education Registrar's Office. Refunds, if applicable, are allocated according to the Refund Schedule below. Refunds are not granted to students receiving incomplete and/or failing grades in a specific course.

### ADD/DROP AND REFUND SCHEDULE: INDIVIDUAL COURSES, WORKSHOPS AND CONFERENCES

SCHEDULE	TWO (2) BUSINESS DAYS PRIOR TO FIRST MEETING	PRIOR TO SECOND MEETING
11 or more meetings/days	100% Tuition	80% Tuition Refund
6 to 10 meetings/days	100% Tuition	80% Tuition Refund
3 to 5 meetings/days	100% Tuition	80% Tuition Refund
1 to 2 meetings/days	100% Tuition	N/A

### PARALEGAL TUITION REFUND POLICY

Students who withdraw from the program are entitled to tuition refunds in accordance with the schedule below. Please note the \$35 application fee, \$80 materials fee, and University fees are **NOT** refundable.

Refunds are calculated on the basis of the full tuition due Hofstra University. If you have paid in full, your refund is determined by multiplying the full tuition by the applicable percentage listed below.

If you have not paid in full, you may or may not be entitled to a refund. You must multiply the full tuition by the applicable percentage below, and then compare that amount to the amount you paid. To receive a refund, you must have made payment in excess of the amount you calculated. If the total amount you paid does not exceed the figure calculated, then you are liable to pay the University the difference. You will be billed for this amount.

Upon receipt of the withdrawal application prior to the end of the first week of classes, the University will refund all tuition. (**Application fee, materials fee, and University fees are not refundable.**)

Prior to the end of week two classes:	75%
Prior to the end of week three classes:	50%
Prior to the end of week four classes:	25%
Thereafter:	No refunds given

## REGISTRATION AND GENERAL INFORMATION

The number of classes attended or not attended has no bearing on the amount of the refund remitted. The date the withdrawal application is received by the program office determines the amount of the refund remitted in accordance with the above tuition refund schedule.

**Students who wish to withdraw from the program must submit written notice to that effect.**

We reserve the right to terminate a student who fails to meet established academic or disciplinary requirements, who fails to comply with established rules and regulations, or who fails to meet financial obligations. The above refund policy applies in such cases.

### **LEAVE OF ABSENCE:**

If a student wishes to take a leave of absence, the student may do so under the following circumstances:

- The student must provide a request for the leave in writing, stating the extenuating circumstances which necessitate the leave. These circumstances may include illness, illness of a family member, death in the family, and work obligations.
- If tuition or other charges are owed at the time of a student's leave, the student remains obligated to continue payment according to the student's original note.
- The student must return within twelve (12) months of the date the leave begins. If the student does not return to complete the program within the time agreed to by the student, the student is considered withdrawn as of that date and must reapply to the program.

*We would be pleased to meet with any student contemplating a leave of absence or withdrawal to explore all the options available to the student.*

## ADMINISTRATIVE POLICIES

**Transcripts.** Non-credit students may request a transcript through the Continuing Education Registrar's Office. Credit students must request a transcript from the Hofstra University Undergraduate Academic Records Office; its transcript request form can be obtained at [hofstra.edu/StudentAffairs/StudentServices/AcademicRecords](http://hofstra.edu/StudentAffairs/StudentServices/AcademicRecords). Official transcripts will be mailed to the student's home address or 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 non-credit transcript requests must be made in writing by completing the Continuing Education Transcript Request form.

The Continuing Education Transcript Request form can be found at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms) and must be submitted with payment. Processing of requests takes approximately five (5) business days.

**Changing Your Name or Contact Information.** If your name, address, phone number, or e-mail address has changed, please contact the Continuing Education Registrar's Office as soon as possible to request a Change of Information Form, or download the form at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms). The Change of Information form may also be completed in person at our offices. Some Change of Information requests require verification. Please be prepared to provide a valid government-issued photo identification card or legal documentation.

## REGISTRATION AND GENERAL INFORMATION

Please note that it is important for us to have your current contact information so that you will receive all important letters and notices from Hofstra University Continuing Education.

**Schedule Confirmation.** A Schedule Confirmation will be sent to the e-mail address and mailing address on record. Please retain the Schedule Confirmation for your records.

### GENERAL INFORMATION

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

**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 Web site at [hofstra.edu/StudentAffairs/PublicSafety/pubsaf\\_parking.html](http://hofstra.edu/StudentAffairs/PublicSafety/pubsaf_parking.html).

**Forms.** Forms mentioned in this publication are available on the Continuing Education Web site at [ce.hofstra.edu/forms](http://ce.hofstra.edu/forms).

**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 and professional goals. For advisement, please call the Continuing Education offices at **(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

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PLEASE PRINT CLEARLY.

# Course Registration

FALL \_\_\_\_\_  SPRING \_\_\_\_\_  SUMMER \_\_\_\_\_  
 Student's Last Name \_\_\_\_\_ M.I. \_\_\_\_\_  M /  F  
 Address \_\_\_\_\_ Male / Female

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**COURSE INFORMATION**

Course Code	Course Title	Tuition	Course Materials Fee	Total

**METHOD OF PAYMENT**

Check enclosed (payable to Hofstra University)  
 Charge to:  Visa  MasterCard  American Express  
 Cardholder's Name (please print) \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_  
 Card Number \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ 3 or 4-Digit Security Code \_\_\_\_\_  
 Billing Address for Credit Card \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Continuing Education Tuition Discounts	Subtotal
<input type="checkbox"/> Continuing Education	
<input type="checkbox"/> Saturday Classes Youth	
<input type="checkbox"/> Multiple Course/Alumni/Hofstra Full-Time Staff	
<b>TOTAL</b>	

How did you hear about our courses?

**FOR CHILD'S REGISTRATION ONLY**

Parent's Name \_\_\_\_\_  
 Emergency Contact (other than parent) \_\_\_\_\_  
 Emergency Contact Phone Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Student Age \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade \_\_\_\_\_

OFFICE USE ONLY	
Date	Initials
External Transaction ID #	CE

**Fax this registration card to:**  
(516) 463-4833

**or mail it to:**  
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 Registrar's Office  
 University College Hall  
 250 Hofstra University  
 Hempstead, NY 11549-2500



Spring classes begin soon.  
Register now!

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