Saturday College admits mature, nontraditional students who wish to complete an undergraduate degree within four years without interrupting their career and life responsibilities. It is designed for serious, goal-oriented students who know the value of their time and the importance of an education.

Saturday College awards the degree of Bachelor of Science in professional studies. The program is interdisciplinary in both its conception and design. Courses within the program are drawn from Hofstra College of Liberal Arts and Sciences, the Zarh School of Business and the School of Communication.

The Saturday College curriculum includes four tiers of courses:

1. Liberal Arts and Sciences Curriculum (14 courses, 42 credits)
2. Professional Curriculum: Business, Economics and Interpersonal Communication (8 courses, 24 credits)
3. Concentrations
   - Required:
     a. Organization and Leadership Studies (7 courses, 21 credits)
   - Choose between the following:
     b. Computer Technology (7 courses, 21 credits)
     c. Public Affairs (7 courses, 21 credits)
4. Electives (4 courses, 12 credits)

TOTAL: 40 courses, 120 credits, required for graduation.

To help students meet the challenges of this curriculum, Saturday College offers a specially designed transitional seminar, Introduction to Academic Research and Writing. This important seminar is part of the liberal arts component of the degree. It helps prepare students, even if they have been out of school for many years, for their studies.

The concentrations in computer technology, public affairs, and organization and leadership studies allow students to acquire expertise in significant areas of contemporary professional life, equally important in the private, public and nonprofit sectors. The combination of business and business-related courses provide students with the vocabulary and tools vital to every aspect of the 21st-century economy. And the solid grounding in the liberal arts assures graduates that they know how to continue learning ... changing and adapting in the years ahead ... and that they have an appreciation for the larger rhythms and deeper implications of our human lives.

Saturday College admits a class each fall and spring. Students work together throughout their studies in the same class. Classmates become friends and collaborators and, just possibly, business associates and partners. And if by chance some have to drop out for a time, they can return, joining a new cohort of students, and pick up again exactly where they left off.

The Program and Course Schedule

Saturday College divides the academic year into five eight-week sessions. Each session has 10 class meetings. Students attend eight Saturday classes plus two Sunday classes each session (on average, three Saturdays plus one weekend per month). Students complete two courses (6 credits) each eight-week session. In five sessions (one year), students complete 10 courses (30 credits). This pace allows graduation within four years. Please refer to the inside back cover for the schedule of courses.
1. Liberal Arts and Sciences Curriculum

Transitional Seminar: Introduction to Academic Research and Writing 3 credits
The Saturday College: Transitional Seminar seeks to familiarize adult and nontraditional students with the process of academic research and writing. The course covers the practical aspects of academic research and writing, including library, computer and writing skills, as well as the critical skills involved in making, substantiating and communicating good arguments.

English Composition 6 credits
- English 1. An introduction to expository writing at the college level, with an emphasis on analysis and argument. Assignments in reading and writing are coordinated.
- English 2. Continued instruction in expository writing, and an introduction to literature. Most reading and writing assignments are organized around a central theme. Includes a Shakespearean play and documented essay. Prerequisite: English 1. The Writing Proficiency Examination is given as part of the course.

Humanities 6 credits
- 3 cr. in appreciation and analysis, literature course
- 3 cr. in creative participation
- English 52. The American Experience in Context
  Readings from major American authors, 1865 through the present.
- Speech Communication 7. Public Speaking
  Examination of the theory and practice of public communication. Emphasis on critical thinking, listening, and the art of criticism. Practice in speech composition and delivery, stressing principles of clarity, interest and audience analysis. Speeches to inform and persuade are stressed.

Natural Science, Mathematics/Computer Science 9 credits
- 3 cr. in natural sciences
- 3 cr. in mathematics
- 3 cr. in computer science
- Natural Science 11. The Physical Sciences
  Ideas in astronomy, physics and chemistry that have changed the world from the Greek era to the Space Age. Emphasis on the nature of science, historical and humanistic backgrounds, current science-related issues. (2 hours lecture, 2 hours laboratory-recitation.) For non-science majors.
- Mathematics 13C. Mathematics via Computing Technology
  Through the use of calculators and computers, students are introduced to a variety of mathematical functions and their application as models for describing and predicting in business, the sciences and the liberal arts. Models include sequences and the linear, polynomial and exponential functions. Mathematical basics are reviewed, and no prior experience with computing technology is assumed. Prerequisite: Two years of high school mathematics.

Computer Science 5. Overview of Computer Science
- Computers, algorithms and programming, computer hardware and software systems. Programming of numerical and non-numerical algorithms. Survey of computer applications.
- Brief history of computer science; computers and society.

Social Sciences 6 credits
- 3 cr. in behavioral sciences
- 3 cr. in history and philosophy
- Sociology 4. Contemporary Society
  An introduction to basic concepts of sociology and their application to specific aspects of contemporary American and other societies.
- Philosophy 14. Introduction to Ethics I
  Critical examination of major theories in ethics with readings drawn from classical and contemporary sources. The aim is to clarify and illuminate the processes of evaluation, decision and ethical action through the study of important works in the history of ethics.

Cross-Cultural 3 credits
One course from a selection of nearly 40 courses satisfies this requirement: for example, Geography 140, Geography of Latin America, or Religion 13, Introduction to Eastern Religious Traditions, or Literature 88, Self and Society in Chinese Literature.

Psychology 1. Introduction to Psychology 3 credits
- Methods of investigation and basic principles of psychological functioning, including perception, motivation, learning and personality theory; introduction to abnormal psychology, including case studies, diagnostic terminology and diverse treatment modes. Various other psychological topics will be considered. Prerequisite to all other psychology courses.

Sociology 80. Statistics in Sociology 3 credits
- Use of basic statistical analysis to examine sociological data. Topics include measures of central tendency and dispersion, probability, inference and hypothesis testing, analysis of variance and correlations. A component on the utilization of the computer for statistical data analysis is included (3 hours lecture, 1 hour laboratory).

Sociology 81. Research Methods in Sociology 3 credits
- Covers the fundamental issues associated with research in the social sciences. Topics include research design, conceptualization and measurement, reliability, validity and sample designs. Principal techniques of data collection in sociology, including experiments, surveys, participant observation and content analysis are examined. Laboratory exercises include work on research techniques, as well as experience with the utilization of the computer for data entry and analysis (3 hours lecture, 1 hour laboratory).

Total: 24 credits
2. PROFESSIONAL CURRICULUM

ZSB 15 Introduction to Accounting 3 credits
This course provides the student with the underlying concepts, theories and procedures for recording, classifying, adjusting, summarizing and interpreting financial data for service and merchandising entities. Additional topics include accounting for cash, trade and notes receivable and payable, merchandise inventories, payroll and GAAP.

ZSB 16 Principles of International Business 3 credits
Course focuses on exploring terminology, scope, status and evolving patterns of international business. Specifically, the course addresses the role of social, cultural, political, ethical, technological, environmental and economic factors in the international context; the impact of global forces on businesses at home and abroad; role of governments in promoting and predicting business interests at home and abroad; role of international agencies in the functioning of business, and the interlink between managerial, operational, marketing, and financial functions in doing business abroad.

ZSB 17 Introduction to Legal Studies 3 credits
An introductory survey of law and ethics explaining their nature, sources, processes and functional areas relating to business and other entities in today's global legal environment. Analysis of important functional areas include study of principles and rules relating to property, contracts, agency, labor, taxation, business entities and regulatory law. The latest emerging issues and trends in law are also considered.

ZSB 18 Foundation of Management 3 credits
Introduction to the challenges of management and business, while providing a broad foundation for further studies in business. Includes analysis of business functions and processes and comparison of profit and non-profit organizations. Special attention given to ethical, political, global, social and environmental considerations.

ZSB 19 Marketing Concepts and Applications 3 credits
Examines marketing as an organizational function and a set of processes for creating, communicating and delivering value to customers and for managing customer relationships in ways that benefit the organization and its stakeholders. Includes domestic and global marketing; target market approaches, the elements of the marketing mix, and ethics and social responsibility.

Economics 101. Introduction to Economics 3 credits
An intensive and combined study of undergraduate micro- and macro-economics. The course assumes no prior knowledge of the discipline and starts with an introduction of basic economic concepts.

English 30. Business Communication 3 credits
An examination of and systematic practice in writing strategies and styles, with the objective of selecting those modes most effective in interpersonal/organizational contexts. Emphasis on the mastery of professional language, the application of logic to syntactic structures and the development of library research skills. Further expansion of modes of discourse and proper structure and tone as well as analysis of the roles of ethics and psychology in written expression.

Speech Communication 4. Interpersonal Communication 3 credits
This course provides an examination of concepts and fundamental principles of face-to-face and mediated communication, and develops an appreciation for the ways in which interpersonal relationships develop, endure and deteriorate. The impact of communication technologies, including photography, telephones, facsimile, computers (e.g., electronic bulletin boards, e-mail), talk radio and talk television, and teleconferencing is explored with regard to their role in the development and maintenance of relationships in personal and professional settings. Interpersonal interaction in social and familial contexts and interviewing situations are addressed.

3. CONCENTRATIONS

a. ORGANIZATION AND LEADERSHIP STUDIES (REQUIRED)
The concentration in organization and leadership studies is designed to introduce students to the fundamental theoretical and practical issues in the realm of organizational analysis. The concentration provides students with a better understanding of the dynamics of organizational life in a variety of settings (e.g., industrial, public, voluntary and nonprofit sectors). This course of interdisciplinary study emphasizes the variety of factors that shape the nature of organizations. These include the psychological and motivational aspects of organizational participants, the role of leadership, the structure and process of intra- and inter-organizational relations, and the multicultural dimensions of organizations operating within the modern global economy. The courses in this concentration are grounded in the theoretical and research contributions from the social sciences as they pertain to organizational and work-life issues. The courses lead up to a capstone experience in which students will be expected to integrate their knowledge and understanding of organizations and leadership in the context of an original research project. (7 courses, 21 credits)

Psychology 34. Organizational Psychology 3 credits
Study of psychological principles and methods, and their application to work motivation, job satisfaction, leadership, communication, job design and organizational development.

Sociology 107. Organizational Structure and Process 3 credits
Most people spend the majority of their active lives in the context of some organizational setting. Organizations are such a dominant component of contemporary life that we take their presence for granted. At the same time, most people have only a vague understanding of organizational relations. This course focuses on the nature of organizations and the social, economic, technological and political factors that shape them. Topics include the relationships among organizational size, technology and structure; power within and between organizations; the politics of decision making and leadership; the impact of environmental factors; and organizational goals and effectiveness.

Total: 24 credits
Sociology 106: Work, Alienation, and Power in Social Life 3 credits
This course examines how work affects our lives as individuals, as citizens of a specific society, and as participants in a world economy. Some of the key questions to be addressed in the course include: What is the relationship between work and power? Why do so many people feel alienated at work? Do people benefit equally from work? What is the role of technology in shaping how people work? The course attempts to address these issues by looking at work and labor relations in the United States and comparing them to conditions in other sectors of the world economy.

Anthropology 112: Anthropology of the Global Economy 3 credits
How do other cultures organize their economic lives? Are there aspects of human economic behavior that are universal, or are our economic motives culturally determined? As capitalism becomes more global, what kinds of native economies and economic principles will it bump up against? In this course, we apply the theory and methods of economic anthropology to look at the full range of economic behavior and organization in world cultures.

Psychology 180: Work Motivation: Theory and Application 3 credits
Applications of cognitive and behavioral theories of motivation. Need, reinforcement, expectancy equity, and goal-setting theories are discussed in relation to compensation, job enrichment, management by objectives and other programs designed to increase worker productivity and job satisfaction, and decrease stress, absenteeism and turnover.

Psychology 181: Leadership and Group Processes 3 credits
Examines organizational work groups within the perspective of the organization as a system. Topics include functions, history, theories and styles of leadership. Gender issues, cross-cultural perspectives, leader-member relations, group development, communication, conflict, decision making, and self-managed teams are also examined.

Psychology 183: Capstone Research Integration Course 3 credits
Provides a capstone experience in which students integrate the knowledge and understanding of organizational behavior and leadership that they acquire in other courses in the concentration. Students work together in small groups on a single project throughout the term. Each group selects a research topic in consultation with the instructor. The project requires that data be collected from an industrial, public, voluntary or nonprofit organization. Using valid diagnostic procedures, students examine the psychological, structural, environmental, political and cultural factors that affect organizational systems.

Total: 21 credits

Computer Science 50: Fundamentals of Object-Oriented Programming 3 credits
Familiarizes students with essential concepts of object-oriented programming using the Java language. Course covers basic systems concepts, including hardware architecture and software. The notion of an object and class design are discussed. Applets and applications are explored. Coverage of Java syntax, including fundamental language components, selection structures, repetition structures and data structures. Hands-on exposure to the Java development environment. Some HTML syntax coverage. Course requires completion of homework exercises and several programming projects.

Computer Science 52: Fundamentals of Systems Analysis 3 credits
Provides students with an overview of the issues and methodologies relevant to systems analysis and design. Lectures focus on the five phases of the system development life cycle: planning, analysis, design, implementation, and operation and support. Laboratories focus on learning software tools available for systems analysis and design. Students work in teams on all phases as they explore a variety of realistic case studies. Other topics include rapid prototyping, CASE tools, client/server systems, software engineering and project management tools. Course requires completion of in-class and homework laboratory projects as well as presentation of a complete analysis report.

Computer Science 54: Fundamentals of Data Communications and Networking 3 credits
Introduction to data communications and networking. History, evolution and current trends. Hardware issues, including signals, media, terminals, communications backbones and transmission methods. Protocols, including Open Systems Interconnection, TCP/IP, LANs, WANs, Client-Server and Peer-to-Peer, and secure communications. Structure of the Internet: protocols, services, the World Wide Web. Course requires homework exercises, a research paper on a topic of interest and presentation of findings. Prerequisite: CSC 50.

Computer Science 56: Fundamentals of Database Management Systems 3 credits
Introduction to database management systems (DBMS). Familiarizes students with the fundamental issues and terminology of DBMS. Relations models, SQL, normalization. Design methodologies are covered in lectures and through a series of laboratory experiments. Typical functions of a DBMS and DBMS administration are covered. Advanced topics include distributed systems, client/server systems, and object-oriented systems. Course requires completion of several laboratory exercises.

D. COMPUTER TECHNOLOGY

Students choose between Computer Technology and Public Affairs for their second concentration. The concentration in computer technology seeks to give students a broad-based background in computer applications, as well as depth in several key areas. Students learn the fundamentals of computer systems (hardware and software), programming techniques, productivity tools, database management, networking and e-commerce. Emphasis is placed on learning how to use computer-based tools for research and work. Each course provides a balance of theory and practical knowledge of computer systems.

A capstone course requires students to demonstrate mastery of these subjects by creating a prototype e-commerce Web site. (7 courses, 21 credits).
Computer Science 58. Fundamentals of Web Application Development 3 credits
Web applications are task-specific application programs available from Web servers. Examples include online stores and auctions, student registration systems, and Webmail. This course introduces students to the essential concepts of Web application development primarily using the rapid application development (RAD) tools for JavaServer Faces and ASP.NET. It covers basic concepts of client-server systems, Web protocols and software. Coverage includes user-interface development with JSP/HTML, tags, forms and images, validation, event-handling, JavaBeans, navigation, database access and tables, and XML. Course requires completion of homework exercises and several laboratory programming projects. Prerequisites: CSC 50, 54.

Computer Science 60. Fundamentals of Network Security 3 credits
Survey of current issues, techniques, software, hardware and architectures related to network security. Examination of the protocols used for Internet services, their vulnerabilities and how they can be secured. Analysis of firewall design, cryptographic techniques, intrusion detection, port scanning, viruses, Trojan horses, application authentication, and denial of services attacks. Basic principles of secure networking and application design will be studied and discussed. Prerequisite: CSC 54.

Computer Science 62. E-commerce (capstone course) 3 credits
Provides students with an overview of the issues and technologies relevant to electronic commerce. Students design and implement a prototype e-commerce Web site. Topics include communications, networking and the Internet; programming, scripting languages and authoring tools; security; databases and archiving; multimedia; transaction processing, search engines; and data mining. Students work in teams on the design and implementation of their Web sites and present a report and demonstration to the class.

Total: 21 credits

C. PUBLIC AFFAIRS
Students choose between Public Affairs and Computer Technology for their second concentration. The concentration in public affairs offers a multifaceted examination of a broad range of public policy questions confronting modern societies, and particularly, the United States. Students begin with an investigation of contemporary issues in American politics. Then they step back to study some of the major ideas in political philosophy, both classical and modern, that have shaped our world. Turning next to the makers and implementers of public policy, students examine either the executive or the legislative branch of the federal government. Having completed these three courses, students are then prepared to commence an in-depth study of a specific policy area: legal issues. They complete four courses on this topic: the structure of the judicial system, the administration of justice, constitutional issues concerning political freedom and civil liberties, and finally, either the philosophy or the sociology of law. (7 courses, 21 credits).

Political Science 105. Contemporary Issues in American Politics 3 credits
Study of the content, development, conflict over and consequences of major public policies; analysis of the policies and their relationship to the underlying social problems and forces. (prerequisite course in Public Affairs)

Political Science 112. Western Political Theory: Plato to Hobbes 3 credits
Study of the great ideas, ideals and theories of man, justice, authority, freedom and policy as seen in the works of the great theorists. (Note: PSC 143. Ideas in Conflict: Modern Democratic and Totalitarian Political Thought may be taught in place of PSC 142.)

Political Science 111. The American Presidency 3 credits
Study of the Presidency in the context of domestic and international politics; powers and duties of the office; the multiple roles of the executive, emerging problems, changing conditions and conceptions of the office; and proposals for change in the selection process and in the organization and operation of the office. (Note: PSC 122. Congress: National Legislative Process may be taught in place of PSC 121.)

Political Science 129. The Administration of Justice in America 3 credits
An examination of criminal justice and of the meaning of due process of law, and the political and judicial responses to these issues.

Political Science 128. Constitution, Political Freedom and Civil Liberties 3 credits
Study of problems of racial equality, political and religious freedoms, limits on state and federal governments; also an examination of the judicial function in defining the rights and duties of citizens.

Political Science 120. Law and Politics: Judicial Process 3 credits
Study of the structure and functions of the judicial-legal process; political influences upon and policy impacts of judicial decision making, judicial recruitment, roles and motivation; the legal profession as judicial context.

Philosophy 120. Philosophy of Law 3 credits
The study of three major areas in the philosophy of law; the nature of law and its relation to morality and custom, conflicting theories about hard cases, and the proper limits of criminal and tort law. (Note: SOC 170. Sociology of Law, alternates with this course. SOC 170 studies the social organization of the United States legal structure and de-facto processes, societal values and the social bases of law, and examines empirical studies of the legal profession, juries and judicial decision-making models as well as the capacity of law to affect social behavior.)

Total: 21 credits
4. Electives

A variety of courses in such areas as history, literature, linguistics, philosophy and political science. Student interests and emerging student needs are considered in the final selection of these courses.

Four 3-credit courses

In addition,
- Elective requirements may be satisfied through transfer credits previously earned at other accredited institutions.
- Opportunities exist to take other courses outside the Saturday College curriculum in other programs at Hofstra University for additional enrichment.
- Under individualized advisement, students may complete an additional concentration by combining transfer credits with additional relevant courses at Hofstra.

**Total: 12 credits**

**Eligibility, Advanced Standing, Transfer Credits**

Students must have graduated from high school at least five years prior to admission and have had three years of full-time work, inside or outside the home. Maturity, motivation to succeed and the ability to manage time demands are essential qualities for Saturday College students. Students’ previous coursework and life experiences may be converted into credits through several methods. Students may earn advanced standing toward a degree through the following avenues:

- **Transfer Credit**
  
  Transfer credit will be granted for appropriate courses completed at accredited colleges or universities.

- **CLEP**
  
  The College Level Examination Program (CLEP) is a series of examinations that provide the opportunity to demonstrate knowledge through life experiences. These exams are available in various subject areas in the liberal arts and sciences and must be taken prior to junior year.

**Credit by Exam/Credit for Prior Learning**

- **Credit by Exam**
  
  Undergraduates with clearly developed strengths may seek to earn course credit toward their degrees by taking special examinations. This option is available to matriculated students who are already progressing within Saturday College.

- **Credit for Prior Learning**
  
  Students may earn undergraduate credit for college-level knowledge that has been acquired in nontraditional ways. This option is available to matriculated students who are already progressing within Saturday College.

**Financial Aid**

Financial aid in the form of federal and state loans and grants is available to eligible students. Students who have completed one year in the program, and who have achieved sophomore standing or above, are also eligible for institutional support from Hofstra. Financial aid packages are tailored for each individual student. Those interested in receiving financial aid should complete the necessary application forms as early as possible. Employer tuition reimbursement programs are another way of financing the cost of returning to school.
Please list any and all post-secondary study you have undertaken, whether or not completed.

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<th>Name of Institution</th>
<th>City and State</th>
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<th>Credits Completed</th>
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Do you have or expect to have an associate degree before entering Hofstra? If "Yes," please specify:

Conferring Institution | Initials of Degree | Date Received or Expected
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I declare that the information that I have given above is true and complete, to the best of my knowledge. If I attend Hofstra University, I authorize the University to release information about my college work to my former school if requested by its authorities.

Your Signature: __________________________ Date: ______________

TO APPLY FOR ADMISSION TO SATURDAY COLLEGE

— REQUIRED —

☐ Application Form

☐ Letter about yourself that addresses various aspects of your life (career, work history, interests, community activities, etc.) and why you are interested in pursuing the Bachelor of Science in professional studies through Saturday College.

☐ Resume.

☐ Transcripts. Order high school and/or college transcripts from all institutions where you have taken coursework. Official transcripts must be mailed directly to the Saturday College office by the issuing institutions.

☐ Interview. Call Kenneth Henwood at (516) 463-5242 to schedule an appointment.

☐ $40 application fee, payable to Hofstra University.

OPTIONAL AND/OR SUPPLEMENTARY MATERIAL

☐ SAT/ACT scores if taken; Advanced Placement (AP) courses for college credit if taken in high school.

☐ Non-credit certificate programs and/or non-credit courses taken for professional development.

☐ Letter(s) of reference from employer, long-standing friends, etc.

Please submit complete application (see checklist above) to:

Saturday College
University College Hall
250 Hofstra University
Hempstead, N.Y. 11549-2500

If you have questions, please call (516) 463-5242.
THE TIME IS NOW.

Saturday College

Hofstra University

www.hofstra.edu/saturday
sat-college@hofstra.edu