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For full course descriptions, visit our Web site @ www.hofstra.edu/ucce.

**About the Cover:** Art direction by Cheryl McBride.
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**Enlightening Entertainment**

For more information about any of the courses on pages 3-15, call Marion Flomenhaft, Director of Arts, Culture and Leisure, at (516) 463-7600 or e-mail uccelibarts@hofstra.edu.

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**Can we help?**

Please contact:
Marion Flomenhaft, M.S.
Director of Arts, Culture and Leisure
Telephone: (516) 463-7600
E-mail: uccelibarts@hofstra.edu

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Register Today! Call (516) 463-5993.

**Arts and Culture**

**Music**

**New Horizons Music Program**

LU-58011 Franklin Verbisky, music director and conductor
Thu 7:30-10 p.m.
12 sessions May 20-Aug 5 $195

New Horizons Music Program is a nationally known program for adults (ages 40 and over) who, regardless of ability, want to experience the joy of playing an instrument. Some children who take music lessons become discouraged at some point and quit. The New Horizons Music Program offers the opportunity to once again experience the joy of making music with others of similar ability and interest. Our program’s emphasis is on classical music for stringed instruments, primarily violin, viola, bass and cello. If you played an instrument years ago, you will be awed at how much you remember and how quickly you can play again. Even if you have never played a musical instrument or think you have no musical ability or talent, we will prove that you can learn.

**Studio Arts**

**Mats to Showcase Your Artwork**

LU-53111 Paula Westcott
Sat 9:30-11:30 a.m.
1 session Jun 12 $40

Have you ever wanted to frame something, but were unsure how to cut the mat to fit your artwork or photograph? In this workshop you learn how to cut your own mat and frame your artwork professionally. Bring your piece and a standard-sized frame with glass. The frame should be between 8”x 10” and 16”x 20” (no larger). Materials discussed include different types of mat boards and tools used in framing. Learn how to choose the right frame to suit your artwork and how to measure for a perfect fit.

**Japanese Brush Painting**

LU-53141 Janice Loecher
Sat 10 a.m.-Noon
6 sessions May 22-Jul 10 $95
(No classes May 29 and Jul 3)

The delicate style of Japanese brush (Sumie) painting evokes a sense of harmony, meditation and simplicity. After the instructor demonstrates the basic hand positions and brush strokes, students create simple, beautiful designs, blending colors with just one stroke of the Japanese brush to achieve the many shadings and nuances so characteristic of nature. In addition to creating wonderful paintings, this amazing art form may be used to make personalized gifts, illustrate the written word and add a special touch to fabrics, pottery, wall designs and woodcarvings.

**Intermediate Japanese Brush Painting**

LU-53241 Janice Loecher
Sun 10 a.m.-Noon
6 sessions May 23-Jul 11 $95
(No classes May 30 and Jul 4)

In this course, students add to their knowledge of basic Japanese brush strokes. A review is presented of strokes previously studied by painting flowers and insects. The technique of painting gift items is demonstrated; students then create a gift of their own.

Prerequisite: Japanese Brush Painting or equivalent.

**Landscape Painting: An Outdoor Workshop**

LU-53151 Roger Hendricks
Sat 9:30-11:30 a.m.
5 sessions Jun 12-Jul 17 $164
(No class Jul 3)

The summer is a great time to explore light and painting. This workshop is designed for all levels of accomplishment, from beginner through advanced. Using media ranging from pencil and pastels to watercolor and oils, students explore the landscape, including the figure and objects within the landscape. Emphasis is placed on how natural light affects the image, working en plein air, both on campus and at other local places of interest. A brief survey of landscape art, as well as a discussion of the syllabus and materials, is presented at the first session in the studio.

Note: Students are responsible for providing their own transportation to off-campus sites. During inclement weather, the class meets in a studio.

**Photography**

**Photography Studio: Black and White for Beginner to Intermediate**

LU-54101 Steve Gravano
Thu 6:45-9:45 p.m.
9 sessions May 20-Jul 15 $406

Photography is a great deal more than snapping a picture – serious photographers work hard to develop their skills. We have developed this workshop (adapted to meet each individual student’s needs and abilities) for the motivated beginner as well as the talented veteran. The class is flexible in nature and depends largely on student participation. The four basic areas of study are camera familiarization (35mm, SLR cameras only): lenses and films, film processing (loading and developing...
film, chemical treatments); printing (enlarging, printing, presenting photographs, burning, dodging, cropping and mounting); and critique (evaluation and discussion of finished work). Limited enrollment.

ILLUMINATION: A FIELD COURSE IN NATURAL LIGHT
LU-54111 Bob Zucker
Sat 10 a.m.-1 p.m.
5 sessions Jun 19-Jul 24 $110
(No class Jul 3)
Outdoor settings and architectural subjects pose challenges to photographers. Structured for the advanced amateur, this course focuses on how to work with exterior lighting with an emphasis on composition and creative expression. These techniques are useful for photographic documentation of historic buildings, landscapes and natural settings. Taught by a professional architectural and industrial photographer, techniques are discussed and shared each week, and student works are critiqued and evaluated.
Note: The course includes visits to local historic preservation and parks for photography sessions. Students are responsible for providing their own transportation to off-campus sites. Dress appropriately.

TWO-DIMENSIONAL IMAGES IN DIGITAL PHOTOGRAPHY
LU-54211 Sue Murphy
Wed 7-10 p.m.
8 sessions May 26-Jul 14 $260
In this course students bring two-dimensional images together to form creative collages. Participants study the history of collage and learn through hands-on projects how to create thematic and digital collages, self-portraits, greeting cards and images. To capture images, students explore the use of digital cameras, flatbed and film scanners. Students learn how to use vector and page-layout programs to enhance and manipulate original images for a variety of collage and print options. Basic visual computing skills, including layers, file naming, print and image resolution and color management are covered.
Note: This is a hands-on class taught in a computer lab.

WRITING AND COMMUNICATION

WRITING
THE ART AND CRAFT OF WRITING BOOKS FOR CHILDREN
LS-61131 Robyn Supraner
Sat 10 a.m.-Noon
6 sessions Apr 24-Jun 5 $220
(No class May 29)
So you have always wanted to write a children’s book. Now you can in a friendly and supportive atmosphere. Feel free to share your work and critique the work of others and become your own best editor. Discover which rules can be broken and which cannot as we unravel the elements of fiction, nonfiction and poetry. Through written assignments and discussion we explore voice, setting, character and plot as we work toward a completed manuscript. Please bring several copies of any work in progress (one to five pages, double-spaced) to our first meeting.

WHAT FREELANCE WRITERS NEED TO KNOW
LU-61211 Laura Koss-Feder
Thu 7:30-9:30 p.m.
3 sessions May 27-Jun 10 $90
Here are the nuts and bolts of freelance writing. Learn how to effectively gather information for a story, pitch to an editor and write a successful query letter to an editor to land that first assignment. Obtain tips on marketing yourself to the max, networking, staying motivated even in the face of rejection and structuring your time so that you work the most efficiently. Students leave the class with a query letter ready to submit to an editor for consideration.

PUBLISHING
WHAT EVERY WRITER NEEDS TO KNOW ABOUT PUBLISHING
LU-62131 Karen Zubin, J.D.
Sat 9:30 a.m.-12:30 p.m.
1 session Jul 17 $35
Whether you are a writer or illustrator, understanding how the publishing industry works is key to your success. Starting with the acquisition process and the perennial questions of needing/finding/dealing with agents and lawyers, we work our way into editing and production procedures, as well as royalties, accounting statements, sales and distribution channels and marketing.

LEGAL ASPECTS OF PUBLISHING, PART I
CONTRACTS AND COPYRIGHT PROTECTION
LU-62141 Karen Zubin, J.D.
Sat 1-4 p.m.
1 session Jul 17 $35
This course provides a nonlegal overview of some of the key legal issues that affect book publishers. We examine a variety of publishing agreements commonly used collaboratively by both publishers, writers and third parties, including agreements with authors, work-for-hire, permissions, releases and agency deals. Consequences of breach and damages are examined. Discussion includes the importance of copyrights, protection by filing, using the correct copyright notice, how long copyright protection lasts, the “fair use” exception, infringement and damages.

www.hofstra.edu/ucce
Register Today! Call (516) 463-5993.

Summer Writing Workshops

The 31st Summer Writing Workshops
WU-91251
Mon-Fri 9 a.m.-4:30 p.m.
10 sessions Jul 12-23 $445 ($675 for two workshops)

Note: High school students can register for one workshop at $325 or $550 for two. A faculty recommendation must be supplied before registration. Contact Marion Flomenhaft for more information at (516) 463-5737 or e-mail dcemzf@hofstra.edu.

Hofstra’s Summer Writing Workshops, co-sponsored by Hofstra’s English Department, HCLAS and University College for Continuing Education, seeks to nurture writing talent through the stimulus and creative inspiration of its writers-in-residence, authors specially chosen for the quality of their published work and skills as teachers. Each workshop includes both group and individual sessions and totals more than 25 contact hours between student and writer. In addition, authors and others with ties in publishing and editing make luncheon presentations. Undergraduate and graduate students can earn credits, depending on each participant’s needs. Lodging in residence halls can be arranged for.

Note: Those who register for a workshop are entitled to daily continental breakfasts and lunches, the banquet and poetry reading.

Finding and Forming the Poem
WU-91261 Janet Kaplan
Mon-Fri 2:43 p.m.
(Arrive at Noon for lunch)
10 sessions Jul 12-23 $445

In this summer writing workshop, we step into the metaphoric (and actual) woods of the world to find there the images that can give voice to emotions and ideas for our work. We practice writing poems using traditional as well as experimental forms, examples of which are shared as models for the possible. Close readings of one another’s poems, with a kind but critical eye toward revision, are an important element of our workshop.

Writing for Children and Teenagers
WU-91281 Helena Clare Pittman
Mon-Fri 9:30 a.m.-Noon
(Stay until 2 p.m. for lunch)
10 sessions Jul 12-23 $445

In this workshop students have the opportunity to explore the writing process using a variety of exercises and models. We consider a range of children’s writing forms including the chapter book, picture books and poetry. Particular attention is paid to helping each student discover an authentic, personal story telling voice. The format of this workshop is based on the traditional writer’s circle – a friendly forum for instructor and peer feedback. Participants also consider approaches to editing and revision. Personal journal writing is part of the experience, to foster writing as a regular practice.

Fiction Writing
WU-91271 Julia Fierro
Mon-Fri 9:30 a.m.-Noon
(Stay until 2 p.m. for lunch)
10 sessions Jul 12-23 $445

This course is both a fiction-writing workshop and a reading course. You read and analyze published fiction with “a writer’s eye,” seriously engaging yourself in applying what you learn from these stories to your own work. You read your classmates’ stories and give them the same serious attention and respect in our daily critiques. Close readings of your classmates’ stories teaches you how to make the difficult choices involved in creative writing. In-class writing exercises are included.

Poetry Reading Evening Featuring a Panel of Poets
WU-91291
Thu 7.9 p.m.
1 session Jul 15 $10
(Free for conference registrants)

The Playwright’s Voice
WU-91321 Paul Zimmerman
Mon-Fri 2:43 p.m. (Arrive at Noon for lunch)
10 sessions Jul 12-23 $445

How do we create a living dramatic language, a language that goes beyond the mundane chatter of the everyday, and draws us into the heightened, more intense experience of the theater? We write scenes and monologues, act them out, and then work on the revision process, and in doing so we explore ways to create distinctive works of theater, populated by forceful and surprising characters and driven by compelling conflict, that resonate with vivid originality on stage.

Personal Essay and Memoir
WU-91311 Emily Fox Gordon
Mon-Fri 2:43 p.m. (Arrive at Noon for lunch)
10 sessions Jul 12-23 $445

These are forms that writers love to write and readers love to read. The process of following and recording the undulations of one’s own thinking is as exciting as a treasure hunt. We work on our own essays and memoirs, starting with in-class exercises to help us identify what we have to tell. We read and discuss the work of fellow workshop participants with an eye to helping one another do the telling well.

Arts, Culture and Leisure
ENGLISH AS A SECOND LANGUAGE (ESL)

AMERICAN ENGLISH SKILLS IMPROVEMENT
LU-63101 Gregory Kershner, M.I.A., Ph.D.
Tue 6:30-8 p.m.
10 sessions May 18-Jul 20 $250
This course provides reading, writing and oral communication skills for those who have been speaking and working in an English-speaking environment, but want to improve their ability to communicate. Classes balance reading, writing and public speaking activities. Topics for writing and discussion are taken from academic and journalistic writing, as well as from various types of professional discourse, including résumés, technical writing and letters/correspondence. Role-playing activities give students practical experience using English in a variety of contexts.

INDIVIDUAL TUTORING IN ESL
LU-63121
One-to-one tutoring is available on a variety of levels and topics in English as a Second Language. Tutoring assistance in aspects of writing and reading English is $85 per hour. Assistance for clear and accurate speaking is $100. For more information call (516) 463-7600.

MODERN LANGUAGES

BONJOUR! INTRODUCTION TO FRENCH LANGUAGE AND CULTURE
LU-66101 Lisa Bertrand
Wed 7-8:30 p.m.
6 sessions Jun 9-Jul 14 $108
This lively course introduces students to French language basics through the study of grammar and conversation. Students role-play practical situations tailored to suit the needs of participants. An understanding and appreciation of French culture and the French-speaking world is a vital part of this course! Students have the opportunity to attend cultural events sponsored by various organizations. Though the content varies depending on students’ needs, the course is designed for those who wish to learn vocabulary and expressions for business, travel or socializing.

SURVIVAL SPANISH
LU-66201 Patricia Lopez
Thu 6:45-8:15 p.m.
8 sessions Jun 24-Aug 12 $144
This course is designed for those who need to know the Spanish language for their careers, travel or personal growth. Taught in a style that is fun and using participatory techniques, students learn the basics of conversation, including emergency phraseology. Through the use of immersion methods, participants learn to write, read and speak Spanish. Olé!

MEDICAL SPANISH
LU-66211 Carol Barnett
Wed 6:20-7:40 p.m.
10 sessions May 12-Jul 14 $175
Learn medical Spanish in an integrated skills approach. Throughout this course, you have the opportunity to hear, comprehend, speak and respond to Spanish-speaking patients in their own language. You learn to greet patients, take vital signs, interview patients, find out chief complaints, review medical histories, describe physical exams, recommend follow-up care instructions and discuss prescriptions. Each week you learn essential vocabulary, basic grammar topics and receive practice exercises and dialogs, in addition to learning about cross-cultural aspects of this diverse population. No previous knowledge of Spanish is necessary.

Note: Textbook required.

HOLLYWOOD FILM SCHOOL: A CRASH COURSE FOR INDEPENDENT FILMMAKERS, PRODUCERS, DIRECTORS AND WRITERS
LU-65001 Dov Simens
Sat, Sun Sat, 9 a.m.-9 p.m.
Sun, 9 a.m.-5 p.m.
2 sessions Jun 12-13 $400
This acclaimed course helped launch the careers of Quentin Tarantino, Robert Rodriguez, Guy Ritchie and 20 Sundance entrants. In just one weekend, you learn how to produce, direct, shoot, finance, distribute and sell a movie. Topics include, 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. Participants (high school and older) receive a producer’s diploma and workbook.

Note: Held in Manhattan.

Have a suggestion for a new course?
Call us at (516) 463-5993 or e-mail us at ucce@hofstra.edu
How to Break Into Radio and Television Commercial Voice-Overs

LU-65511  Ron Millkie, acting coach;
Sat, Sun  Noon-6 p.m.
2 sessions  May 22-23  $219

There is an explosive growth in demand and salaries for voice-over actors. This workshop is designed for men, women and children (ages 12 and older) who have distinctive voices (not necessarily pretty ones) and can project humor, character and attitude. Students focus on diction, voice placement, microphone technique and vocal style to prepare for the worlds of animated film, radio and television commercials. Students work on their own audition tape and receive tips on how to get their first job.

Making It in Soap Operas, Television Commercials and Film

LU-65601  Ron Millkie co-author, You Don’t Have to Be Beautiful to Be a Model
Sat, Sun  Noon-6 p.m.
2 sessions  Jun 26-27  $219

Beginners (ages 12 and older) learn to break into the glamorous world of soap operas and television commercials. This class features acting for “soaps” as well as the most pertinent information on blocking, scene interpretation, character analysis and how to get into relevant unions. Participants are videotaped in a mock screen test patterned on an actual network soap opera, and finished tapes are viewed and critiqued by the co-author of How You Can Appear in T.V. Commercials. Participants receive recommended listings of agents and casting directors and have an opportunity to meet with agents once the class is over.

Deaf Studies Certificate Program

Hofstra’s Deaf Studies Certificate is comprised of a coherent sequence of noncredit courses that lead to a clear level of competence in American Sign Language. The certificate is awarded to students who successfully complete the eight required courses listed below and an additional 36 classroom hours obtained through a variety of elective courses and workshops. The courses and workshops in this program are continuously 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 can substitute courses and are encouraged to call (516) 463-7600 or contact uccelibarts@hofstra.edu for preregistration advisement.

Required Courses:
- ASL 1
- ASL 2
- ASL 3
- ASL 4
- ASL 5
- ASL 6
- Hands-On Interpreting Practice
- Issues and Trends in Deaf Culture

Elective Courses:
- ASL 7 (Counts as 18 elective hours)
- Finger spelling (Counts as 18 elective hours)
- Conversational Signing/Advanced Finger spelling (Counts as 18 elective hours)
- Technical Signs and Human Behavior (Counts as 18 elective hours)
- Use of Classifiers and Space in ASL (Counts as 18 elective hours)
- Deaf Heritage: A Narrative History of Deaf America (Counts as 18 elective hours)
- Visual Gestural Communication (Counts as 6 elective hours)
- Conceptual Signing (Counts as 4 elective hours)
- Communication With Persons Who are Deaf-Blind (Counts as 4 elective hours)
- So You Want to be an Interpreter? (Counts as 3 elective hours)

A Choice That Can Change Your Life!
ASL 1
LU-21111  Staff 
Tue  6:20-8:10 p.m. 
9 sessions Jun 8-Aug 3  $185

ASL 2
LU-21121  Staff
Wed  6:20-8:10 p.m. 
9 sessions Jun 9-Aug 4  $209

ASL 3
LU-21131  Staff
Wed  6:20-8:10 p.m. 
9 sessions Jun 9-Aug 4  $209

ASL 4
LU-21141  Staff
Thu  6:20-8:10 p.m. 
9 sessions Jun 10-Aug 5  $209

ASL 5
LU-21151  Staff
Tue  6:20-8:10 p.m. 
9 sessions Jun 8-Aug 3  $209

ASL 6
LU-21161  Staff
Thu  6:20-8:10 p.m. 
9 sessions Jun 10-Aug 5  $209

ASL 7
LU-22171  Staff
Thu  6:20-8:10 p.m. 
9 sessions Jun 10-Aug 5  $209

Electives:
Deaf Heritage: A Narrative History of Deaf America

LU-22351  Leah Canale
Thu  8:15-10:05 p.m. 
9 sessions Jun 10-Aug 5  $209

Use of Classifiers and Space in ASL
LU-22361  Alesia Holewinski
Tue  4:30-6:15 p.m. 
9 sessions Jun 8-Aug 3  $209

Silent Weekend for Students of Sign Language
Mill Neck Family of Services and Hofstra’s Deaf Studies Certificate Program, Co-Sponsors

LU-22501  Staff
Sat, Sun  Sat,9 a.m.-9 p.m.; Sun,9 a.m.-5 p.m. 
2 sessions Jun 5-6  $230
(Sat only $150, Sun only $100) (Meals included)

无声周末为学生提供手语

Mill Neck Family of Services和Hofstra大学聋人研究证书项目联合主办

LU-22501  Staff
Sat, Sun  Sat,9 a.m.-9 p.m.; Sun,9 a.m.-5 p.m. 
2 sessions Jun 5-6  $230
(Sat only $150, Sun only $100) (Meals included)

是否你是一个新的人，或者是一个熟手，你可以从一个两天的休息中受益，这是一个在霍夫斯特拉大学举行的活动！

活动：
- 词汇和语法工作坊
- 讨论和观影“Sound and Fury”
- 聋人文化讲座
- 星期六夜晚表演
- 游戏、宾果以及奖品
- 供应商和抽奖
- 用餐

Note: Counts as 18 elective hours.
Prerequisite: ASL 1 or equivalent.

Visual Gestural Communication
LU-23411  Douglas Ridloff
Wed  8:15-10 p.m. 
3 sessions Jun 9-23  $95

视觉身势语通信

LU-23411  Douglas Ridloff
Wed  8:15-10 p.m. 
3 sessions Jun 9-23  $95

Gestural communication develops artistic sign language translation skills and leads to a better understanding of the basic structures of American Sign Language. The workshop is a study of gestures as a form of communication, and as a basis for visual language with an emphasis on the ability to think in pictures. Students develop expressive and receptive communication skills while learning how to describe objects and other topics. Students enhance their expressive and receptive skills through a variety of structured exercises, including interactive group discussions, creating skits and supportive feedback.

Note: No previous knowledge of ASL necessary. Counts as 6 elective hours.
LEISURE

NEW YORK CITY WALKING TOURS

Alfred Pommer leads tours rich in the history, architecture, anecdotes and curiosities that make New York the greatest city in America. Each tour makes at least 17 stops that include discussions of the history and architecture.

Note: Transportation is the participant’s responsibility. Wear comfortable shoes and clothing appropriate to the weather. Bring water.

THE TRIBECA HISTORIC DISTRICT

LU-71591 Alfred Pommer
Sat 2-4:30 p.m.
1 session Jun 19 $35
(Rain date Jun 26)

Tribecca’s history is as a commercial and industrial area, but now contains New York’s trendiest restaurants, stores and apartments for celebrities. As we walk past historic sites, landmark buildings and the interesting streets of Tribecca, you learn the history behind the street and place names, such as Bogardus Triangle, Duane Park, Washington Market Park and Finn Square. The architecture of the area includes the first cast iron building, the Western Union, the New York Mercantile Exchange, a row of landmark federal houses dating from 1796 to 1828 and the site of the Lispensard farm.

THE CHELSEA NEIGHBORHOOD

LU-71601 Alfred Pommer
Sat 2-4:30 p.m.
1 session Jul 24 $35
(Rain date Jul 31)

Chelsea has always been a magnet for artists and musicians. This tour encompasses 21 stops that include five New York City and four national landmarks; and the history of some of the more legendary figures who hung around Chelsea. An ever-changing neighborhood home to a cemetery, church-turned-a night club and five carriage houses that are now landmark buildings. As you pass attractive galleries, shops and restaurants, you learn about the Chelsea Hotel, Chelsea historic district headquarters of the Communist Party, the site of Clement Clark Moore’s farm, the Episcopal General Theological Seminary and Cushman Row.

GOURMET AND GARDEN

FOR THE GARDEN: SUMMER SOWING

LU-72101 Trudi Davidoff, founder, GardenWeb.Com
Sat 10 a.m.-1 p.m.
2 sessions Jun 5-12 $55

Sowing seeds encompasses recycling, energy conservation, frugality and faith in our natural world. Learn how to choose seeds, make mini-greenhouses from common recyclables, as well as efficient sowing and simple fertilization methods, how to protect seed flats, and easy transplant techniques. Seed-sowing techniques makes your gardening easier and your garden flourish with flowers, grasses, vines, bushes and trees. Each participant receives seed packets and workbook.

GREAT SUMMER GRILLING

LU-72251 Polly Talbott, President, A la Carte Culinary Services
Tue 7-10 p.m.
1 session Jul 20 $75

One of the greatest things about summer is eating outside. Whether you make hot dogs, Angus beef or shrimp, join us to learn some great tips, marinades and techniques for your outdoor grilling. This festive and enjoyable class features a variety of dishes, including beef, pork, lamb and chicken to grill, as well as some creative make-ahead side dishes. Send Dad to class as a gift and get ready to fire up that grill!

Note: Class is held at A la Carte Culinary Services in Lynbrook.

AN EVENING OF CHOCOLATE TASTING

LU-72321 Joyce Weinberg
Sat 7:30-9:30 p.m.
1 session May 22 $39

You may be surprised to learn that just like wine, beer and coffee, chocolate has many different tastes and a wide flavor profile. There really are differences between chocolate brands. At this tasting session, you hear from a real chocolate expert on how to tell the difference between fine quality chocolate and chocolate that’s just in a fancy package. You learn where to get the best value for your chocolate dollar and learn how chocolate is produced. What a tasty and fun way to spend an evening!

PICNICAND SUMMER WINES

LU-72331 Robert Windorf, wine educator
Sat 1-3:30 p.m.
1 session Jun 12 $95

Summer is the time for casual dining, and there are many wines that travel well to the beach, mountains or backyard. Come join us for a fun afternoon as we sample an international variety of delightful wines to enjoy this summer. Pack your sunglasses and sunscreen and bring your friends as we taste these wines along with a selection of summer-style dishes that will give you plenty of ideas for your next picnic, clam bake or barbecue. Your guests will be very impressed. Who says you can not enjoy wine at the beach or the pool club?
TENNIS EVERYONE!
LU-73181 Peter Brosoff
Tue 6:30-8:30 p.m.
6 sessions Jun 1-Jul 6 $150
Have you ever dreamed of playing a challenging game of tennis, but allowed distractions to get in the way of taking lessons? Well, now is your time. You are never too old or out of shape to start. All you need is the willingness to experience the “high” this sport can induce. In this course we use Hofstra’s outdoor courts to introduce you to such basic skills as ground strokes, serving, and moving about the court. Course appropriate for beginning to intermediate players.

BOATING

Boating Safely Through the U.S. Coast Guard Auxiliary
Joseph Cirina, F.S.O.
Public Education Officer
Sun 9 a.m.-1 p.m.
LU-75201
2 sessions May 16-23 $60
LU-75202
2 sessions Jun 6-13 $60
U.S. Coast Guard Flotilla 13-06 conducts boating safety courses for new and experienced boaters. In 2004 all jet ski users are required by New York state law to earn this safety certificate before they may operate personal watercraft. If you are considering buying, renting or operating a motorboat you can benefit from the information presented in this course. Participants, ages 10 and up, are awarded the required safety certificate upon completion of the course. The certificate is good for your lifetime.

Canoeking the Nissequogue
LF-75301 Joseph Sklar
Wed.Sun Class Wed 7:45-9:15 p.m.; River outing
Sun 9 a.m.-3 p.m.
2 sessions Sept 8-12 $75
Paddle with us down the Nissequogue River (part of the New York Wild, Scenic and Recreational Rivers System), and pass several 18th-century houses that can only be seen from the water. The honking we hear is that of geese; the only traffic, a family of ducks gliding in front of us. Where the river widens we paddle through tall salt cord grass or phragmites and gardens of water lilies, before heading down narrow channels with thick growth woods on either side. An initial class session provides us with all the skills needed to successfully navigate the river.
Limited enrollment.

Summer Kayak Adventures
John Nicolellis
Mon.Sun Class Mon,8-10 p.m.; River outing
Sun,9:30 a.m.-4 p.m.
LU-75151 Jun 21-26 $100
LU-75161 Jul 12-18 $100
LU-75181 Aug 9-15 $100
Here are three exciting and adventurous opportunities to experience kayaking on friendly local waters. These river outings have you paddling into a world of peace and beauty minutes from the congestion of Long Island. Starting in a freshwater ecosystem, you end up in a marine environment near the shoreline. Classroom instruction addresses all the technical elements of the field trip – safety, equipment, personal needs, etc. As certified kayak instructors provide needed support throughout the day, these trips appeal to both veteran and novice kayakers.
Limited enrollment.

Golf Program

Beginner and Intermediate Golf
Gregory Ilg
Sat 9-10:30 am
6 sessions
LU-74111 Jun 5-Jul 17 $195
(No class Jul 3)
LF-74111 Sept 11-Oct 23 $195
(No class Sept 25)
If you are hooked on golf and want to bring your game to the next level, this course is for you. Designed for those who have taken Introduction to Golf, or the equivalent, and want to continue to refine their skills, this course offers participants complete long- and short-game instruction in a fun and supportive environment.

Individual Golf Lessons
LU-74031 Gregory Ilg
By individual arrangement. $40 per half-hour session, $70 per one-hour session. To schedule a lesson, call (516) 463-7600.

Fall Golf Outing
LF-74011 Gregory Ilg
Sun 9 a.m.
1 session Oct 3 $80
Play on a nine-hole course with your teacher, Greg Ilg. Short-game clinic and prizes are included. For information call (516) 463-7600.
Sports and Fitness

Adults Only: Group Swimming Lessons
LU-73021 Arnold Deiner; American Red Cross water safety instructor
Mon, Wed 7-9 p.m.
6 sessions Jul 12-28 $154

Never learned how to swim? Afraid of the water? Embarrassed to go to the beach for fear others will find out? If so, this course is for you. In a relaxed atmosphere, experience the unique pleasures swimming offers. Under the direction of an expert instructor, relax and feel comfortable while learning to float, tread water, do the crawl or sharpen techniques if you are a more advanced swimmer. Soon enough you are ready to tackle Long Island’s many pools and beaches, or perhaps the waters of the Caribbean or some other tropical paradise.

Limited enrollment.

Individual Swimming Lessons for Adults
LU-73011 Arnold Deiner; American Red Cross water safety instructor
$54 per one hour session held at Hofstra pool. To schedule a lesson, call (516) 463-7600.

Hofstra’s Evening Scuba
LU-73121 Ed and Jeanne Tiedemann
Tue, Thu
Class sessions Thu, 7:30-10 p.m.;
Pool sessions Tue, 7:30-10:30 p.m.
10 sessions Jun 3-Jul 6 $195
(Plus $70 materials fee to be paid at the first class)

Visit a beautiful underwater world, and see what you now can only dream of. Meet a group of exciting, similarly-inclined people. In just five weeks develop all the necessary pool instruction and experience necessary to become a safe scuba diver. Upon completion of the course you are eligible to take the test for international scuba certification from the National Association of Underwater Instructors (NAUI), the Professional Association of Diving Instructors (PADI) or Scuba Schools International (SSI). The necessary equipment is supplied; bring a swimsuit and towel, plus $70 materials fee to be paid at the first class.

Note: Students must demonstrate the ability to swim 50 yards and must complete a medical questionnaire at the first class.

En Garde! The Art of Fencing
LU-73151 Enid Friedman, Hofstra fencing coach
Mon-Fri 7-8:30 p.m.
10 sessions Jul 12-23 $228

Experience the beauty and skill of fencing, a wonderful form of conditioning and exercise. This course (open to both beginner and intermediate students) introduces fencing within a safe, controlled atmosphere. Learn to advance, retreat, lunge, attack and parry as you improve your stamina, reaction time, speed, accuracy and coordination. Equipment included.

Limited enrollment.

Bagua: A Chinese Martial Art
LU-81551 John J. Page
Tue 7-8:30 p.m.
6 sessions Jun 8-Jul 13 $125

Bagua, (pronounced ba-gwa), is a martial art form with strong health benefits for all body types and abilities. Bagua incorporates circular movements that facilitate the massage of internal organs and are easy on the joints. One of China’s three internal martial arts, Bagua incorporates circular movements that facilitate the massage of internal organs and are easy on the joints. Through circular walking and twisting/turning movements, you build energy in your body and help train your mind. This is a form of a specialized martial art that is gaining popularity in the West. Wear comfortable clothing.

Kundalini (Spirit-Rising) Yoga
LU-83101 Doris Buxbaum
Wed 6:30-8 p.m.
7 sessions May 12-Jun 23 $160

Kundalini yoga dates back more than 2,000 years, and all other forms of yoga can be viewed as descendants of this discipline. Kundalini yoga exposes participants to an active form of Eastern meditative exercise that combines breathing, movement, stretching, relaxation, rhythm and sound to attain physical strength and a positive attitude. In this workshop learn to develop a balanced glandular system, strengthened nervous system and expanded lung capacity. No previous experience in yoga or related disciplines is required to achieve these benefits, just an open mind and a willingness to experience a heightened awareness of the body and spirit.

Chess

Chess for Life: Beginners
LU-73171 Barry Noble, certified tournament director
Tue 7:30-9 p.m.
6 sessions Jun 8-Jul 13 $125

Ches has shown to improve memory, concentration and the ability to conceptualize. Participants without knowledge or experience in chess are encouraged to join. Through instruction with an international master chess educator and highly successful chess coach, participants learn game structure, terms, essential strategies, tricks and traps, position analysis, game analysis, secrets of finding the best move each time, problem solving, and the chess clock, which helps you think deeper and faster (in playing chess, and in life). No experience necessary.
HEALTH AND WELL-BEING

Organize Your Home for Summer Enjoyment
LU-81141 Cheryl Carter, author, 500 Ways to Organize Your Child
Sat 10 a.m.-Noon 1 session May 22 $35
Organize your home this summer and spend time doing what you really want to do! In this practical workshop participants learn how to reduce household cleaning time by as much as 75 percent and formulate a plan to maintain order through a variable schedule. Learn to get rid of clutter, streamline cleaning, eliminate paper messes, get cooperation from others in your household, organize all of the rooms in your home, develop a meal management plan, create ways to get your children to do chores, and identify and eliminate time wasters.

Defensive Driving
LU-84103 Salvatore Perdichizzi, certified instructor
Sat 9 a.m.-3 p.m. 1 session Jun 5 $55
Here is an idea that may save your life, and at the same time reward you with a three-year, 10 percent reduction on auto liability and collision insurance and reduce up to four points from your license for violations incurred during the past 18 months. In this New York State Department of Motor Vehicles-approved program, you are assured of highly qualified instruction utilizing the latest techniques. Young drivers, commercial vehicle operators and motorcyclists all stand to gain as much as the ordinary driver.

University College for Continuing Education, in association with the Academy of Applied Personal Training Education (AAPTE), offers a noncredit certificate designed for those seeking a basic competency in performing fitness evaluations and designing and implementing fitness programs for a healthy population. The program features both practical and theoretical instruction as well as career advice. Students learn basic assessment skills and safe, effective and efficient methods of teaching resistance training. The program covers a broad range of studies, including client assessment and evaluation procedures, exercise programming and methods of exercise program design, anaerobic and aerobic energy systems, cardiovascular and muscle cell anatomy/physiology, cardiovascular and strength-training guidelines, kinesiomechanics and the basics of working with special populations. Upon successful completion of the course, participants earn the Certified Personal Trainer/Health Fitness Instructor (CPTHFI) designation.

Note: Students who register for LU-19711 and LU-18811 in the same semester receive a discounted tuition of $849.

Prerequisites: LU-18811 Human Anatomy and Physiology, or a university-level course in human anatomy and C.P.R. certification (which may be acquired simultaneously with the personal trainer course).

Personal Trainer/Health Fitness Instructor Certificate, Level I

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Schedule</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>LU-19711</td>
<td>Vincent Carvelli, R.T.S., P.F.S., Director</td>
<td>Mon, Wed 7-10 p.m.</td>
<td>10 sessions Jun 2-Jul 7 $708</td>
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<tr>
<td>LU-18811</td>
<td>Vincent Carvelli, R.T.S., P.F.S., Director</td>
<td>Tue, Thu 6:20-8:10 p.m.</td>
<td>6 sessions May 11-27 $205</td>
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</table>

Call (516) 463-5993 to register for this free session.

Human Anatomy and Physiology
LU-18811 Sharon Borzone, D.C., chiropractor
Tue, Thu 6:20-8:10 p.m. 6 sessions May 11-27 $205 (Register with LU-19711 for a tuition discount of $849)

Designed specifically for students enrolled in the Personal Trainer/Health Fitness Instructor Certificate, the subject matter of this course is presented in a clear, non-threatening manner appropriate for those with no prior experience.
Register Today! Call (516) 463-5993.

**TEST PREPARATION**

**GMAT Preparation**

**GMAT at Hofstra**

<table>
<thead>
<tr>
<th>Code</th>
<th>Staff</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
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<tr>
<td>XS-31142</td>
<td>Staff</td>
<td>9 a.m.-1 p.m.</td>
<td>Apr 3-May 8</td>
<td>$645</td>
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<td>XF-31141</td>
<td>Staff</td>
<td>9 a.m.-1 p.m.</td>
<td>Sept 9-Oct 14</td>
<td>$645</td>
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(No class Apr 10)

(No class Sept 16)

For test registration and other information, visit www.gmac.com or call (800) GMAT-NOW (462-8669).

GMAT test dates: Year-round.

The Princeton Review GMAT Preparation

7 sessions, 4 exams/$1,199

Sat mornings: Jun 12-Jul 31

**LSAT Preparation**

**LSAT at Hofstra**

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<tr>
<th>Code</th>
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<tr>
<td>XS-31153</td>
<td>Staff</td>
<td>Sun</td>
<td>9 a.m.-1 p.m.</td>
<td>May 2-23</td>
<td>$598</td>
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<td>XF-31151</td>
<td>Staff</td>
<td>Tue</td>
<td>6-10 p.m.</td>
<td>Sept 7-28</td>
<td>$598</td>
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For test registration, dates and other information, call (215) 968-1001, or visit the Law School Admission Council at www.lsac.org.

LSAT test dates: June 14, October 2 and December 4, 2004.

The Princeton Review Hyper-Learning LSAT Preparation

26 sessions/$1,249

Mon,Wed evenings: Jun 21-Sept 26

Sat,Sun afternoons: Jul 18-Sept 26

**GRE Preparation**

**GRE at Hofstra**

<table>
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<tr>
<th>Code</th>
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<th>Day</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
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<tbody>
<tr>
<td>XU-31131</td>
<td>Staff</td>
<td>Thu</td>
<td>6-9:25 p.m.</td>
<td>May 20-Jul 1</td>
<td>$550</td>
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<td>XF31161</td>
<td>Staff</td>
<td>Sun</td>
<td>9 a.m.-2 p.m.</td>
<td>Sept 12-Oct 3</td>
<td>$498</td>
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</table>

For test registration, dates and other information, call (413) 256-2882, or visit www.nystce.nesinc.com.

LAST test dates: May 22 and July 17.

**Tutoring**

**Individual Test Prep Tutoring**

Individual tutoring by Hofstra Test Preparation instructors is available for most graduate admission exams. For more information call (516) 463-7600.

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<tr>
<th>Code</th>
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<th>Day</th>
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<th>Fee</th>
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<tr>
<td>XU-31171</td>
<td>Staff</td>
<td>Sun</td>
<td>5-7 p.m.</td>
<td>Aug 1-Sept 26</td>
<td>$402</td>
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</tbody>
</table>

(No class Sept 5)

For test registration information, call (609) 771-7070, or visit www.collegeboard.com.

PSAT test dates: October 13 and 16.

**PSAT Preparation**

**PSAT at Hofstra**

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<th>Code</th>
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<tr>
<td>XU-31111</td>
<td>Staff</td>
<td>Sun</td>
<td>5-7 p.m.</td>
<td>Aug 1-Sept 26</td>
<td>$402</td>
</tr>
</tbody>
</table>

(No class Sept 5)

For test registration information, call (609) 771-7070, or visit www.collegeboard.com.

PSAT test dates: October 13 and 16.

UCCE

Planning for the next phase of your education or career includes important tests. Hofstra realizes that no one course may be right for everyone; therefore, we offer two ways for you to prepare:

HOFSTRA TEST PREPARATION specializes in comprehensive test review courses in a short, cost-effective format, perfect for those with busy schedules. Hofstra courses use Cambridge TestPrep Plus™ textbooks with practice exams and explained answers, basic math and grammar reviews, and actual exams for diagnostic and practice purposes. Instructors are qualified affiliated instructors. For information or to register for courses, call Hofstra University at (516) 463-7600.

THE PRINCETON REVIEW offers thorough and effective test preparation courses. Their 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 a complete schedule or to register for courses, contact The Princeton Review at (800) 2REVIEW (273-8439).
ARTS, CULTURE AND LEISURE

SAT Preparation

SAT at Hofstra
XU-31121 Staff
Sun 5-8 p.m.
8 sessions Aug 1-Sept 26 $469
(No class Sept 5)
For test registration information, call (609) 771-7600, or visit www.collegeboard.com.
SAT test dates: October 9, November 6 and December 4, 2004.

The Princeton Review SAT Preparation
14 sessions/$999
Sat, Sun mornings: Jul 11-Sept 18
Mon, Wed mornings: Jun 30-Aug 16
Tue, Wed mornings: Jul 5-18
Mon, Thu evenings: Jul 27-Aug 30

MCAT Preparation

The Princeton Review Hyperlearning MCAT Preparation
41 sessions, 5 exams/$1,499
Mon, Wed, Sat: Starts May 24

Going to Graduate School?

The Graduate Admission Process
LU-36021 Ellen DaVolio, M.S.
Wed 6:30-8 p.m.
2 sessions June 2-9 $45
This workshop helps students navigate the process of applying to graduate schools in a variety of disciplines and subject areas. Topics include: researching graduate programs, applying to graduate school, meeting admission requirements, writing the statement of purpose, securing letters of recommendation, and applying for graduate assistantships and financial aid.

Speed Reading and A+ Study System

Speed Reading
LU-32201 Richard Feldman, Ph.D.
Tue, Thu 6:45-9:45 p.m.
2 sessions May 25-27 $135
Do you have too much to read in too little time? Learn a revolutionary system that allows you to dramatically cut your reading and study time. Sharpen your concentration so that you can recall what you read in greater detail than ever before. Continue to boost your reading speed by applying new skills to your everyday reading at home, work or school. You must double your reading speed or additional training is provided free of charge by Learning Techniques®. Manual and audiotape included.

A+ Study System
LU-32211 Richard Feldman, Ph.D.
Tue, Thu 6:45-9:45 p.m.
2 sessions Jun 1-3 $135
(Register for LU-32201 and LU-32211 together for a 10% discount)
The A+ Study System is a major educational breakthrough for high school and college students of all ages, as well as students in medical, law, business and graduate schools and those in corporate training programs. Learn to apply a powerful new system of understanding, analyzing and remembering to help you learn and study efficiently (and improve test scores). This method emphasizes learning rather than rote memory, and reduces mental effort and study time. Boredom is eliminated through “focused learning.” This system is applicable to all types of study materials and has proven so effective that you are guaranteed to improve your grades or additional training is provided free of charge by Learning Techniques®. Bring any textbook to class; a manual is provided.

Professional Engineering Review Courses

These courses are designed for the Uniform Examinations of the National Council of Examiners for Engineering and Surveying (NCEES). These courses are designed for those who qualify under the New York State Education Law requirements to take the April 2005 exams. No degree credit is granted, but Continuing Education Units (CEUs) are provided. For a complete brochure, contact (516) 463-7600 or uccelibarts@hofstra.edu.

Part A: Engineering Fundamentals – General
EF-09611
Sat 8:30 a.m.-12:30 p.m.
28 sessions Sept 18, 2004-Apr 9, 2005 $925
The review course for Part A consists of 110 hours of study and practice taken from previous examinations. For registration call (516) 463-5993 or visit www.hofstra.edu/professionalengineering.

Review classes for Part B Civil, Electrical and Mechanical Engineering begin in December 2004 for April 2005 exam. For a brochure, contact (516) 463-7600 or uccelibarts@hofstra.edu.
Medical Arts

Premedical Program for College Graduates

The Premedical Program for College Graduates provides the opportunity for students who hold bachelor’s degrees and who have not taken the traditional premedical curriculum to prepare for entrance into a medical profession.

Our advisers work with you to develop an individualized program of study based upon career goals, previous academic course work and family/work responsibilities. This flexibility allows you to design a schedule that fits your needs while you pursue your career in medicine, dentistry, chiropractic, veterinary medicine or optometry. The program may also be adapted for other health professions such as physical therapy, occupational therapy and physician assistant programs.

You may attend class full- or part-time, day or evening. The program consists of a sequence of courses in physics, chemistry and biology, and may be completed within 15 months. Those who complete a minimum of six courses from the core premedical sequence are awarded the Certificate in Natural Sciences.

Can we help?

Please contact:
Marion Flomenhaft, M.S.
Director
Telephone: (516) 463-7600
E-mail: uccelibarts@hofstra.edu

Roger J. Marti,
Sr. Assistant Dean of Advisement

Our students say:

“The post-baccalaureate pre-health program at Hofstra makes getting into the health care field easy. You are told exactly what you need to do to reach your goals and expert help is always there to guide you along the way.”

Andrew F.

“One thing that sets Hofstra’s program apart from others is the fact that the post-baccalaureate premedical program has its own advisement office. It is nice to know that you have someone to turn to when you have questions or concerns.”

Raymond R.

“As an older student and already a practicing physician assistant, I returned to school with high expectations and very specific goals in mind. Hofstra’s program not only met but far exceeded these expectations and needs. The small class size is ideal for close student/professor interactions.”

Keara B.

See also:

Medical Spanish

LU-66211 Carol Barnett
Wed 6:20-7:40 p.m.
10 sessions May 12-Jul 14 $175
For full course description, see page 6.
Saturday College at Hofstra University

A Division of Hofstra College of Liberal Arts and Sciences

B.S. in Professional Studies

About Saturday College at Hofstra University

Saturday College at Hofstra University gives working adults and busy parents the opportunity to attend college full time and to graduate in four years (fewer with transfer credits) with a B.S. in Professional Studies. By attending class three Saturdays plus one weekend each month, students complete two courses every eight weeks and are eligible to apply for financial aid. This unique program is designed especially for adults who cannot take time out to go back to school yet who want to move forward with their education.

Saturday College Sessions

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<td>Sat</td>
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</tr>
</tbody>
</table>

(Application fee is waived for candidates who attend an Information Session.)

Location: University College Hall
For reservations or information:
Call: (516) 463-5225
E-mail: Sat-college@hofstra.edu

Can we help?

Please contact:
Kenneth Henwood, Ph.D.
Associate Dean and
Academic Director
Telephone: (516) 463-5242
E-mail: sat-college@hofstra.edu

The Program

The B.S. in Professional Studies is a carefully designed interdisciplinary program that draws on the strengths of four schools within Hofstra University (Hofstra College of Liberal Arts and Sciences; Frank G. Zarb School of Business, School of Communication and New College). This versatile and useful degree offers:

- Concentrations in computer technology, public affairs and organizational leadership
- A comprehensive education in liberal arts
- A core of business and professional courses

Graduates of the program benefit from a well-rounded education. They also acquire the skills necessary to function in the new economy or to gain admittance to graduate or professional school.

Concentrations in computer technology, public affairs and organizational leadership studies allows 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 provides students with the vocabulary and tools vital to every aspect of the 21st century economy.

A solid background in the liberal arts assures graduates of their continued ability to learn, capability to adapt to changing circumstances, and continued appreciation of the larger rhythms and deeper implications of life.

Saturday College Candidates ... You may find our Academic Skills courses very helpful in preparing you for Hofstra’s Saturday College degree program.

For further information call (516) 463-7600.
Saturday College students at Hofstra University:
• Attend college three Saturdays plus one weekend per month;
• Complete two courses every eight weeks;
• Complete 10 courses (30 credits) each year;
• Eligible to apply for financial aid;
• Take classes with like-minded peers who have full-time work or family responsibilities;
• Study in a nurturing and supportive environment;
• Enjoy 12 weeks vacation each year;
• Graduate in four years (sooner for transfer students) with a Hofstra degree.

TO VIEW THE SATURDAY COLLEGE BULLETIN ONLINE, VISIT WWW.HOFSTRA.EDU/SATURDAY

GENERAL INFORMATION
Saturday College at Hofstra University admits a new class twice each year in August and January. Since the size of each incoming class is strictly limited to assure optimal learning conditions, we encourage early application. All applications are reviewed on a rolling basis and admission decisions are reached promptly.

UNIQUE SUPPORT
Saturday College offers full-time support to students:
• Transitional seminar helps prepare students for research and writing, even if they have been out of school for many years.
• Counseling and individual advisement are provided to all students in the program.
• Cohorts of students work together throughout their studies. Classmates become friends and quite possibly, business associates and partners.

Simplified Application Process
Maturity, motivation to succeed and the ability to manage time demands are essential qualities for success in Saturday College. A Hofstra University adviser personally walks all applicants through the application and admission process. The application process is simple. A personal statement and an individual interview are important aspects of the application, while test scores and grades from many years ago are not.

Typically, Saturday College students graduated from high school at least five years prior to admission and have had three or more years of full-time work experience, inside or outside the home. While students in the program range in age from 25 to 70, typically they are in their 30s and 40s.

If you would like to schedule an appointment with an adviser, please call Kenneth Henwood at (516) 463-5242.

JOAN AND ARNOLD SALTZMAN COMMUNITY SERVICES CENTER
Reading/Writing Learning Clinic, affiliated with the Department of Literacy Studies, offers instructional support sessions and literacy evaluations that utilize the most current meaning-centered practices for helping learners make efficient use of reading and writing strategies. Our program ensures that reading and writing remain fun and meaningful.

FOR MORE INFORMATION:
Telephone: (516) 463-5805 or 463-5806
E-mail: RWLClinic@hofstra.edu

IN ADDITION, AS PART OF THE SALTZMAN COMMUNITY SERVICES CENTER, FAMILIES ARE ABLE TO ACCESS SUPPORT AND SERVICES IF NEEDED. SERVICES ARE PROVIDED BY THE SPEECH/LANGUAGE/HEARING CLINIC, READING/WRITING CLINIC, PERC (PSYCHOLOGICAL EVALUATION AND RESEARCH CLINIC) AND MARRIAGE AND FAMILY THERAPY CLINIC.

SUMMER SESSIONS
Small group instruction: July 7-29, 2004
• Classes held Monday through Thursday 8:30-10:30 a.m. OR 11 a.m.-1 p.m.
• Fee: $455
Individual sessions: July and August

LITERACY EVALUATIONS
• By appointment only
• Fee: $400

 FALL AND SPRING SESSIONS ALSO AVAILABLE.

NEW
Exploring With Toddlers
Ages 2 1/2-3
SU-97001 Karen Pasciuto
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $275

This new program, designed after our highly regarded, nationally-accredited early childhood program, the Diane Lindner-Goldberg Child Care Institute, provides young children an opportunity to express themselves in a safe, nurturing, educational environment. Developmentally appropriate activities that foster the social, emotional, cognitive and physical growth of toddlers are provided in a learn through play atmosphere. Creativity and literacy is fostered through the use of art materials, dress up props, music, books, finger plays and sensory experiences such as water and sand play.
Legal Studies: Paralegal Studies Certificate Program

Our Paralegal Studies Program Graduates Say ...

“Taking the program was the best thing I could have ever done. When I graduated from college, I didn’t feel I was ready to enter the workforce. The (Hofstra) program gave me the confidence that I needed to pursue a career in law.”

- Stephanie Schwartz

“The program provided a challenging variety of instruction in a stimulating intellectual manner surrounded by an atmosphere of comradeship. The level of academic quality was superior, yet geared to a practical understanding and approach, which has been invaluable in beginning my new career. “

- Barry Lace

“The Hofstra Paralegal Studies Certificate Program gave me the necessary skills to obtain a satisfying job with an established law firm. It not only provided a high-level educational experience but also assisted me in making advantageous use of my previous work and life experiences. I was impressed with the program’s level of professionalism and expertise, and would not hesitate to recommend it to anyone wishing to pursue a career in law.”

- Henretta Splain

Summer Classes Begin June 2004.

Train for a Rewarding Career

If you have an interest in law and a minimum of 60 college credits or two years of relevant work experience, the Paralegal Studies Certificate Program can prepare you for a rewarding career in a growing profession!

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. Recently 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 courts.

Four-month day classes ... nine-month evening classes ... the choice is yours! To apply or for further information, please call (516) 463-7900.

Hofstra’s Paralegal Studies Certificate Program is recognized as a leader in paralegal professional training. Employers contact us daily to request résumés of our graduates, because they know our graduates are up to the challenge of any position they have to offer. In fact, since the program’s inception, between 80 and 90 percent of our graduates actively seeking positions in the paralegal profession have found employment.

Attorneys who teach in the program maintain active practices outside of the classroom, enabling them to provide students with the most current trends in the law. We survey employers and program graduates regularly to determine how to keep the curriculum current. Additionally, interested students receive hands-on, real-world legal experience through our internship program.

Can we help?

Please contact:
Lisa McCluskey, J.D.
Director of Legal Studies
Telephone: (516) 463-7900
E-mail: uccelegal@hofstra.edu
Register Today! Call (516) 463-5993.

CURRICULUM
Students complete nine required courses and one elective.

REQUIRED COURSES:

INTRODUCTION TO LAW
P-1110
An introductory-level course in the American legal system, law office procedure, legal ethics, and the laws of torts and contracts. The course also introduces students to the paralegal field, effective résumé writing, interviewing techniques and job search planning.

LEGAL RESEARCH AND WRITING
P-1111
Topics include statutory and case law sources, digests and the key number system, and Shepardizing, which enables students to find, read and update case law. Students also learn to prepare legal documents.
Prerequisite: P-1110

CIVIL LITIGATION I
P-1112
A general survey of civil litigation from the client interview through the filing of a complaint, motions, discovery, trial preparation, as well as trial and post-trial activities.
Prerequisite: P-1110

CONTRACTS
P-1113
This course provides students with an overview of contract law. Emphasis is placed on practical considerations, especially drafting and interpreting contracts. Students also study the law governing sales.
Prerequisite: P-1110

REAL ESTATE I
P-1114
A survey of real estate law, including types of ownership of property, legal descriptions, title searches, contracts, deeds, mortgages, liens and landlord/tenant law.
Prerequisite: P-1110

BUSINESS ORGANIZATIONS I
P-1115
A survey of business law, including sole proprietorships, partnerships and corporations. Students learn the application of the basic principles of business formation as well as the tax law impacting business organizations.
Prerequisite: P-1110

BANKRUPTCY
P-1116
A survey of bankruptcy and debtor/creditor law, including all forms of bankruptcy, concerns of both debtors and creditors, the formation of debt, secured transactions law, statutory liens and collection of debt.
Prerequisite: P-1110

FAMILY LITIGATION
P-1117
A general survey of family law, including the formation and dissolution of marriages, primarily focusing on divorce, including grounds for divorce, spousal maintenance, child support, custody/visitation, property division and tax consequences. Students also study the law on adoption.
Prerequisite: P-1110

CRIMINAL LITIGATION
P-1118
A survey of criminal law, including fundamental criminal law concepts and the basics of criminal procedure, from arrest and bail through indictment, arraignment, motions, trial and appeal.
Prerequisite: P-1110

ELECTIVE COURSES: *
(one course required)
* Not all electives are offered each semester. Electives run subject to sufficient enrollment.

ESTATES, TRUSTS AND WILLS
P-1210
A survey of probate law, including the laws of intestacy, requirements for all different types of wills and trusts, the different forms of probate (both testate and intestate), and the procedure for each, as well as the tax consequences regarding estates, trusts and wills.
Prerequisite: P-1114

CIVIL LITIGATION II
P-1212
An advanced study of civil litigation from the client interview through the filing of a complaint, motions and discovery, with an emphasis on negligence law.
Prerequisite: P-1112

REAL ESTATE II
P-1214
An advanced survey of real estate law, involving condominiums, cooperatives, mortgages and foreclosures and commercial property.
Prerequisite: P-1114

BUSINESS ORGANIZATIONS II
P-1215
An advanced survey of business law covering limited partnerships, limited liability companies and complex corporate matters.
Prerequisite: P-1115

LEGAL STUDIES

For more information
For information regarding tuition, fees, schedule of classes and registration, please call the Hofstra University Paralegal Studies Certificate Program at (516) 463-7900 or e-mail uccelegal@hofstra.edu.
Legal Studies: Legal Nurse Consultant Certificate Program

Our Legal Nurse Consultant Program Graduates Say ...

“I highly recommend this program to every nurse who is interested in exploring the legal field as it pertains to nursing. The case studies presented in class ... prepared me for the real working situations I encounter as a legal nurse consultant.”
- Liz Dente, R.N., L.N.C.

“The field of legal nurse consulting is both exciting and rewarding. This program introduces you to the legal environment and gives you the tools needed to function successfully as a legal nurse consultant. I highly recommend it.”
- Mary Jean Hyland, R.N., L.N.C.

“The instructors were inspiring and encouraged us to attain our goals ... I highly recommend this program!”
- Lynn Schmitt, R.N., L.N.C.

To apply or for further information, please call (516) 463-7900.

Legal Nurse Consultant Information Session

NU-01OH Tue, Sept 21 6 p.m.
For reservations or additional information:
Call:(516) 463-7900
E-mail:uccelegal@hofstra.edu

Enhance Your Career

If you have a current nursing license and at least three years of clinical experience, the Legal Nurse Consultant Certificate Program can help enhance your career. This program provides registered nurses with the specialized training necessary to expand their careers to include consulting.

Legal nurse consultants are responsible for reviewing malpractice claims, analyzing the legal impact of medical decisions, conducting criminal and forensic investigations, aiding attorneys at depositions and much more. Law firms, insurance carriers, hospitals and government agencies all have a need for such expertise.

The Legal Nurse Consultant curriculum was designed and developed by experienced nurse-attorneys and legal nurse consultants. The program offers opportunities for intellectual challenge as well as professional growth. Intensive training provides program graduates with the competitive edge they need to collaborate with attorneys and others involved in medical-legal matters.

The program offers instruction on how to establish and manage a private consulting practice, including the development of a business plan, marketing strategies and effective negotiation skills. In addition, the program offers individual and group sessions on résumé writing and interviewing techniques and provides job search assistance to interested graduates. Students can also receive hands-on legal experience through our internship program.

The Legal Nurse Consultant Certificate Program is the only program in New York state endorsed by The American Association of Nurse Attorneys (TAANA).

Ten-month day or evening classes ... the choice is yours!

Fall classes begin October 2004.
CURRICULUM
Students complete the following 10 required courses:

INTRODUCTION TO LEGAL NURSE CONSULTING
N-2110
An introduction to legal nurse consulting, including the role and scope of legal nurse consulting, a study of ethics, an overview of the legal system, and methods of translating skills learned in nursing to the legal field.

CIVIL LITIGATION 1: THE FUNDAMENTALS
N-2111
An introduction to civil litigation from the client interview through initial filings. Students become familiar with the legal system and learn answers to basic questions such as where a suit should be filed. Techniques for conducting a client interview are also explored.

CIVIL LITIGATION 2: THE PROCESS OF DISCOVERY AND THE TRIAL
N-2112
This course focuses on the discovery stages of litigation and beyond. Students become familiar with interrogatories, depositions and methods for obtaining medical records. Alternatives to trial are examined along with the stages of a jury trial and post-trial proceedings.

RESEARCH AND WRITING 1: LEGAL RESOURCES
N-2113
An overview of the basics of legal research. Topics include statutory law, case law, digests and secondary resources. Students learn computerized research to assist in answering legal questions. The course also provides basics in the key number system and Sheparding.

RESEARCH AND WRITING 2: MEDICAL RESOURCES
N-2114
Students study and practice utilizing the basic techniques of medicolegal research, including identification of resources and use of epidemiological studies. Techniques for medical record review and the preparation of relevant reports are also explored.

SUBSTANTIVE LAW 1: RISK MANAGEMENT AND WORKERS’ COMPENSATION
N-2115
The focus of this course is risk management in the health care setting, including a discussion of liability insurance. Included is an overview of patients’ rights, focusing on advance directives, self-determination and informed consent. The course reviews the elements of product liability and the workers’ compensation system. The processing of medical records, their content and confidentiality issues are explored.

SUBSTANTIVE LAW 2: ADMINISTRATIVE LAW
N-2116
A study of the areas of law that arise out of regulatory agency establishment, specifically Social Security Disability, the Americans With Disabilities Act and the Emergency Medical Treatment and Labor Act. This course also presents information on health insurance, including Medicare, along with types of health care cost controls, such as managed care and certificates of need.

SUBSTANTIVE LAW 3: MEDICAL MALPRACTICE
N-2117
An overview of the basics of medical malpractice. Topics include a review of the elements of medical malpractice, stages of a lawsuit, forms of informal and formal discovery, the trial process and forms of evidence.

OBSTETRICAL AND NEONATAL INJURIES
N-2118
The course presents an overview of the issues involved in developing birth injury and wrongful life cases, including negligence issues in obstetrics, pediatrics and nursing malpractice. The course focuses on the development of liability issues and how to prepare these cases for trial, including an overview of the types of experts necessary.

ORGANIZING A LEGAL NURSE CONSULTING PRACTICE
N-2119
An overview of business structures and tax consequences and the development of a business plan/proposal as they apply to the L.N.C. practice. Students receive instruction in negotiation skills as well as in marketing and managing the consulting practice.

Mary Jean Hyland, R.N., L.N.C., Graduate of Hofstra’s Legal Nurse Consultant Program

FOR MORE INFORMATION
For information regarding tuition, fees, schedule of classes and registration, please call the Hofstra University Legal Nurse Consultant Program at (516) 463-7900 or e-mail uccelegal@hofstra.edu.
Business Studies

ABOUT OUR PROGRAMS
The Business Studies Division covers many aspects of the business world on many different levels. Take an introductory course about operating a business, personal investing, estate planning or discovering a dream career. Pursue a new career or develop greater knowledge within your chosen profession with our various certificate programs in areas such as accounting, finance, marketing, management, human resources and international business.

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LICENSE EXPIRATION DATES:
Property and Casualty Agents: June 30, 2004
Property and Casualty Broker: October 31, 2004
Public Adjusters: December 31, 2004

Can we help?

Please contact:
Colleen Slattery,
Director of Business Studies
Telephone: (516) 463-7800
E-mail: uccebusiness@hofstra.edu

INSURANCE/LICENSES
CONTINUING EDUCATION CREDITS FOR INSURANCE AGENTS, BROKERS AND CONSULTANTS

The Insurance Law of 1992 requires that agents, brokers and consultants satisfactorily complete 15 credits of continuing education during each biennial licensing period. For those renewing their licenses in 2004, the continuing education credits described below are a condition of license renewal.

Hofstra University is approved by the superintendent of insurance to participate as a provider organization (approval number NYPO-100009) in the New York Insurance Department Continuing Education Program. To fulfill the requirements of agents, brokers and consultants, Hofstra University offers continuing education courses with the following approval numbers, number of approved credits and class of license.

Each approved credit represents a 50-minute hour.

Attendance is mandatory to achieve the required continuing education credits.

NOTE:
Please choose your courses carefully. Not all courses offered are applicable to every license. If you are unsure of courses required for license renewal, please check with the New York State Insurance Department at (518) 474-6630 or coned@ins.state.ny.us to verify that the courses you choose are required for your specific licensing needs. Proper course selection is the responsibility of the student.

SPECIAL PRICING:
For those students registering for two 8-C.E.U. credit courses simultaneously, a $60 tuition discount is given. When registering, please indicate the correct license number(s) and the exact name(s) of the license holder(s).
ISSUES IN PROPERTY AND CASUALTY  
(NYCR-204291)
BU-72701  Dennis Legg  
Sat  9 a.m.-5 p.m.  
1 session  May 15  $170  
8 C.E.U. credits  
The objective of this course is to address various issues in property and casualty insurance so as to give the insurance professional some insight into the problems and benefits. The course includes lecture and discussion. No examination. Approved for PC (Property/Casualty Agents), BR (Brokers), C3 (General Consultants) and PA (Public Adjusters).

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RISK MANAGEMENT CONCEPTS  
(NYCR-208269)
BU-72151  Dennis Legg  
Sat  9 a.m.-5 p.m.  
1 session  Jun 12  $170  
8 C.E.U. credits  
The purpose of this course is to develop concepts of risk management and build on the material presented in Risk Management Basics. The course covers the basis and principles of risk management. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

INSURANCE ACCOUNTING FOR THE NON-Accountant  
(NYCR-208269)
BU-72601  Dennis Legg  
Sat  9 a.m.-5 p.m.  
1 session  Jun 26  $170  
8 C.E.U. credits  
The primary aim of this course is to acquaint the insurance professional with the basic economic language of business and accounting. No examination. Approved for BR (Brokers), C1 (Life Consultants), C3 (General Consultants), LA (Life/Accident and Health Agents), PC (Property/Casualty Agents) and PA (Public Adjusters).

RISK MANAGEMENT BASICS  
(NYCR-208263)
BU-72201  Dennis Legg  
Sat  9 a.m.-5 p.m.  
1 session  Jun 5  $170  
8 C.E.U. credits  
The purpose of this course is to present the basics of risk management and to consider how insurance is an element of this broader concept. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

REAL ESTATE  
REAL ESTATE APPRAISAL  
Real Estate Appraisal courses will be offered in the fall 2004 semester.

REAL ESTATE LICENSING  
REAL ESTATE SALESPERSON’S QUALIFYING COURSE APPROVAL  
NUMBER S/B S-117  
BU-51251  William Plunkett  
Tue, Thu  6:30-9:30 p.m.  
16 sessions  Jun 1-Jul 22  $300  
BU-51252  William Plunkett  
Sat, Sun  9 a.m.-5 p.m.  
6 sessions  Jun 5-20  $300  
BU-51253  William Plunkett  
Sat, Sun  9 a.m.-5 p.m.  
6 sessions  Jul 17-Aug 1  $300  
This course covers the subjects required by the State of New York, Department of State, Division of Licenses. It consists of 45 hours of lecture, a review and final examination. Students expecting to earn a certificate must attend a...
minimum of 36 hours in the lecture portion of each course and pass the final exam. The salesperson’s 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 school and state exams, the student is then qualified to work under the sponsorship of a licensed broker in New York state. Salesperson applicants must be 18 years of age, attend a minimum of 45 hours and pass the school and the state exam.

**Real Estate Broker’s Qualifying Course B-117**

BU-51261  Don Walis  
Wed,Fri  9 a.m.-5 p.m.  
6 sessions  May 19-Jun 4  $300

BU-51262  William Plunkett  
Tue,Thu  9 a.m.-5 p.m.  
6 sessions  Jul 27-Aug 12  $300

This course covers the subjects required by the New York State, Department of State, Division of Licenses. It consists of 45 hours of lecture, a review and final examination. Broker’s license applicants must be at least 19 years of age, successfully complete the salesperson’s course prior to taking the broker’s course, attend 45 hours of the broker’s course, pass the school and state exams and show satisfactory experience as a salesperson for one year, under the sponsorship of a broker. This course is also approved for 45 hours of continuing education for salespeople.

Prerequisite: Salesperson’s Qualifying Course

For a complete listing of licensing requirements, contact the New York State Department of State, Division of Licensing at (518) 474-4429 or visit the Web site at www.dos.state.ny.us.

**Real Estate Title Closing**

**Title Closing for Beginners**

BU-51351  Brian Butler  
Wed  6:30-9:30 p.m.  
6 sessions  May 19-Jun 23  $425

In order to become a competent and successful real estate title closer you must be knowledgeable about the industry. This course familiarizes students with the terms relevant to title closing as well as the background and responsibilities of a real estate title closer. This is a course for those with no real estate or legal background.

**How to Become a Real Estate Title Closer**

BU-51401  Marc Zirogiannis  
Wed  6:30-9:30 p.m.  
4 sessions  May 26-Jun 16  $325

A successful real estate or mortgage closing is often the result of knowledgeable and competent title closers working together with legal professionals. This practical course familiarizes students with the documents, procedures and problems that arise in a title search, together with the varying fees, transfer and mortgage taxes and other charges collected by the title company at a closing. Students participate as title closers in mock closings.

**Notary Public Test Review**

LU-34101  John Hadler, J.D.  
Sat  10 a.m.-2:30 p.m.  
1 session  Aug 14  $87

As a notary public, you are a more valuable employee to your company. Surprisingly, however, to earn a notary license you are only required to pass an easy-to-prepare-for test. This course helps you to review the law, both statutes and judicial decisions, governing the practice of the notary public in New York state. It is designed for those preparing to take the notary test, as well as for the notary who wishes to know more about his/her rights and responsibilities.

**Finance**

**Certified Financial Planner (CFP) Review Course**

BU-41211  Jack Chite  
Fri-Sun  9 a.m.-5 p.m.  
6 sessions  Jun 11-27  $850  
(No classes Jun 18,19 and 20)  
(Study materials are additional)

This review course is for those planning to sit for the CFP examination in July 2004. Topics include fundamentals of financial planning, investment planning, insurance planning and risk management, income tax planning, retirement planning and estate planning.

**Chartered Financial Analyst (CFA) Review Course**

BU-43601  Stalla Instructors  
Wed  6-9 p.m.  
16 sessions  Starting in July  $1,290  
$990 for Hofstra alumni  
(Study materials are included)

The CFA (Chartered Financial Analyst) charter is an elite international designation in the financial industry. One of the requirements of becoming a CFA is passing the three levels of the CFA exam. Analysts, accountants and fund managers are the largest categories of candidates, but the exam can be taken by anyone that has a four-year college degree in any discipline. Additional information about the CFA can be found at www.aimr.org. For more information on this course at Hofstra please call (516) 463-7800.

**Corporate Discounts**

A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses. For further information call Business Studies Director Colleen Slattery at (516) 463-7800.
**PERSONAL INVESTMENTS**

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

BU-42211  Chris Wittstruck  
Sat, Sun  May 22-23  
2 sessions  Sat 9:30 a.m.-4:30 p.m.  
Sun 7-10 a.m.  
.EndsWith: Hofstra University  
Ends: Belmont Park Racetrack  
$175

This course examines in detail the benefits and risks of racehorse ownership as an alternative investment vehicle. The course includes an intensive six-hour classroom component on Saturday at the Hofstra campus. On Sunday, the class is conducted five miles west of the campus at Belmont Park Racetrack and is held in conjunction with the “Breakfast at Belmont” program (students are responsible for their own transportation and breakfast). Attendance at the afternoon races is optional but encouraged.

**HOW TO READ AND UNDERSTAND FINANCIAL PAPERS**

BU-42301  David Savetz  
Wed  6:30-8:30 p.m.  
1 session  Jun 16  
$49

How adept are you at interpreting the information on the financial pages of Morningstar and The Wall Street Journal? If the financial pages of the newspapers and investment guides seem to be written in a foreign language then this is the course for you.

**LEGAL CONSEQUENCES OF DIVORCE AND SEPARATION**

BU-14451  Rita Medaglio-Barrera  
Thu  6:30-8:30 p.m.  
1 session  Jun 17  
$59

This seminar provides an opportunity to learn legal requirements for a divorce or separation, rules for property distribution in a divorce in New York state, as well as specifics of New York divorce law in an effort to clarify a person’s rights and responsibilities.

**SHOULD I SELL MY STOCK MARKET INVESTMENTS?**

BU-42121  David Savetz  
Tue  6:30-8:30 p.m.  
1 session  Jun 29  
$49

This investment workshop helps you analyze each investment in your portfolio without letting your emotions get in the way. We discuss asset allocation as well as strategies designed to help potentially maximize returns while minimizing risks.

**DEMYSTIFYING INVESTING AND FINANCIAL PLANNING FOR WOMEN AND THOSE TOO AFRAID TO ASK**

BU-42151  Joyce Weinberg  
Wed  6-8:30 p.m.  
2 sessions  Aug 4-11  
$59

Do you think that investment decisions should only be made by your husband? By a “professional”? Are you convinced that you do not know enough to handle your own finances? Are you like a deer blinded in the headlights every time you’re asked to fill out a 401K form or choose what to do with your savings? If you answered “yes” to any of these questions, then this seminar is for you.

**LIVING IN A SENIOR WORLD**

**ADMINISTRATION OF A 24 HOUR RESIDENTIAL FACILITY**

BU-91011  Susan Edwards  
Mon  6:30-9:30 p.m.  
2 sessions  Jun 7-14  
$99

This course raises conscious awareness that people with various impairments live within the community. This applies to the healthcare industry which provides a 24-hour service such as a hospital, nursing home, assisted living, adult home and group homes for a special population. This is achieved by reviewing the operation, administration, management, and clinical team of a 24-hour residential facility.

**THE SANDWICH GENERATION**

BU-91021  Susan Edwards  
Mon  6:30-9:30 p.m.  
2 sessions  Jun 7-14  
$99

The aging population is increasing which has contributed to the new era of the “Sandwich Generation.” The once famous baby boomers are now finding themselves in the middle of caring for their own children and their aging parents. This has caused new demands to this already hectic generation. This course discusses the impact this social phenomenon has upon the caregiver, the community, and the health care profession. Multiple healthcare resources for the elderly are discussed.

**AGING WITH DEVELOPMENTAL DISABILITIES**

BU-91031  Susan Edwards  
Mon  6:30-9:30 p.m.  
2 sessions  Jun 21-28  
$99

People with developmental disabilities have significant physiological, functional and psychological changes as they age. This course addresses these issues and examines ways for families, community practitioners and advocates to meet the varied needs of this growing population. Programs for this population are discussed and explored.

**AGING BY DESIGN**

BU-91051  Jeff Rosenfeld, Ph.D.  
Wed  6:30-9:30 p.m.  
1 session  May 26  
$59

This three-hour workshop addresses the fact that living and office spaces sometimes do not meet the needs of older people. Aging By Design offers case studies and pointers on how to make home and office space more comfortable for older and middle-aged people.

**NEW**

Register Today! Call (516) 463-5993.
### RetireMent PlAnning Workshops

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU-91041</td>
<td>Retirement Network Staff</td>
<td></td>
<td>Mon,Thu</td>
<td>6-9 p.m.</td>
<td>$450</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 sessions</td>
<td>Jun 7-21</td>
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</tbody>
</table>

These workshops have been created by The Retirement Network, a group of professionals in finance, psychology and public health who have gone through the retirement planning process. If you are planning to retire within the next ten years, or are already retired and have concerns or would like to improve your quality of life, then these workshops are for you!

### Payroll Professional Learning Series

Hofstra University, in cooperation with the American Payroll Association, offers the nationally developed Payroll Professional Learning Series to help new and experienced payroll professionals remain current in the ever-changing payroll industry and prepare for the FPC and CPP examinations. APA’s Payroll Professional Learning Series consists of three courses:

- **Primary Payroll Skills** (24 contact hours)
- **Essential Payroll Skills** (24 contact hours)
- **Advanced Payroll Skills** (30 contact hours)

For more information about the American Payroll Association, visit www.AmericanPayroll.org or call (210) 226-4600.

#### Advanced Payroll Skills

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Days</th>
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<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU-63301</td>
<td>Lorri Cochrane</td>
<td>Tue</td>
<td>6:30-9:30 p.m.</td>
<td>$400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 sessions</td>
<td>Jun 22-Aug 10</td>
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</tbody>
</table>

Advanced Payroll Skills is designed for employees seeking advanced-level payroll knowledge and application skills. Participants include recently promoted payroll supervisors or managers and benefits administrators and financial officers with new responsibility for payroll. Professionals interested in earning the CPP designation may find this course an excellent way to study for the examination.

### How to Succeed in Business

#### Small Business Management

**Starting Your Own Business**

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BU-11601</td>
<td>Sandra Johnson</td>
<td>Tue</td>
<td>7-9 p.m.</td>
<td>$79</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 sessions</td>
<td>May 18-25</td>
<td></td>
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</tbody>
</table>

Did you know that 50 percent of all businesses fail within the first year of operation? Planning ahead can help to prevent this catastrophe. Designed for individuals who are planning to start their own business, topics discussed include incorporation vs. sole proprietorship, preparing a business plan, record keeping, marketing, taxes and more.

#### Finance Made Simple

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>BU-11201</td>
<td>Paula DeScisciolo</td>
<td>Wed</td>
<td>6:30-8:30 p.m.</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 sessions</td>
<td>May 19-Jun 9</td>
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</table>

Utilizing financial analysis tools can reap major benefits when it comes to growing a company’s bottom line. This course focuses on tools such as budgeting and financial ratios that can be easily applied to better understand business dynamics. Topics include simple approaches to developing a business budget and key indicators used to analyze the balance sheet, income statement and statement of cash flows. Note: This course is geared toward individuals who have not received a formal education in accounting and finance concepts.

### Accounting for Non-Accountants

<table>
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<tr>
<th>Code</th>
<th>Instructor</th>
<th>Days</th>
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<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU-11251</td>
<td>Anthony Cedrone</td>
<td>Thu</td>
<td>6-8 p.m.</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 sessions</td>
<td>Jun 3-24</td>
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</table>

Learn the most recent business theories and managerial concepts by understanding the basic concepts of accounting.

### Introduction to Management

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<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Days</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>BU-11701</td>
<td>Richard Atkins</td>
<td>Tue</td>
<td>4-6 p.m.</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 sessions</td>
<td>Jun 1-22</td>
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</table>

This course provides the tools to better understand the manager and his/her staff. Managers or prospective managers are able to improve the ways in which they deal with people and their environment. From this course, newer supervisors gain operational knowledge, insight, and confidence to plan, organize, coach, motivate, delegate and communicate in order to be effective.

### Legal Aspects of the Expansion of Your Small Business

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>BU-11351</td>
<td>Gary Marcus</td>
<td>Wed</td>
<td>6:30-8:30 p.m.</td>
<td>$119</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 sessions</td>
<td>Jun 9-23</td>
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</table>

This comprehensive course is designed for prospective owners of small businesses who are exploring different business entities such as partnerships, corporations and limited liability companies. This course analyzes the advantages and disadvantages of each entity from both liability and tax perspectives. This course also looks at other agreements needed by small business owners for the expansion of businesses such as shareholder and employment agreements.

### How to Raise Money for Entrepreneurs

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<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>BU-42131</td>
<td>Mitchell Cohen</td>
<td>Wed</td>
<td>6:30-9 p.m.</td>
<td>$79</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 sessions</td>
<td>Jun 16-23</td>
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</tbody>
</table>

This course is designed for the entrepreneur who wants to take his or her idea to the next level. During the two sessions, we explore how to write a business plan, draft a financial plan, hire an
Register Today! Call (516) 463-5993.

investment bank and ultimately raise money for the venture. The course is designed for entrepreneurs who need to learn how to present their ideas properly to the right people to raise money. Successful real-life examples are used.

**How to Develop a Strategic Plan for Your Small Business**

BU-11301 Madison Gross  
Sat 9:30 a.m.-12:30 p.m.  
1 session Jul 31  
$49

Planning helps small business owners identify future business opportunities and uncover market needs. Learn how to increase the chance of success in your business by using planning techniques, which helps you make better decisions. This course helps you learn how to write a company mission statement and achievable objectives; develop goals for you and your employees; assign responsibility and authority for projects; improve decision-making ability and formulate a design to keep your plan on track.

**Career Development**

**Interviewing Skills for the Interviewer/Interviewee**

BU-12201 Anthony Cedrone  
Tue 6-8 p.m.  
4 sessions Jun 1-22  
$149

Learn interviewing techniques as they apply to both the interviewer and the applicant. Managers are often asked to conduct an interview. This course discusses questions to ask, questions not to ask and the legalities of interviewing. Role playing and mock interviews to demonstrate the reality of a good interview are also included.

**Be Sharp - Not Well Rounded**

BU-16101 Andrea Feinberg  
Tue 6:30-8:30 p.m.  
1 session Aug 3  
$30

A common focus of training workshops, retreats, audiotapes, guides and books on self-help is to help you identify and overcome weaknesses. Why not streamline your road to success? In this class you learn how to identify your natural skills, values, talents and priorities and how to apply them to maximize the number of “wins” you experience everyday.

**How to Manage Your Time More Effectively**

BU-11101 Madison Gross  
Sat 9:30 a.m.-12:30 p.m.  
1 session Aug 7  
$49

Today’s multitasking world is about doing more in less time. Participants identify their own personal time wasters and use proven techniques to create and implement strategies to overcome them, thus becoming better time managers. The techniques presented in class provide participants with the know-how to take control of their time and use it effectively and productively, both at home and at work.

**Developing Effective Leadership Skills**

BU-12301 Madison Gross  
Sat 9:30 a.m.-12:30 p.m.  
1 session Aug 14  
$49

The goal of every executive, manager, supervisor or employee is to be recognized as a successful leader. Some of us have the natural capacity to lead, while others search for the right combination of skills that work for them. Learn the secrets of how leaders effectively use their power, authority and persuasive skill to not only get the job done, but to inspire others to perform at the highest possible level. Discover techniques that make today’s leaders, and how to maximize your potential to move the organization as well as yourself.

**Training the Trainer**

BU-14501 Madison Gross  
Sat 9:30 a.m.-12:30 p.m.  
1 session Aug 21  
$49

Whether you are a new or experienced corporate trainer or about to become one, if you train or teach adults, or are considering entering the training field, this course provides a foundation in training. Learn the importance and benefits of training to an organization.

**Communication in Business**

**Stop Managing and Be a Better Boss**

BU-16071 Andrea Feinberg  
Wed 6:30-8:30 p.m.  
2 sessions Jun 23-30  
$60

You completely depend on the contribution of your employees to ensure your business/division grows and thrives. This class gives you the cutting-edge techniques and tools used by professional coaches to identify and surpass goals for their clients. Enhance your listening and communication skills to understand, challenge and empower your employees, both for their own growth and that of your business.

**Business Grammar and Usage**

BU-12121 Richard Atkins  
Wed 11 a.m.-2 p.m.  
6 sessions Jul 7-Aug 11  
$249

This course covers basic grammar, beginning with parts of speech. The sessions address topics such as sentence structure, spelling, punctuation, mechanics and sentence composition. In addition, business letters, memos and e-mails are discussed. This course is a must for anyone who corresponds with people in a business setting.

**Now That I’m in Business for Myself, Who Am I?**

BU-16081 Andrea Feinberg  
Tue 7-9 p.m.  
1 session Jul 13  
$30

Leaving an environment where you are an employee with colleagues, support staff, resources and the luxury of responsibility in just one area of expertise can have a huge impact on a new business owner. This course provides you with tips on how to prepare for these changes.
**Stress Reduction**

BU-12131 Andrea Feinberg  
Thu 4-6 p.m.  
4 sessions  Jun 3-24  $149

This course addresses stress reduction strategies for the rapidly changing workplace. Other topics to be covered include good decision making skills, avoiding time wasters, symptoms of anxiety, recognizing signs, switching perspectives and change management.

**Media and Marketing in Business**

**Marketing Without Money**

BU-16051 Andrea Feinberg  
Mon 7-9 p.m.  
2 sessions  May 17-24  $60

No matter what service you provide or product you create, there are common sense aids in every successful business toolkit that can assist you in identifying, attracting, selling to and servicing customers. This workshop provides those tools. In addition, we focus on dozens of everyday, easy marketing opportunities at your fingertips and how they can have immediate and ripple effects for your business.

**Win With Your Hidden Assets**

BU-16061 Andrea Feinberg  
Tue 6:30-8:30 p.m.  
3 sessions  Jun 1-15  $90

A treasure chest of skills, assets, resources and talents—from which something fresh and vibrant can be created—is just waiting for you to use in your business. These exist within your current personal or business environment and can be leveraged to produce additional product, improve revenue stream or marketing benefits and to reduce costs. The results and suggestions from this course are completely customized to your situation. Whether you provide a service or product, this system can work for your business and help you find dozens of underutilized assets you may already possess.

**Guerrilla Marketing**

BU-19151 Joyce Weinberg  
Wed 6-9:30 p.m.  
2 sessions  Jul 14-21  $119

What is guerilla marketing? How does it differ from traditional marketing? How can it help your business? Now is the time to explore the various aspects of guerilla marketing and learn how it can energize your product or service, whether you are a sole proprietor or managing a Fortune 500 business.

Through case studies, in class discussions, lectures, and videos we explore this cutting-edge area of marketing.

**Show Me the Money!**

BU-16091 Andrea Feinberg  
Wed 6:30-8:30 p.m.  
1 session  Jul 21  $30

The tips offered in this class are easily within the reach of any business owner, require no sophisticated equipment, know-how or investment and are specifically offered for the limited budgets of new or small business owners who would like some creative, effective ideas to enhance cash flow.

**Travel Career Training**

BU-24001 Staff  
Tue, Thu 6:30-8:30 p.m.  
5 sessions  Jun 1-15  $185

Enter the exciting world of travel while learning the basic skills necessary for success in the travel industry. Along with a general overview of the travel arena, subjects covered in this course include: developing vacation packages, cruise planning, introduction to domestic and international travel, dealing with tour operators, ticketing; day-to-day operating procedures, and becoming a home-based agent.

**Reservation Computer Training**

BU-24051 Staff  
Tue, Thu 6:30-9:30 p.m.  
12 sessions  Jun 22-Jul 29  $650

This course provides an introduction to the automated services used in the travel industry, namely, the SABRE system. Subjects covered include: basic SABRE formats for both domestic and international flights, use of reservation planning, fare pricing, creating passenger name records (PNR), and booking rental car and hotel reservations.

Finally, the course provides hands-on computer training in an actual reservation center and a comprehensive workbook for future reference.

This course meets off campus in Melville.

Prerequisite: Travel Career Training or permission of the instructor.

**Noncredit Certificates**

**Travel Agent Training Certificate**

The Travel Agent Training Program is a proven, successful method for motivated people to begin travel careers. This certificate program teaches the basic skills needed to operate a computer reservation system, whether with the airlines, travel agencies, car agencies, cruise lines or as a home-based agent. In addition, the basic information acquired in the courses below provides all the training necessary to compete for entry-level positions in most phases of travel—airlines, cruise lines, travel agencies and sales.
Register Today! Call (516) 463-5993.

SPORTSCASTING INSTITUTE

INTRODUCTION TO SPORTSCASTING FOR TEENS
BU-10141 Ed Ingles and staff
Mon-Fri 8:30 a.m.-5:30 p.m.
5 sessions Jul 26-30 $675
(Includes Lunch)

If you are a teenager hoping to convert fantasy sportscasting into sportscasting reality, then here is your chance. Enroll in this sportscasting program, taught by current professional sportscasters with decades of experience in New York television and radio broadcasting. Learn the fundamentals of this "game"—writing, announcing and professional presence. Students receive hands-on experience with in-depth critiques of their work both in the classroom and in the field. Upon completion of the course, participants receive an honest evaluation of their potential and what further steps need to be taken.

SU MM ER SPORTSCASTING I NSTITUTE FOR ADULTS
BU-10151 Ed Ingles and staff
Mon-Sat 8:30 a.m.-5:30 p.m.
6 sessions Aug 2-7 $1,000
Taught by well recognized sportscasters and executives, including Ed Ingles, Joel Blumberg, Mike Breen, Barry Landers, CJ Papa, John Discepolo, Samantha Ryan and Pete Silverman, this hands-on institute emphasizes the development of skills in television and radio reporting, anchoring, play-by-play and commentative broadcasting techniques. There is additional instruction in talk radio, and such multimedia applications as Web site sports writing and reporting, as well as the use of the Internet for this application are utilized. Through the use of in-class remote assignments, reinforced by sustained practice sessions, students notice a significant growth in their sportscasting and communication skills by the conclusion of the workshop. Each student leaves the course with a television and radio audition tape that encompasses virtually all aspects of the profession as well as a certificate. Ed Ingles, a CBS radio and television sportscaster for 30 years, is the coordinator of both programs.

INFORMATION SESSIONS
BS-10131 Ed Ingles and staff
Wed 6-8 p.m.
1 session Apr 28 Free
BU-10132 Ed Ingles and staff
Thu 6-8 p.m.
1 session Jun 3 Free

Ever fantasize about conducting a locker-room interview with the newly crowned Super Bowl champions? Find out if you have what it takes to make it as a sports broadcaster by enrolling in the hands-on intensive Sportscasting Institute. Hofstra University’s Sportscasting Institute is in its fourth consecutive year.

WEDNESDAY, APRIL 21, 2004
6-8 P.M., UNIVERSITY COLLEGE HALL, NORTH CAMPUS

Our Business Certificate Programs enable college graduates in any field to change or enhance their careers by completing 18-credit programs. Students may attend classes full- or part-time, day or evening. Programs can be completed in one year (including summer sessions) and cover a full range of possibilities in business as well as computers. On the following pages are descriptions of these programs. If one or several of these interest you, you should attend our Business Certificate Information Session, where representatives and advisers from each area will be on hand to describe the programs and answer questions. You will be able to speak to several advisers if you are unable to decide which program would be right for you.

Our free Business Certificate Information Session requires a reservation.

INFORMATION SESSION CODES
BU-31001 Accounting Certificate
BU-38001 Certificate in Business Information Systems
BU-32001 Finance Certificate
BU-34001 General Management Certificate
BU-35001 Human Resources Management Certificate
BU-36001 International Business Certificate
BU-37001 Labor Studies Certificate
BU-33001 Marketing Certificates

ADVANCED GRADUATE CERTIFICATE PROGRAMS INTRODUCTORY CONFERENCE
BU-31011 Advanced Taxation Certificate
BU-32011 Advanced Finance Certificate
MU-38011 Advanced Certificate in Information Systems
BU-33011 Advanced Marketing Certificate
BU-36011 Advanced International Business Certificate
BU-35011 Advanced Human Resources Certificate
BU-34011 Advanced General Management Certificate

TO MAKE A RESERVATION:
By Telephone: (516) 463-5993
By Fax: (516) 463-4833
By E-mail: uccebusiness@hofstra.edu

For full program descriptions, visit www.hofstra.edu/ucceBusinessStudies
Information Technology and Applications

**Selecting the Right Computer Program**

Courses are available for the general computer user interested in developing expertise in a variety of software applications or learning new skills and concepts for today’s fast-paced computer environment.

**Students May Take Most Courses on an Individual Basis, or for Those Students Interested in Extended Courses of Study, Several Certificate Programs Are Offered.**

Student advisement is available Monday through Friday either by phone or in person at University College Offices. Please call (516) 463-7300 to schedule an appointment.

**Certificate Programs Are Offered in the Following Areas:**

- Office Productivity
- Wireless Network Technology
- Web Site Development and Design
- Object Oriented Programming
- Database Design
- Oracle 9i Certified Associate/Oracle 9i Certified Professional
- Project Management and Implementation
- Geographic Information Systems – ESRI Authorized Training

**Interested in Creating Video Games?**

See page 40 for details.

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**Information Technology and Applications**

**Information Sessions**

- **MS-10513** Wed Apr 21 6-8 p.m.
- **MU-10511** Tue Aug 10 7-9 p.m.
- **MU-10512** Sat Aug 14 10 a.m.-Noon

Learn about the latest course offerings and career opportunities through the Information Technology and Applications Department. Find out about the many certificate programs, vendor certifications, and individual courses available to gain a competitive advantage for your career and/or your company.

For reservations or further information:
Call: (516) 463-7300
E-mail: uccecomputers@hofstra.edu

**Attention High School Students:**

- Are you prepared for the AP exam in computer science? Take our C++ courses and learn the language at the level of a professional programmer. Call for more information. (Note: Minimum age is 14.)
- Are you interested in becoming a gaming artist or computer animator? Take our 3D computer animation course. See page 41.
PC COURSES

Certificate: Office Productivity

Are you re-entering the workforce? After a long absence many people find a lack of computer skills a major obstacle to returning to the workforce. As computers are the predominant tools in the work environment, the ability to use them effectively is necessary for success. Participants learn the concepts of word processing and spreadsheets in the context of common business and home appropriate applications.

Program Benefits:
- Convenient daytime schedule
- Complete certificate in one semester
- Supportive and comfortable environment for learning new skills
- Hands-on experience, with one student per computer

Certificate requirements:
- Four required courses

Required courses:
- PC Basics and Internet Skills
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

PC Basics and Internet Skills
MU-10011 Kathy Strombelline
Mon-Thur 10 a.m.-1 p.m.
8 sessions May 3-13 $490
(Includes free demo copies of Windows and Office XP)

PC Basics is designed to transform individuals into knowledgeable users of the computer. Begin with an understanding of the Windows operating system and finish with practical, hands-on experience running software applications. In addition, this course offers an in-depth, hands-on look at the Internet and provides the introductory skills necessary to effectively use the Internet for business and personal needs. Students also learn how to configure their Internet connection.

Microsoft Word
MU-10111 Kathy Strombelline
Mon-Thur 10 a.m.-1 p.m.
8 sessions May 17-27 $490

This course provides in-depth hands-on instruction using the features of Microsoft Word XP, the industry standard in word processing programs. Students learn the concepts of word processing as they develop and edit documents, taking advantage of the many options available to become more productive.
Prerequisite: PC Basics and Internet Skills or equivalent.

Microsoft Excel
MU-10211 Kathy Strombelline
Tue-Fri 10 a.m.-1 p.m.
8 sessions Jun 1-11 $490

Many business applications require the use of spreadsheets as tools to complete several tasks. This course provides an introduction to spreadsheet fundamentals in a business context, including creating budgeting worksheets, using a spreadsheet to calculate loan amortization schedules and developing monthly sales or income report, along with other applications. While students use Microsoft Excel XP, they learn the concepts of spreadsheet applications necessary for specific job requirements.
Prerequisite: PC Basics and Internet Skills or equivalent.

Microsoft PowerPoint
MU-10411 Kathy Strombelline
Mon-Thur 10 a.m.-1 p.m.
4 sessions Jun 14-17 $250

This course provides hands-on instruction for Microsoft PowerPoint. Learn important design concepts and how to create professional business and school presentations using text, graphics, video and sound. Part of the Microsoft Office XP suite, PowerPoint XP allows you to design high-quality presentations and handouts with powerful easy-to-use tools.
Prerequisite: PC Basics and Internet Skills or equivalent.

Certificate: Wireless Technology

NEW

Set yourself apart from the Information Technology “pack.” Gain the skills and credentials necessary to distinguish yourself and provide your company with a competitive advantage.

The wireless network market continues to grow due to the additional productivity that wireless network access brings to an organization. But properly trained and certified individuals are needed to make networks secure cost-effective and reliable.

Hofstra brings you the industry-standard 10-week CWNP (Certified Wireless Network Professional) Program. Taught by a security and wireless expert, this two-part program prepares you to administer and secure any wireless LAN no matter which vendors’ products are used.

Courses include:
- CWNA – Certified Wireless Network Administrator
- CWSP – Certified Wireless Security Professional

Certificate: Wireless Network Technology

Have a suggestion for a new course?
Call us at (516) 463-5993 or e-mail us at ucce@hofstra.edu.

UCCE
**Certified Wireless Network Administration - CWNA**

MU-25011 Staff  
Mon, Wed 6-10 p.m.  
10 sessions Jun 14-Jul 19  
$(1,799) (No class Jul 5)

MU-25012 Staff  
Tue, Thu 6-10 p.m.  
10 sessions Aug 3-Sept 2  
$(1,799)

Save $300 when you register for both the CWNA(MU-25011) and CWSP(MU-25021) together.  
The wireless network market continues to grow because of the additional productivity that wireless network access brings to any organization, but properly trained and certified individuals are needed to make networks secure, cost-effective, and reliable. CWNA is the foundation level wireless LAN certification for the industry standard CWNP Program, and is your starting point for wireless training and certification. CWNA covers a broad range of wireless LAN topics focused on 802.11 wireless technology rather than specific vendors' products. Offered in partnership with PSN Solutions.  
Prerequisite: Basic Networking experience.

**Certified Wireless Security Professional - CWSP**

MU-25021 Staff  
Tue, Thu 6-10 p.m.  
10 sessions May 25-Jun 24  
$(1,999)

MU-25022 Staff  
Mon, Wed 6-10 p.m.  
10 sessions Aug 2-Sept 1  
$(1,999)

Save $300 when you register for both the CWNA(MU-25011) and CWSP(MU-25021) together.  
The Certified Wireless Security Professional™ (CWSP™) certification builds on the foundation of wireless LAN knowledge from the CWNA certification by educating the candidate about the security threats to and weaknesses of wireless LANs. The main topics of this course and the certification exam are hardware, software, protocols, procedures and design techniques used in reducing wireless LAN security risks. Offered in partnership with PSN Solutions.  
Prerequisite: Certified Wireless Network Administration - CWNA.

**Web Site Development and Design Courses**

**Certificate: Web Site Development and Design**

Make a place for yourself on the Internet by learning how to design and create a professional Web site. This program covers the technical and aesthetic issues of Web site generation, including programming tools (e.g., HTML, JavaScript, XML, ASP) and premier software packages (e.g., Photoshop, Dreamweaver, Flash). Begin to build your portfolio with this hands on program.

Certificate requirements:  
• Seven required courses

Required courses:  
• Introduction to HTML  
• Advanced HTML  
• Creating Web Graphics With Adobe Photoshop  
• Introduction to JavaScript  
• Dreamweaver Workshop  
• Macromedia Flash Workshop  
• Capstone Course in Developing Effective Web Pages

Optional elective courses:  
• Advanced JavaScript  
• Advanced Macromedia Flash Workshop  
• Active Server Pages  
• Fundamentals of XML

**Introduction to HTML**

MU-40011 William Gravert  
Mon, Wed 6:30-9:30 p.m.  
8 sessions May 19-Jun 16  
$(563) (No class May 31)

This hands-on course teaches students how to create Web pages using HTML (HyperText Markup Language). Topics include HTML basics: creating tags, adding images, creating hypertext links and basic Web page layout techniques.  
Prerequisite: PC Basics and Internet Skills or equivalent.

**Advanced HTML**

MU-40111 William Gravert  
Mon, Wed 6:30-9:30 p.m.  
4 sessions Jun 21-30  
$(282)

In this hands-on course students continue to create Web pages using advanced HTML techniques and commands. Topics include creating image maps, frames, using tables, designing interactive forms and adding multimedia elements to Web pages.  
Prerequisite: Introduction to HTML.

**Creating Web Graphics With Adobe Photoshop**

MU-40161 Kathy Mackenzie  
Tue, Thu 6:30-9:30 p.m.  
8 sessions Jun 22-Jul 15  
$(552)

Adobe Photoshop is the primary tool professionals use to create Web graphics. Students learn about the unique design, color format and image issues necessary for creating great graphics for the Web. Topics include: preparing graphics for the Web, creating buttons and navigation bars, and creating tiling and texture backgrounds to enhance images.  
Prerequisite: Advanced HTML.

**Introduction to JavaScript**

MU-40211 Staff  
Tue, Thu 6:30-9:30 p.m.  
5 sessions Jul 20-28  
$(496)

JavaScript is a platform-independent, event-driven, interpreted programming language that can enhance the interactivity of Web pages. Students learn to

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**Certificate: Web Site Development and Design**

Make a place for yourself on the Internet by learning how to design and create a professional Web site. This program covers the technical and aesthetic issues of Web site generation, including programming tools (e.g., HTML, JavaScript, XML, ASP) and premier software packages (e.g., Photoshop, Dreamweaver, Flash). Begin to build your portfolio with this hands on program.

Certificate requirements:  
• Seven required courses

Required courses:  
• Introduction to HTML  
• Advanced HTML  
• Creating Web Graphics With Adobe Photoshop  
• Introduction to JavaScript  
• Dreamweaver Workshop  
• Macromedia Flash Workshop  
• Capstone Course in Developing Effective Web Pages

Optional elective courses:  
• Advanced JavaScript  
• Advanced Macromedia Flash Workshop  
• Active Server Pages  
• Fundamentals of XML

**Introduction to HTML**

MU-40011 William Gravert  
Mon, Wed 6:30-9:30 p.m.  
8 sessions May 19-Jun 16  
$(563) (No class May 31)

This hands-on course teaches students how to create Web pages using HTML (HyperText Markup Language). Topics include HTML basics: creating tags, adding images, creating hypertext links and basic Web page layout techniques.  
Prerequisite: PC Basics and Internet Skills or equivalent.

**Advanced HTML**

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Mon, Wed 6:30-9:30 p.m.  
4 sessions Jun 21-30  
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In this hands-on course students continue to create Web pages using advanced HTML techniques and commands. Topics include creating image maps, frames, using tables, designing interactive forms and adding multimedia elements to Web pages.  
Prerequisite: Introduction to HTML.

**Creating Web Graphics With Adobe Photoshop**

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Prerequisite: Advanced HTML.

**Introduction to JavaScript**

MU-40211 Staff  
Tue, Thu 6:30-9:30 p.m.  
5 sessions Jul 20-28  
$(496)

JavaScript is a platform-independent, event-driven, interpreted programming language that can enhance the interactivity of Web pages. Students learn 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:** Advanced HTML.

### Dreamweaver Workshop

**MU-40411**  Kathy Mackenzie  
Mon,Wed 6:30-9:30 p.m.  
6 sessions  Jul 19-Aug 4  $496  

Dreamweaver is widely used by Web professionals to improve productivity, facilitate (HTML) editing and develop effective Web sites. While working on projects students develop the important components of a site using Dreamweaver as the main development tool. 

**Prerequisites:** HTML.

### Macromedia Flash Workshop

**MU-40511**  Izolda Maksym  
Sat 9 a.m.-1 p.m.  
4 sessions  Jun 5-26  $496  

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

**Prerequisites:** HTML.

### Capstone Course in Developing Effective Web Pages

**MU-40911**  Staff  
Tue-Thur 6:30-9:30 p.m.  
6 sessions  Aug 10-19  $496  

This capstone course synthesizes skills learned in the Web Site Development and Design Certificate, culminating in the creation of a large-scale Internet project. Students create a Web site using Web graphics and JavaScript. The focus is on creating a Web site that works with all browsers, all screen sizes and various bandwidths. Students learn how to analyze the effectiveness of a Web site and look at the development of the Web as a marketing tool. 

**Prerequisites:** Advanced HTML, Flash, JavaScript, Photoshop and Dreamweaver.

### Graphic Design Courses

**Basic Graphic Design and Adobe Photoshop**

**MU-60111**  Sally Rosenberg  
Mon,Wed,Fri 9:45 a.m.-1:45 p.m.  
10 sessions  May 17-Jun 9  $924  
(No class May 31)

Adobe Photoshop is the industry standard design tool used to create and manipulate graphics for print, Web and multimedia. This hands-on course introduces students to the major features of Photoshop, including image editing and manipulation, digital image creation from photographs, repair and enhancement of images, basic layering, photo retouching, color correction and combination and collage images. The second half of this course covers a range of advanced topics.

### Programming Languages

**Introduction to Visual Basic .NET**

**MU-30611**  Anthony DeLouise  
Tue,Thu 6:30-9:30 p.m.  
8 sessions  Jun 8-Jul 1  $673  

Visual Basic (VB) is an event-driven, object-oriented programming language that simplifies the creation of Windows applications. Students create custom applications using the VB environment in this hands-on course. 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, as well as object linking and embedding. 

**Prerequisite:** Experience with a programming language.

### Certificate: Object-Oriented Programming

Students should possess a thorough knowledge of PC operations and usage before considering this certificate program. Some computer programming experience is required. This certificate is highly recommended for mainframe and COBOL professionals retraining and upgrading skills.

**Program Benefits:**

- Make the transition from procedural to object-oriented programming 
- Complete certificate in one year 
- Supportive and comfortable environment for learning new skills

**Certificate Requirements:***

- Six required courses 
- Two elective courses (see Web site for choices)

**Required Courses: (Choose six of eight)**

- Introduction to C++ Programming 
- Advanced C++ Programming 
- Introduction to Java Programming 
- Advanced Java Programming 
- Introduction to C# Programming 
- Advanced C# Programming 
- Introduction to Visual Basic.NET 
- Advanced Visual Basic.NET

**Advanced Visual Basic .NET**

**MU-30811**  Anthony DeLouise  
Tue,Thu 6:30-9:30 p.m.  
6 sessions  Jul 13-29  $505  

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. Alternative design implementations are discussed. Topics include data analysis and database design, SQL, user interface design, designing menu and push button interfaces, using VB Data Control, using Basic code in place of...
Data Control, interfacing with foreign databases (e.g., xBase, etc.) and creating database reports. 

Prerequisite: Introduction to Visual Basic .Net.

**INTRODUCTION TO C# PROGRAMMING**

MU-30211 Staff  
Mon,Wed 6:30-9:30 p.m.  
8 sessions Jun 7-30 $673

A comprehensive introduction to the C# programming language. The C# language derives from C and C++, although less complicated, entirely object-oriented and type-safe. Much of the C++ complexity was removed to make C# easier to use and less error prone. Topics include the Common Language Runtime, data types, input output, program structure, classes, control statements, exception handling, parameter passing, return values, operators and expressions, flow of control, storage classes, references, arrays and strings.

**ADVANCED C# PROGRAMMING**

MU-30411 Staff  
Mon,Wed 6:30-9:30 p.m.  
6 sessions Jul 12-28 $505

This course expands on the material presented in Introduction to C# Programming. 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.

**INTRODUCTION TO JAVA PROGRAMMING**

MU-31611 Thomas Paul  
Mon,Wed 6:30-9:30 p.m.  
8 sessions Jun 7-30 $673

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

**ADVANCED JAVA PROGRAMMING**

MU-31811 Staff  
Mon,Wed 6:30-9:30 p.m.  
6 sessions Jul 12-28 $505

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 and advanced display design using Swing. Other topics include Java Beans, servlets and distributed computing.

Prerequisite: Introduction to Java.

**DATABASE DESIGN COURSES**

**INTRODUCTION TO RELATIONAL DATABASE SYSTEMS AND DATABASE DESIGN**

MU-52011 Michael Devlin  
Tue,Thu 6:30-9:30 p.m.  
4 sessions May 18-27 $330

The efficient management of data requires the use of a relational database management system (RDBMS). This hands-on introduction to this valuable business tool covers the following topics: 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.

**SQL PROGRAMMING**

MU-51411 Michael Devlin  
Tue,Thu 6:30-9:30 p.m.  
7 sessions Jun 1-22 $578

Structured Query Language (SQL) is the native programming language of all relational database management systems. This hands-on course covers 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) are covered. Other
topics include querying single/multiple rows and columns, subselects, correlated subselects, inner and outer joins, unions, functions, expressions, data processing and more. An overview of report processing with SQL is presented.

Prerequisite: Introduction to Relational Database Systems and Database Design.

**Introduction to Access**

MU-14011 Michael Devlin
Tue, Thu 6:30-9:30 p.m.
5 sessions Jun 29-Jul 13 $337

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: SQL Programming.

**Advanced Applications of Access**

MU-14211 Michael Devlin
Tue, Thu 6:30-9:30 p.m.
4 sessions Jul 20-29 $330

This course expands upon concepts presented in Introduction to Access and explores new topics such as creating, running and printing results of queries; sorting data in a query; using comparison operators; joining tables and using computing fields in a query. Other topics include 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 Access.

**Oracle Certification Courses**

**Certificates: Oracle 9i Certified Associate/Oracle 9i Certified Professional**

Affordable Oracle! Get the industry-coveted Oracle Certified Professional certification. Complete the first two courses and exams to receive Oracle Certified Associate (OCA) designation. Complete the second two courses and exams to receive Oracle Certified Professional (OCP) designation. This is a highly valued credential in the corporate marketplace and is becoming a prerequisite for employment as a database administrator.

**Program Benefits:**
- All courses use Oracle-certified books and materials (included with tuition)
- Complete certificate in six to nine months.
- Prepares students for Oracle-administered certification exams and Oracle certification.
- Hands-on experience with the leading corporate database system.
- High success rate in passing Oracle certification exams.

**Certificate requirements:**
Two required courses (Oracle Certified Associate)
Two additional (four total) required courses (Oracle Certified Professional)

**Admission requirements:**
PC Basics or equivalent

**Required courses:**
Oracle 9i Certified Associate:
- Introduction to Oracle 9i: SQL
- Oracle 9i Database: Fundamentals I
Oracle 9i Certified Professional:
- Oracle 9i Database: Fundamentals 2
- Oracle 9i Database: Performance and Tuning

**Introduction to Oracle 9i: SQL**

MU-55101 Chris Pendergast
Tue, Thu 6:30-9:30 p.m.
12 sessions May 4-Jun 10 $1,695

This course offers students an extensive introduction to data server technology. The class covers both relational and object relational databases as well as the powerful SQL programming language. Students learn, create and maintain database objects and to store, retrieve and manipulate data. Students learn to retrieve data using advanced techniques such as ROLLUP, CUBE, set operators and hierarchical retrieval. They also learn to write SQL and SQL*Plus script files to generate report-like output using the SQL*Plus tool. Demonstrations and hands-on practice reinforce the fundamental concepts. This course prepares students to take the 1Z0-007 exam. Tuition includes Oracle certified books and materials.

Prerequisite: PC Basics or equivalent.

**Oracle 9i Database: Fundamentals I**

MU-55201 Chris Pendergast
Tue, Thu 6:30-9:30 p.m.
12 sessions Jun 15-Jul 22 $1,695

This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic database administrative tasks. Students gain a conceptual understanding of the Oracle9i database architecture and how the architectural structures work and interact with one another. Students also learn how to create an operational database and properly manage the various structures in an effective and efficient manner in order to have a well-designed and operational database. The instructor-led lesson topics are reinforced with structured hands-on practices. This course prepares students to take the 1Z0-031 exam.

Prerequisite: Introduction to Oracle9i: SQL.
PROJECT MANAGEMENT AND IMPLEMENTATION COURSES

**Certificate: Project Management and Implementation**

There is a significant lack of technical personnel who have formal training in project/program management. For this certificate, students learn the tools and techniques of good project management, program management and general work management and then apply these techniques to an actual project.

**Program Benefits:**
- Complete certificate in one semester.
- Learn how to manage workloads more effectively.
- Become familiar with “knowledge areas” of the Project Management Institute’s PMBOK (Project Management Body of Knowledge) — a minimum requirement for obtaining certification as a Project Management Professional (PMP).
- Practice learned skills in a controlled class environment by implementing a project.

**Certificate requirements:**
- Four required courses

**Admission requirements:**
- Basic knowledge of Excel.
  Students need not have prior project management experience.

**Required courses:**
- Project Management
- Tools and Techniques for Project Managers
- Microsoft Project
- Capstone Course in Project Management and Implementation

**Advanced courses:**
- Controlling Project Risk and Cost
- Mastering the Project Portfolio
- Introduction to Six Sigma

**Project Management**
MU-80101  John Cronin
Mon, Wed 6:30-9:30 p.m.
10 sessions  May 17-Jun 21  $663
(No class May 31)

This course is for anyone who is a project manager, who has been promoted to a project/program management position, is thinking of seeking such a position or simply wants to learn how to manage his/her own workload and time more efficiently. With a curriculum based on the Project Management Institute’s (PMI) “Project Management Body of Knowledge” (PMBOK), this course covers the project management processes and phases of the project/program lifecycle with anecdotal discussion and examples added to help in understanding the applicability of the tools and techniques.

**Prerequisites:** Knowledge of Excel.

**Tools and Tips for Project Managers**
MU-80201  John Cronin
Mon, Wed 6:30-9:30 p.m.
3 sessions  Jun 23-30  $199

Microsoft Excel can be used to create interactive reporting tools that are valuable to project managers, their executives and customers. This hands-on course covers many Excel basics and their application to project management. Students create sample project documents (including project status reports, Gantt charts and meeting minute templates) to reinforce what they have learned.

**Prerequisite:** Project Management.

**Microsoft Project**
MU-80301  Staff
Mon, Wed 6:30-9:30 p.m.
3 sessions  Jul 7-14  $199

Microsoft Project is one of the most commonly used project management tools for planning moderately sized projects and multi-project programs. This hands-on course is designed to teach students how to create project plan components using Microsoft Project as well as how to use the software to monitor progress during the course of a project.

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

**Capstone Course in Project Management and Implementation**
MU-80401  Staff
Mon, Wed 6:30-9:30 p.m.
8 sessions  Jul 19-Aug 11  $533

Put into action the skills learned in the previous three courses. As part of a project team, students develop a plan for a provided five-week project and then work toward this plan. Teams provide an update to “management” in each class based on their project plan and the team’s progress. At the end of the course, each team formally presents the project deliverables they produced.

**Prerequisite:** Microsoft Project.

**Geographic Information Systems – ESRI Authorized Training**

Geographic Information Systems (GIS) are a method to visualize, manipulate, analyze, and display spatial data. It brings together your databases with maps allowing a visual look at your information. ESRI authorized instruction by real world experts.

**Required courses:**
- Introduction to ArcGIS I
- Introduction to ArcGIS II
- Migrating from ArcView 3.x to ArcView 8

For schedule information call (516) 463-7300 or e-mail uccecomputers@hofstra.edu.

www.hofstra.edu/ucce
Register Today! Call (516) 463-5993.

**ADDITIONAL PROGRAMS**

**NETWORK SECURITY**
Network security is a top concern of businesses today. Increase your value with these high demand skills. This certificate is designed for network administrators, managers, technical support personnel and power users who want to gain a solid background in the issues and protocols of network security.

**Courses include:**
- Network Security – Checkpoint Firewall Certification, Anti-virus, Spam Control
- Wireless Networks – Certified Wireless Security Professional

**COMING SOON ...**
- Business Productivity Solution Seminars
  Learn to take advantage of technology to solve business problems and increase productivity. Learn specific skills to save time and money!
- Mobile Computing – Palms, Pocket PC, Blackberry
- Certified Technical Trainer (CTT+)
- Linux and Novell

**NETWORK ADMINISTRATION (NOVELL, MICROSOFT, LINUX, WIRELESS)**
These courses are for students interested in obtaining training or certification on a particular platform. Courses are also available online.

Courses include:
- CWNA – Certified Wireless Network Administration
- Windows Server
- Netware Administration
- Linux
- Cisco

**CORPORATE DISCOUNTS**
A 10 percent tuition discount is available to organizations enrolling three or more individuals in a combination of programs or courses. Call Business Studies Director Colleen Slattery at (516) 463-7800 for further information.

**ONLINE MICROSOFT OFFICE COURSES**

Whether you are a busy professional who needs just-in-time learning or you simply prefer taking courses at your own convenience, we have the course for you! This set of online courses, taught entirely via e-mail, allows students to maintain separate personal schedules, request information and lessons, and ask questions 24 hours a day! Each online course is four to six weeks in length. Students receive their lessons and exercises via e-mail, and have direct contact with their instructor via e-mail.

Students must have a copy of Microsoft Office, and a lot of time to practice what is taught.

If you have any further questions or simply wish to register, please call (516) 463-7800.

**Summer Online Offerings:**
- BU-19000 Online Basic/Intermediate Microsoft Word / $114
- BU-19010 Online Advanced Microsoft Word / $114
- BU-19020 Online Microsoft Excel / $114
- BU-19030 Online Advanced Microsoft Excel / $114
- BU-19040 Online Microsoft Access / $114
- BU-19050 Online Microsoft PowerPoint / $114

**For more information call (516) 463-7300 or e-mail uccecomputers@hofstra.edu.**

**For full course descriptions, visit www.hofstra.edu/ucceonlinecourses.**
**Saturday Classes for Young People ... Especially You!**

**LANGUAGE ARTS**

**Preschoolers Prepare to Read!**
Ages 3-Prekindergarten
SU-12101 Phyllis Johnson
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $141

SU-12102 Phyllis Johnson
Saturday 11:05 a.m.-12:30 p.m.
6 sessions Jul 10-Aug 14 $141

As early as age three, children are eager to read. This course offers an educational way to give your child a head start. This program is designed to develop and expand a child’s pre-reading skills by using oral language to develop reading and writing fluency. Each session is divided into several activities that reinforce reading skills.

**Preschoolers Prepare to Read! - Part 2**
Ages 4-5
SU-12111 Karen Tarricone
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $141

SU-12112 Karen Tarricone
Saturday 11:05 a.m.-12:30 p.m.
6 sessions Jul 10-Aug 14 $141

This program is the sequel to our wonderful Preschoolers Prepare to Read!, and provides a developmental opportunity for children to be introduced to more advanced levels of reading. In this classroom adventure, your child becomes better prepared for either kindergarten or first grade. As we continue to expand your child’s reading and writing skills through linguistic and phonetic instruction, our instructor, a reading specialist, works with each child at his or her own pace.

**Kindergartners Prepare to Read**
Kindergarten
SU-12121 Phyllis Johnson
Saturday 1-2:30 p.m.
6 sessions Jul 10-Aug 14 $141

This course is the sequel to Preschoolers Prepare to Read! - Part 2 and focuses on the needs of students who have completed kindergarten and want to continue expanding their skills as they enter first grade. Additional emphasis is placed on the phonetic instruction of the early pre-reader while sight vocabulary is further enhanced.

**Reading Assistance Study Program**
3rd through 4th Grade
SU-13111 Jeanette Crafton
Saturday 9-10:25 a.m.
6 sessions Jul 10-Aug 14 $160

5th through 6th Grade
SU-13121 Jeanette Crafton
Saturday 10:30-11:55 a.m.
6 sessions Jul 10-Aug 14 $160

7th through 8th Grade
SU-13131 Jeanette Crafton
Saturday Noon-1:30 p.m.
6 sessions Jul 10-Aug 14 $160

This unique and highly successful course has frequently been recommended by teachers on Long Island and is designed to meet the individual academic needs of the specific age/grade skill levels of our students. Each class is divided into small study groups with an excellent student-to-teacher ratio. Classes are designed to stress study skills, reinforce daily school tasks and address specific areas of weakness. This course is designed for students who need that “extra push” and encouragement.

**Something New for Four Year Olds This Summer!**
Visit our Web site at www.hofstra.edu/youth for Creative Movement designed with music, rhythm, motion and your child in mind!

**Can we help?**
Please contact:
Janice Sawyer, Ed.D.
Director of Saturday Classes for Young People
Telephone: (516) 463-7400
E-mail: ucceyouth@hofstra.edu

Visit our Web site at www.hofstra.edu/youth for Creative Movement designed with music, rhythm, motion and your child in mind!
BEGINNING TO WRITE
Ages 6-7
SU-14101 Alice Williams
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $141
This course is designed to meet the needs of emergent learners who require extra emphasis on writing skills. Students are motivated to write in a relaxed and supportive environment using their everyday language and experiences. Imagination and creativity guide young authors to use developmentally appropriate spelling, organize their ideas and increase their awareness of punctuation. Students use the different phases of the writing process: pre-writing, revision and editing.

CALLING ALL WRITERS!
Ages 8-9
SU-14201 Alice Williams
Saturday 11:05 a.m.-12:30 p.m.
6 sessions Jul 10-Aug 14 $141
This class is challenging while at the same time exciting and engaging for each student. The focus is to help children find ideas for writing projects by using their imagination. Brainstorming in class to identify their special project, they create plots and characters. This activity, with the instructor as guide, enables the emergent writer to then springboard to the eventual publication of their own book!

ENGLISH GRAMMAR AND COMPOSITION
Ages 10-13
SU-14121 Sarah Friedman
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $141

Ages 10-13
SU-14122 Sarah Friedman
Saturday 11:05 a.m.-12:30 p.m.
6 sessions Jul 10-Aug 14 $141
Concentrating on grammar, punctuation, paragraphs, development of ideas and sentence structure, students use templates and visual aids to improve their writing skills. This process enables writers to successfully complete paragraphs and essays. Moreover, students can then transfer the knowledge gained from this course into their individual school settings.

AMERICAN GIRL BOOK CLUB
3rd through 4th Grade
SU-83301 Joanne Hughes
Wednesday 9:30-10:55 a.m.
6 sessions Jul 7-Aug 11 $141
SU-83302 Joanne Hughes
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $141
This unique club is open to all readers in grades 3 through 4 who are interested in the American Girl series. Club members meet weekly to read and share ideas and activities about each of the eras in American history covered in these popular books. Historical events, lifestyles, clothing, crafts, foods, and many other facts that helped to shape our nation are highlighted.

ENRICHMENT PROGRAMS

STEPPING STONES INTO THE WORLD OF SCIENCE
Ages 4 and 5
SU-31001 Amy Friedank
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $141
SU-31002 Amy Friedank
Saturday 11:05 a.m.-12:30 p.m.
6 sessions Jul 10-Aug 14 $141
In this age-appropriate introductory course, children explore a variety of science topics through literature, poems, arts and crafts, hands-on activities, outdoor nature exploration and educational games. Activities are conducted each week that not only introduce major science concepts, but also teach general thinking skills such as patterns, shapes, colors, sequencing, sorting, graphing, measuring, comparing and observing – just to name a few!

MATH ASSISTANCE STUDY PROGRAM
3rd through 4th Grade
SU-24001 Andrew Song
Saturday 10:30-11:55 a.m.
6 sessions Jul 10-Aug 14 $160
This course is designed for students who want to feel more confident about their background in math concepts and theory. Topics include whole numbers, fractions, decimals, percentages and word problems. Students are encouraged to bring work from their regular school math class to use in small work groups, which also utilize worksheets and sample questions from standardized tests.

COME SEE THE WORLD ...
MATHEMATICALLY!
Ages 4-5
SU-21001 Dianna Ebe
Wednesday 9:30-10:55 a.m.
6 sessions Jul 7-Aug 11 $141
SU-21002 Dianna Ebe
Wednesday 11:05 a.m.-12:30 p.m.
6 sessions Jul 7-Aug 11 $141
Explore! Discover! Calculate! Children are invited to see the world ... mathematically! In this manipulative-based, developmentally appropriate mathematics program, topics include graphing, literature connections (utilizing songs, books and poems), word problems, story extension, math games and cooperative group activities.

BEGINNING PIANO
3rd through 7th Grade
SU-71101 Robert Watts
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $141
SU-71102 Robert Watts
Saturday 11:05 a.m.-12:30 p.m.
6 sessions Jul 10-Aug 14 $141
This course is for both beginners and those who have given up on conventional lessons. Students are introduced to music fundamentals and piano study. No previous training is necessary. Students must have the use of a piano or electronic keyboard at home.

Register Today! Call (516) 463-5993.
Math Assistance Study Program
5th through 6th Grade
SU-24201 Andrew Song
Saturday 9-10:25 a.m.
6 sessions Jul 10-Aug 14 $160

7th through 8th Grade
SU-24101 Andrew Song
Saturday Noon-1:25 p.m.
6 sessions Jul 10-Aug 14 $160

This course is designed for students who want to feel more confident about their background in math concepts and theory. Topics include whole numbers, fractions, decimals, percentages, signed numbers, graphing, equations and word problems. Students are encouraged to bring work from their regular school math class to use in small work groups, which also utilize worksheets and sample sessions.

Intermediate Web Design Using Dreamweaver and Photoshop
6th through 11th Grade
SU-41101 Michael Dubow
Saturday 11:05 a.m.-12:30 p.m.
6 sessions Jul 10-Aug 14 $160

Students utilize industry standard software such as Macromedia Dreamweaver and Adobe Photoshop to create the development of their personal Web site. This course focuses on the aesthetics and navigability through the thoughtful planning and the “mock-up” of each student’s Web site. Topics and skills covered include: advanced Photoshop use, development of clean layouts and typography, as well as adding interactivity to the site by way of Dreamweaver.

Foundations of Figure Drawing With a Clothed Model
9th through 12th Grade
SU-54001 Boche Kaplan
Thursday 5:30-8:20 p.m.
6 sessions Jul 15-Aug 19 $260

This is an opportunity to draw from life. Each session acquaints the student with the fundamentals of drawing the human form while learning proportions and structure, and experiencing the relationships between the figure and its surroundings. The clothed model and figure being our focal point, we explore and experiment with various drawing and painting techniques, from pencil, reed pens, ink, charcoal, conte crayon, pastels, etc. Budding cartoonists more clearly understand the human form after taking this course.

Computers

Web Design and the Internet
5th through 11th Grade
SU-41001 Michael Dubow
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $150

Students gain a hands-on understanding of the aesthetic and technical challenges of good Web page design. Students also acquire a general perspective of the World Wide Web and its relationship to the Internet. Topics and skills reviewed include using HTML, utilizing the Internet for research, creating animated GIFs, choosing layout and topography, as well as learning to use Web browsers and graphics software such as Adobe Photoshop.

STUDIO ARTS

Young Artists Workshop
2nd through 4th Grade
SU-51001 Cindy Miller
Saturday 9:30-10:55 a.m.
6 sessions Jul 10-Aug 14 $156

Here is a unique experience in an art studio setting for students interested in pursuing their love of the visual arts. Students work in a variety of media, including painting, drawing, printmaking, collage, sculpture and pastels, and begin to develop an appreciation for both the art and the craft. Concepts and techniques of famous artists are introduced in an atmosphere of experimentation and individual expression.

Advanced Art Portfolio Preparation
9th through 12th Grade
SU-54131 Boche Kaplan
Tuesdays 5:30-8:20 p.m.
6 sessions Jul 13-Aug 17 $270

Being an artist is a very special experience. Whether you are interested in painting, illustration, advertising, architecture, fashion/costume design, computer graphics or art education, it is not too soon to select and work on your portfolio for college admission.

Pottery
3rd through 8th Grade
SU-56001 Isabel Foulkes
Saturday 9-11 a.m.
6 sessions Jul 10-Aug 14 $180

This course has been designed to develop technical pottery skills during the initial nine sessions, while allowing for the expression of artistic talents. Clay modeling techniques and small sculpture design are emphasized. Advanced students explore pottery by examining the process of hand-building techniques and wheel applications.

Saturday Classes for Young People introduces the “VideoGame.Net Experience at Hofstra” program this summer with its initial course “Introduction to 2D Game Design, Animation and Web Development.” Visit our Web site at www.hofstra.edu/youth or call (516) 463-7400 for details.
Register Today! Call (516) 463-5993.

**Cartooning/ Animation**

**Introduction to Cartooning:**
- **Beginner**
  - 3rd through 6th Grade
  - SU-61001 Al Baruch
  - Tuesday 4:30-5:55 p.m.
  - 10 sessions Jun 8-Aug 10 $245
  - This course is designed to introduce students to drawing – and what better way than by drawing their favorite cartoon characters! With step-by-step instructions, participants learn to draw some of today’s most popular characters. They are also introduced to perspective and are taught the proper way to ink and color their work. The course culminates with the creation of original comic strips by each student.

**Advanced Cartooning**
- 7th through 12th Grade
- SU-63001 Al Baruch
- Tuesday 6:05-7:30 p.m.
- 10 sessions Jun 8-Aug 10 $255
- This course is designed for the serious cartoonist contemplating a career in animation. Animation, now recognized as an art form, is no “Mickey Mouse” business. To help our students perfect their art, Saturday Classes for Young People is fortunate to have Al Baruch, a former cartoonist with Walt Disney Studios, as its director. With Al at your side, you develop confidence by creating your own whimsical character ideas.

**Aquatics**

**First Splash**
- SU-84101
- Saturday 8:30-9:20 a.m.
- 6 sessions Jul 10-Aug 14 $155

**Beginning Swimming**
- SU-84201
- Saturday 8:30-9:20 a.m.
- 6 sessions Jul 10-Aug 14 $155

**Intermediate/Advanced Swimming**
- SU-84301
- Saturday 8:30-9:20 a.m.
- 6 sessions Jul 10-Aug 14 $155

**Tennis**
- SU-85001 Maureen Wind
- Saturday 10-10:50 a.m.
- 6 sessions Jul 10-Aug 14 $145

**Golf: A Fun and Growing Sport**
- SU-82101 Gregory Ilg
- Saturday 11 a.m.-12:30 p.m.
- 6 sessions Jun 19-Jul 31 $170

**Parents Too!**

**Advanced Cartooning**
- 7th through 12th Grade
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Students in this course investigate how moving pictures are made by creating their own Zoetrope strip. Once the strip is ready to be placed inside the Zoetrope drum, students are able to watch their images come to life! Using a personal computer, students are introduced to the fields of both traditional and digital animation. While scanning material, colorizing frames and converting drawings into a movie, students engage in the hands-on processes of computer animation.

**Athletics**

**Golf: A Fun and Growing Sport**
- 5th Grade through High School
- SU-82101 Gregory Ilg
- Saturday 11 a.m.-12:30 p.m.
- 6 sessions Jun 19-Jul 31 $170

*(No class Jul 3)*

Some of the greatest athletes in golf history started the ball rolling when they were very young. They signed up for lessons and began swinging away! Knowing that practice makes perfect (almost!), we invite you to picture yourself as the next Tiger Woods! New and experienced golfers are assessed and instructed accordingly. Emphasis is on building a swing with sound fundamentals, developing playing strategies and becoming familiar with the rules of the game. No equipment needed. Fore!

**Parents Too!**

**Computer Animation I**
- 7th through 12th Grade
- SU-63101 Robin Donovan
- Saturday 11:05 a.m.-12:30 p.m.
- 6 sessions Jul 10-Aug 14 $150

Students in this course investigate how moving pictures are made by creating their own Zoetrope strip. Once the strip is ready to be placed inside the Zoetrope drum, students are able to watch their images come to life! Using a personal computer, students are introduced to the fields of both traditional and digital animation. While scanning material, colorizing frames and converting drawings into a movie, students engage in the hands-on processes of computer animation.

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In small groups, swimmers complete American Red Cross Levels II, III or IV requirements. Upon evaluation by the co-directors, the swimmer is placed in a primary skills, stroke readiness or stroke development class. Swim strokes, water entry and diving, survival and water safety skills are emphasized.

**Parents Too!**

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Summer Camps

Hofstra University has developed a broad spectrum of co-ed summer camp programs ranging from a Cub Camp for those children entering kindergarten by September 2004 to those appropriate for campers through high school age. Our goal is to assist in the development of the total child … educationally, athletically, artistically and socially.

2004 Camp Dates

Session 1  July 6-16
Session 2  July 19-30
Session 3  August 2-13
Session 4  August 16-20

Hofstra Summer Camps offers specialties in actors’ workshop, adventure education, athletic development, baseball, basketball, cheerleading, computer, cub camp, dance, creative enrichment, fine arts, golf, math/reading, science, soccer, and tennis. Campers may register for two-, four- or six-week sessions with a one-week seventh session. Campers may participate in as many as three specializations in a six-week program. Campers spend one half of each day participating in their area of specialization and the other half in planned recreational activities, which includes a period of instructional swim in an Olympic-sized pool. Additionally, the special end-of-the-season, one-week program is offered to youngsters who wish to engage in a fully recreational or academic camp experience.

Tuition includes transportation and lunch.

Can we help?

Please contact:
Terence Ryan, M.S., P.D.
Director
Telephone: (516) 463-CAMP
E-mail: uccecamps@hofstra.edu
Web site: www.hofstra.edu/uccecamps

Summer Camps

Celebrate our 20th anniversary

FOR MORE INFORMATION OR TO REGISTER CALL (516) 463-CAMP

Hofstra University
Specialty Camps

Don’t Miss Out This Summer!

For details on all of our exciting programs, visit our Web site at www.hofstra.edu/uccecamps or call (516) 463-CAMP for a free brochure.

Camp Facilities

• Air-conditioned indoor gyms, classrooms and lecture halls
• Premier dining facilities
• Indoor, heated, Olympic-sized swimming pool
• Fully equipped infirmary staffed by RNs.
CHRIS DOTOLO  
BASEBALL CAMP  
Grades 2-7  
Session 1: July 6-16  
Session 3: August 2-13

The focus of Hofstra’s Baseball Camp is on instruction, not competition. The Hofstra Camp staff utilizes all of the teaching devices and methods of instruction used by the Hofstra Baseball program. The camp is held at University Field, home of the Hofstra Pride Baseball Team. The Hofstra Baseball staff provides all protective equipment, baseballs and teaching devices. Players are placed in groups according to their grade. The camp covers all aspects of hitting, throwing, and fielding through lectures, drills, and fun games. Campers have the opportunity to apply what they have learned in afternoon games. Hofstra Baseball Camp is suitable for players with different levels of baseball ability. Availability is on a first-come, first-served basis. There is a certified athletic trainer on staff during the entire camp.

TOM PECORA  
BASKETBALL CAMP  
Grades 3-12  
Session 1: July 6-16  
Session 2: July 19-30  
Session 3: August 2-13

The Hofstra University Basketball Camp is geared toward boys and girls entering grades 3 through 12 who desire a training experience in all facets of basketball. Campers are grouped by age and ability. This camp presents the fundamentals of basketball so that each youngster can fully understand and appreciate the sport. We provide instruction in individual and group settings, as well as through supervised competition, so that all participants realize their maximum potential.

JOHN DANOWSKI BOYS’  
LACROSSE CAMP  
Grades 3-12  
Session 2: July 19-30

The Hofstra University Boys’ Lacrosse Camp is designed for campers entering grades 3 through 12 who desire a full day of training experience in all facets of lacrosse. This camp provides high-quality instruction designed to develop better and more knowledgeable players. The goal is to teach the fundamentals and refine players’ skills and understanding of the game.

TOM RYAN  
WRESTLING CAMP  
Grades 2-12  
Session 3: August 16-20

The Hofstra Wrestling Camp provides a fun-filled learning experience on the beautiful campus of Hofstra University. Our goal is simple: to create an environment in which aspiring champions can learn the fundamentals of wrestling. The Hofstra Wrestling Camp is geared toward wrestlers entering grades 2 through 12 who strive to learn the proper techniques, strength training skills, conditioning and mental preparation required to become top-notch wrestlers. Through extensive drilling sessions taught by our knowledgeable and accomplished staff, our programs can be a tremendous resource for improvement of skills, techniques and performance.

Tuition includes transportation and lunch in every camp.
Classroom Locations:
You will receive a blue and gold registration confirmation one to two weeks after registration. Classroom locations are usually indicated on your registration confirmation. Buildings are shown on the campus map on page 47. If you do not know your classroom location or meeting place prior to the first day of class, call (516) 463-5993 during office hours.

Parking Permits:
Parking permits must be obtained from the Hofstra Information Center (corner of California Avenue and Hempstead Turnpike). Park only in those areas designated for students. Parking is encouraged on the North Campus. South Campus parking prior to 5 p.m. on weekdays is extremely limited. Hofstra’s parking rules are strictly enforced. For additional information call the Hofstra Information Center at (516) 463-6606.

Library Privileges:
Each semester University College students have the option of obtaining special library privileges allowing them to borrow books from Hofstra’s Axinn Library. Simply register for LU-94021 Library. The fee is $25 per semester, which entitles students to many of the same library privileges as Hofstra’s credit students (except interlibrary loan and CD-ROM usage). Students accept responsibility for all late fines. Students with overdue books lose library privileges until books are returned and fines paid.

Library Privileges: University College students who want to use library materials without taking them out continue to have free access, except at those times when the Library is not open to the public. Call the Axinn Library at (516) 463-5952.

Cancellations and Changes:
University College reserves the right to cancel any class, change class schedules, divide a class or change instructors if necessary. Students receive a full refund for any course for which they have enrolled that is canceled by University College.

Tuition Credits and Refunds:
If you enroll in a course and then find you cannot attend, you may ask us to retain your tuition and use it as a credit for one year for another course in the current or next semester. If you choose a credit, the full tuition (without deductions) is applied to your new course. You must request a tuition credit in writing or by fax before the third class meeting or, for short courses, one working day before the class begins. If you prefer a refund, charges will be deducted as indicated under Refunds.

Withdrawals:
Any student may officially withdraw from a course in person, by mail or by fax. All withdrawal requests must be in writing. Cessing to attend a class does not constitute official withdrawal, nor does notification of withdrawal by telephone.

Refunds:
All refunds are contingent upon date of written notification arriving in our offices at University College Hall. You can guarantee arrival of your letter on the appropriate date by faxing your request during business hours, Monday-Friday. University College’s fax number is (516) 463-4833.

• Tuition is refunded in the form in which it was paid, e.g., posted to your credit card account if you originally paid in that fashion. An $15 processing fee per course is deducted from the refund.

• Full-Tuition Refund: A full-tuition refund (less a $15 processing fee) is granted for most courses when a written withdrawal note is received at University College offices at least two business days before the first class meeting. Trip courses utilizing van or bus transportation and courses involving the preorder of admission tickets or other special supplies require that written notification of withdrawal be received at University College offices no later than 10 business days prior to the first class.

• Partial Refund: Beyond two business days after the first class, a partial refund is available for courses that run four sessions or more. For course codes beginning with L, M or X, written withdrawal must be received at University College offices no later than the second scheduled class meeting. For course codes beginning with B, written withdrawal must be received before the third class meeting or lesson. In the cases listed above, 30 percent of tuition is deducted from the refund, plus the cost of special materials.

• Other Refunds:
Legal Studies Certificate Programs: Upon receipt of written withdrawal requests prior to the end of the first week of classes, the University will refund all tuition and fees (less the non-refundable $35 application fee, the $350 tuition deposit, and the cost of any books or special materials). Thereafter, refunds will be made as follows:

- Prior to the end of the second week of classes, 70 percent.
- Prior to the end of the third week of classes, 50 percent.
- Beginning the fourth week of classes, no refunds.

Summer Camps:
Call (516) 463-CAMP for details.

Test Preparation Programs:
• Hofstra Test Preparation: Students should call Judith Reed at (516) 463-7600. University College withdrawal policies apply.
• Princeton Review: Students must contact the Princeton Review offices at (631) 271-3400.

Certificate Program Students:
In order to receive a certificate, students must submit a written request, along with a $15 processing fee, during the last semester of study.

Address requests to:
Marit Sadaka, Registrar
University College for Continuing Education
250 Hofstra University, Hempstead, NY 11549-2500
(516) 463-5017
See page 46 for additional information.

Affiliated Instructors Bios
Visit our Web site @ www.hofstra.edu/ucce.
CONTINUING EDUCATION UNITS (CEUs):
The Continuing Education Unit is a uniform and nationally accepted unit of measurement applicable to noncredit continuing education. One CEU is given for every 10 contact hours of participation.

IN-SERVICE CREDIT:
Participants desiring in-service credit must make arrangements with their individual school districts, libraries or employers. University College will provide verification upon request.

FINANCIAL AID:
University College makes a number of financial aid options available to students. For further information, contact Rosanne Martinez at (516) 463-4869.

EXCLUSION FROM UNIVERSITY COLLEGE:
University College reserves the right to exclude any student at any time for conduct regarded by University College as undesirable or disruptive without assigning any other reason. In such a case, a prorated refund will be issued. It is understood and agreed that neither Hofstra University, University College, nor any of its officers, faculty or affiliated instructors shall be held liable in any way for such exclusion. An appeals procedure is available. Contact University College at (516) 463-5013.

TAX DEDUCTION:
Please check with the Internal Revenue Service or your tax advisor for regulations regarding tuition tax deductions.

ATTENTION VETERANS:
Various programs have been approved by the Department of Veterans Affairs for tuition reimbursement to eligible veterans. Call 1-888-GI-BILL-1 (1-888-442-4551) or visit www.gibill.va.gov/education for information. Hofstra University does not guarantee reimbursements and urges veterans to check course approvals.

WEATHER EMERGENCY:
University College may cancel courses due to a weather emergency even when Hofstra University remains open. Therefore, you must call University College offices at (516) 463-5993, Public Safety at (516) 463-6606 or Hofstra’s Weather Hotline at (516) 463-SNOW to obtain accurate information.

PROCEDURES
You may register by Internet, telephone, fax, mail or in person. For registration discount eligibility, see page 46. To request placement in a wheelchair-accessible classroom, students must call the Registrar at (516) 463-5993 at least seven days prior to the start of class.

TO REGISTER ONLINE:
Make your course request online by utilizing UCCE’s Shopping Cart. Visit our Web site at www.hofstra.edu/ucce, select an eligible course, provide your contact and credit card information, and a registration confirmation will be e-mailed to you typically within three business days. Alternatively, you can download a registration form from our Web site, which you can mail to us.

BY TELEPHONE:
If you wish, you may register using a major credit card by calling (516) 463-5993. Please have your credit card number and expiration date available when calling. Also have available the priority code listed on the registration form.

BY MAIL:
Complete a separate registration form for each person planning to take courses. Registration forms are provided. Photocopies are acceptable if more are needed. Print legibly in pen. Please include a daytime phone number and/or e-mail address so that we can inform you of any last-minute cancellations or changes in course scheduling. Be certain to include the correct course number code for each course. An incorrect course number code results in enrollment in the wrong course. Include any applicable discount(s) in calculating the amount due. You may pay by check made payable to Hofstra University, or by major credit card. Cardholder’s name, address and telephone number must be provided if different from student. Credit card number and expiration date must be indicated on the registration form. The full amount is due at the time of registration. Cut the registration form along the dotted line and mail with full payment to: University College, 250 Hofstra University, Hempstead, New York 11549-2500.

BY FAX:
Simply complete the registration form as described below; indicate your credit card number and expiration date. University College’s fax number is (516) 463-4833.

IN PERSON:
At University College Offices: During regular business hours, Monday-Friday, or in the evening, Monday-Thursday, until 7:45 p.m. Please bring check, money order or credit card as University College does not accept cash. University College offices are located on the North Campus at University College Hall. (Refer to campus map on page 47.)

CREDIT CARDS:
University College accepts American Express, Visa and MasterCard.

REGISTRATION CONFIRMATION:
You will receive a blue and gold computerized confirmation one to two weeks after registration, which will list your courses, tuition, payment and classroom location(s). If you register early, the room location(s) may not appear. In such cases, you will be
contacted by University College to notify you of the location. If you registered late, call (516) 463-5993 (weekdays) for classroom location(s). Bring your confirmation to the first class session.

Contact by E-mail:
Course confirmations, class information, room changes, instructor’s messages, etc. can reach you more readily by e-mail. Please provide your e-mail address in the space provided on the registration form.

Hofstra Gift Certificates:
A University College course is a truly unique gift for any time of the year – holidays, birthdays, graduations or anniversaries. When choosing to make a gift of a University College course, do either of the following:
(1) Designate the course (by code and title) and send a check or credit card information for the full amount; or
(2) Fill in the amount you would like to give toward a gift course, allowing the recipient to decide on a specific course.
Gift certificates may be applied toward those courses offered during spring, summer and fall semesters. Order gift certificates by calling (516) 463-5017. If you wish to give several gifts, simply duplicate the form for each recipient. Upon receipt of your order, we will mail the recipient a gift certificate.

General Discounts:
1. Hofstra alumni*, senior citizens, Hofstra matriculated students, Hofstra part-time employees and adjuncts, and spouses and children of Hofstra full-time employees: $5 discount for each course above $100; $10 discount for each course above $300. (* Only the alumnus is eligible for Saturday Classes for Young People course discounts.)
2. Hofstra faculty and staff: Requests for full-time faculty and staff to take work-related courses on a free or reduced-fee basis will be considered and should be submitted in writing by your department head to the Office of the Executive Director of University College. Full-time faculty and staff may take nonwork-related courses at twice the discount rates listed in General Discount No. 1 above.

Discount Eligibility
All discounts must be applied for at the time of registration. General Discounts described below do not apply to credit certificates, Legal Studies*, Professional Engineering*, Summer Camps*, trip courses utilizing van or bus transportation, or courses involving the preorder of admission tickets or other materials.
Only one discount may be taken per course. (*Special discounts apply for these programs)

Corporate Discounts
Organizations enrolling multiple individuals in a combination of programs or courses may be eligible for a corporate discount. Call Colleen Slattery at (516) 463-7800 for more information.

Title IX:
Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, marital status, age, national or ethnic origin, or physical or mental disability in the conduct and operation of its educational programs and activities, including admission and employment. This statement of nondiscrimination is in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other federal, state and local laws. The Director of Environmental Safety in the Plant Department (516) 463-6622 is the individual designated by the University to coordinate its efforts to comply with Section 504. The Equal Rights and Opportunity Officer is the University’s official responsible for coordinating its adherence to Title IX and other equal opportunity regulations and laws. Questions or concerns regarding Title IX or other aspects of this policy (other than Section 504) should be directed to the Equal Rights and Opportunity Officer (516) 463-6976.
Directions to Hofstra University

By automobile, Hofstra can be easily reached by main east-west and north-south roads. Of the parkways, Meadowbrook Parkway is the closest: it runs north and south between the Southern State Parkway and Northern State Parkway. Leave Meadowbrook Parkway at exit M4 West, into Hempstead Turnpike; Hofstra is less than a mile to the west.

To University College Offices

Turn north into north campus at the Hempstead Turnpike entrance directly opposite California Avenue. Proceed through three stop signs. At the third stop sign, turn left. Proceed straight ahead to the next stop sign. Make a right. University College Headquarters (located in University College Hall) will appear on the left. Park in the general parking area.
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## REGISTRATION

Mail to: University College, 250 Hofstra University, Hempstead, NY 11549  
Fax to: (516) 463-4833

### Employment Information (if applicable)

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- Check Payable to Hofstra  
- MasterCard  
- VISA  
- AMEX  

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### FOR CHILDREN’S REGISTRATION ONLY

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### Corporate Discount

- A 10 percent tuition reduction is available to organizations enrolling three or more individuals in a combination of programs or courses.

### Per Course discounts for eligible students:

- Hofstra Alumni:  
  - Major ________  
  - Year ____  
  - Degree______  

- Senior Citizen  
- Hofstra Matriculated Student  
- Hofstra employees:  
  - Full-time  
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  - Adjunct  
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