Are you prepared for success in the 21st century workplace? See page 1 to learn more.
HOW CAN WE HELP? For assistance with registration and transcripts, or for general information, call 516-463-7200 or email ce@hofstra.edu.

For information about specific Continuing Education courses and programs:

Call 516-463-7800 for:
• Bookkeeping
• Business and Management
• Certified Financial Planner
• Insurance Studies
• Real Estate Studies
• Paralegal Studies
• School Facilities Management
• Forensics

Call 516-463-7139 for:
• Communication Skills
• Social Media
• Writing
• Personal Enrichment
• Not-for-Profit
• Careers and Transitions

Call 516-463-7600 for:
• Personal Trainer and Nutrition
• CPR Certification
• Deaf Studies/ASL

Call 516-463-5909 for:
• Sports Journalism

Call 516-463-CAMP for:
• Hofstra Summer Camps

Call 516-463-7400 for:
• Saturday Classes for Young People
• Postbaccalaureate Test Preparation
• Precollegiate Test Preparation

Call 516-463-4824 for:
• PEIR (Personal Enrichment in Retirement)

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

<table>
<thead>
<tr>
<th>ONLINE</th>
<th>New and returning Continuing Education students may register online at ce.hofstra.edu for any course, except those that are part of the Paralegal Studies Certificate Program. In order to register online, you must have a student account ID and password. If you are a returning student, you should already have this information. If not, please call our office at 516-463-7200 or send an email to <a href="mailto:ce@hofstra.edu">ce@hofstra.edu</a> and we will be happy to send it to you. Payment must be made by major credit card (MasterCard, Visa or American Express) or electronic check. If you have any problems registering online or creating a student account, please call our office at 516-463-7200 or send an email to <a href="mailto:ce@hofstra.edu">ce@hofstra.edu</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY FAX</td>
<td>The registration form can be faxed to 516-463-4836 anytime. Payment must be made by major credit card (MasterCard, Visa or American Express).</td>
</tr>
<tr>
<td>BY PHONE</td>
<td>Telephone registrations are accepted at 516-463-7200, Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa or American Express).</td>
</tr>
<tr>
<td>BY MAIL</td>
<td>Mail a completed registration form at least one week before the first day of classes to: Hofstra University Continuing Education Registration Office 250 Hofstra University Hempstead, NY 11549-2500 Payment must accompany registration form and may be made by personal check or major credit card (MasterCard, Visa or American Express).</td>
</tr>
<tr>
<td>IN PERSON</td>
<td>Visit our office, located in University College Hall on the North Campus of Hofstra University. Offices are open Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment may be made by personal check or major credit card (MasterCard, Visa or American Express).</td>
</tr>
</tbody>
</table>
THE 21ST CENTURY WORKPLACE

Today’s rapidly changing, hyper-connected, global economy demands career skills that are very different from the skills needed just a few years ago. More and more, jobs are requiring skills such as creative problem solving, critical thinking, information and media literacy, communication, flexibility, and cultural awareness. Do you have the right skills to thrive in the 21st century workplace? Whether you’re in a career or life transition, are re-entering the workforce, are a business owner or future entrepreneur, or are looking to stand out at your current organization, it is more important than ever to make sure your skill set is up to date. Hofstra University Continuing Education can help! See page 4 for a sample of courses designed to prepare you for career success.

JOIN US FOR A FREE MEETUP!

Thriving in the 21st Century Workplace
Hosted by Hofstra Continuing Education
Co-sponsored by the Port Washington Public Library
Jobs & Careers Information Center

Think Like an Entrepreneur to Advance Your Career
Facilitated by Francine Fabricant, Career Development Coach and Co-Author of Creating Career Success

Tuesday, January 26, 2016, 7-8:30 p.m.
Port Washington Public Library
One Library Drive, Port Washington
Limited seating. Register early!
RSVP: meetup.com/Thriving-in-the-21st-Century-Workplace

It’s a new year ... time to set yourself apart from the crowd and show employers why they should hire or promote you. Entrepreneurs take risks, build teams, see potential all around them, and create opportunity. Explore how you can build entrepreneurial skills and use these skills to advance in your career.

For more information, call Betty Ann Friedfertig at 516-463-7139.
Precollegiate Career Discovery Institute

 Spend Your Summer Wisely

 Register for our exciting precollegiate courses!


 Hofstra Continuing Education and Hofstra Summer Camps offer an impressive selection of one- and two-week courses for students entering grades 7-12. Held on the beautiful Hofstra campus or at Nassau BOCES state-of-the-art Barry Tech facility, our courses will intrigue, inform, enrich and challenge you.

 We offer dozens of courses in these areas:

 • Aviation Academy
 • Business and Law
 • Culinary Arts
 • Health Professions
 • Photography, Graphic Design and Video Production
 • Sports Journalism
 • STEM/STEAM
 • Test Prep
 • Veterinary Skills
 • Writing

 To register and for a full list of courses, visit ce.hofstra.edu/precollege, call 516-463-7676 or email ce-precollegiate@hofstra.edu.
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*Continuing Education Bulletin*

December 2015, Volume 5, Number 2

Continuing Education Bulletin is published in April, July and December by Hofstra University Continuing Education, 250 Hofstra University, Hempstead, NY 11549-2500.
Are you prepared for success in today’s fast-moving economy? With up-to-date, relevant and marketable skills, you are sure to thrive in the 21st century workplace. Hofstra University Continuing Education is pleased to offer courses that will help you gain expertise in communication and improvisation, social media skills, computer literacy, and more. Details can be found on the page numbers listed after each course.

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INSURANCE STUDIES

INSURANCE LICENSING

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<th>Duration</th>
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<tr>
<td>H7111-51</td>
<td>Staff</td>
<td>33</td>
<td>6-9 p.m.</td>
<td>$1,150</td>
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<tr>
<td></td>
<td>Monday, Wednesday</td>
<td>January 25-May 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No class February 15, 17, March 28.</td>
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</tbody>
</table>

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

PROPERTY & CASUALTY CRAM COURSE

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Duration</th>
<th>Fee</th>
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<tr>
<td>H7115-51</td>
<td>Staff</td>
<td>9</td>
<td>6-9 p.m.</td>
<td>$650</td>
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<tr>
<td></td>
<td>Thursday</td>
<td>April 7-June 2</td>
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</table>

This course prepares students to sit for the various New York State Property & Casualty licensing exams. The course is designed for those who are exempt* from taking the 99-hour classroom requirement. *Tuition includes study materials.*

*Professional experience (with sponsorship by employer) allows for a classroom exemption.*

INSURANCE CONTINUING EDUCATION

Continuing Education Credits for Insurance Agents, Brokers and Consultants

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

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

Licensees must maintain records of completed continuing education courses and are held responsible if a course is repeated.
When is CE required?
After your license has been renewed the first time, CE is required for all subsequent renewal or relicensing applications. Credits must be accumulated during the renewal period, which begins with the effective date of the license. CE must be completed before processing the renewal or relicensing application.

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

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

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

SPECIAL PRICING: If you register for two CE credit courses simultaneously, you will receive a $60 tuition discount. When registering, please indicate the correct license number(s) and the exact name(s) of the license holder(s).

*** Insurance continuing education offerings are being updated. Information on approved courses will be available at ce.hofstra.edu/insurance after January 15, 2016. ***

AICPCU PROGRAMS

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

PROGRAM OVERVIEW
In this eight-course CPCU program (four required courses, three concentration courses, and one online ethics course offered by theinstitutes.org), students gain a broad understanding of property casualty insurance with the choice of a commercial or personal lines concentration. To complete the education requirements, students must pass eight national examinations.
FOUNDATION COURSES (ALL FOUR ARE REQUIRED):
CPCU 500 – Foundations of Risk Management and Insurance
CPCU 520 – Insurance Operations
CPCU 530 – Business Law for Insurance Professionals
CPCU 540 – Finance and Accounting for Insurance Professionals

Students choose the commercial or personal lines concentration and take all three courses in the chosen concentration.

COMMERCIAL CONCENTRATION (WITH PERSONAL SURVEY)
CPCU 551 – Commercial Property Risk Management and Insurance
CPCU 552 – Commercial Liability Risk Management and Insurance
CPCU 553 – Survey of Personal Risk Management, Insurance and Financial Planning

PERSONAL LINES CONCENTRATION (WITH COMMERCIAL SURVEY)
CPCU 555 – Personal Risk Management and Property-Liability Insurance
CPCU 556 – Personal Financial Planning
CPCU 557 – Survey of Commercial Risk Management and Insurance

Note: Study materials for CPCU courses should be ordered from the American Institute by calling 800-644-2101. For more information about changes to the CPCU program, visit www.theinstitutes.org.

CPCU 500: FOUNDATIONS OF RISK MANAGEMENT AND INSURANCE
H7300-51 Melinda Epstein 10 sessions $550
Tuesday March 1-May 3 6:30-9:30 p.m.

This course is designed to improve effectiveness by relating risk management and insurance principles to everyday practice. Students increase their value to customers by using the risk management framework to solve problems and enhance their efficiency in breaking down insurance policies by learning a systematic method of analysis.

CPCU 520: INSURANCE OPERATIONS
H7305-51 Robert Bambino 15 sessions $550
Wednesday January 27-May 11 6-8 p.m.
No class February 17.

Students learn to increase efficiency by understanding how different functional areas operate and interact with one another to positively affect overall operations; support compliance efforts by understanding the pervasive effects of regulation on core insurance operations; and enhance their value to the organization by understanding the process insurers use to formulate and implement critical business strategies.
This course is designed to teach students to make better commercial underwriting decisions by learning how client contracts may affect coverage; prepare to manage or mitigate the effects of litigation by learning insurance applications of contract law and tort law; and enhance the agency relationship with an understanding of agency law and the related insurance applications.

Students gain an understanding of a variety of skills, including how to increase their effectiveness by interpreting and analyzing financial statements of insurers and noninsurers; improve underwriting and claim decisions by applying cash-flow valuation methods; broaden their industry knowledge by learning how insurers manage their financial assets and capital; and support organizational change by learning the significance of major developments in financial reporting and regulatory capital.

The salesperson’s qualifying 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).

Individuals who complete this course and pass the course and state exam are then qualified to work under the sponsorship of a licensed broker in New York state. Topics include real estate instruments, law of contracts, real estate finance, closing and closing costs, law of agency, license law and ethics, valuation and listing procedures, human rights and fair housing, land use regulation and real estate math.

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

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

### REAL ESTATE CONTINUING EDUCATION

#### REAL ESTATE TITLE CLOSING

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<th>Course Code</th>
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<th>Sessions</th>
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</thead>
<tbody>
<tr>
<td>H5135-51</td>
<td>Christine Raffa Seip, JD</td>
<td>6</td>
<td>$525</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 24-April 6</td>
<td>6:30-9:30 p.m.</td>
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*No class March 30.*

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

#### NOTARY PUBLIC TEST REVIEW

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<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>H3410-51</td>
<td>Lesli Hiller</td>
<td>1 session</td>
<td>$115</td>
</tr>
<tr>
<td>Saturday</td>
<td>March 19</td>
<td>10 a.m.-2:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>H3410-52</td>
<td>Beth O’Neill</td>
<td>2 sessions</td>
<td>$115</td>
</tr>
<tr>
<td>Monday, Wednesday</td>
<td>April 11, 13</td>
<td>7:15-9:15 p.m.</td>
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Becoming a notary public makes you a more valuable employee. Although the work of a notary is often unheralded, it is crucial to most legal transactions. Surprisingly, however, to earn a notary license, you are only required to pass an easy-to-prepare-for test. This short course teaches you everything you need to know – both statutes and judicial decisions – about the law governing the practice of the notary public in New York state. (If you are already a notary, this course can be a helpful review of your rights and responsibilities.)

### WANT TO MAKE YOUR BUSINESS MORE VISIBLE?

Hofstra University Continuing Education offers a wide variety of courses in digital and social media marketing. Choose from among many courses in Facebook, LinkedIn, Twitter, SEO, content marketing and more! The full list of exciting courses begins on page 21.
This course covers areas of knowledge necessary to be an effective facilities manager in a school or commercial building. Topics of discussion include green cleaning, inspections, interviewing and evaluating maintenance employees, and safety and fire regulations. The instructor is a seasoned facilities manager with more than 30 years of experience.

SCHOOL FACILITIES MANAGEMENT CERTIFICATE PROGRAM
In conjunction with the Nassau County Chapter of the New York State Association for Superintendents of School Buildings and Grounds, Hofstra University Continuing Education is pleased to offer a School Facilities Management Certificate Program designed to provide professional development to school facilities leaders. This program is also geared toward members of the school staff aspiring to careers in school facilities management or those pursuing a greater understanding of school facilities. This two-year certificate program, consisting of two classes per semester for a total of eight courses, focuses on the budgetary challenges and the complex rules and regulations faced by school district leaders. Led by school and industry leaders, the program is sure to add value to the services participants provide to school districts. School district leaders contribute their vast cumulative experience, knowledge, and expertise to this program, with planned contributions from superintendents, business officials, Board of Education members, industry leaders, and legal experts.

For more information, call June Mullan at 516-463-5014.

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

Required Courses
H3421 — Building Cleaning and Maintenance
H3422 — Management
H3423 — Organizational Structure of the School District
H3424 — Safety
H3425 — Business Functions
H3426 — Construction
H3427 — Energy Management
H3428 — Indoor Air Quality and Green Cleaning
### BUSINESS FUNCTIONS

H3425-51  Robert Gorman  5 sessions  $375  
Monday  February 1-March 7  7-9:30 p.m.  

*No class February 15.*

This course will instruct school facilities managers in preparing SED forms, SA-4, SA 139, FPFI, closeout documents, budgeting and a five-year plan. Business functions include predicting needs for the school district and how to substantiate your requests for staffing needs and related areas. The instructor reviews effective monitoring and control of the entire construction process up to and including project closeouts.

### INDOOR AIR QUALITY AND GREEN CLEANING

H3428-51  Patrick Pizzo  5 sessions  $375  
Monday  February 1-March 7  7-9:30 p.m.  

*No class February 15.*

This course provides a detailed overview of indoor air quality and green cleaning standards as they relate to the school facilities manager. Topics include the EPA Tools for Schools program, NYS green cleaning standards, responding to mold concerns, the federal Right to Know regulation, and related areas.

### ENERGY MANAGEMENT

H3427-51  Tim O’Donnell  5 sessions  $375  
Wednesday  February 3-March 9  7-9:30 p.m.  

*No class February 17.*

This course provides an introduction to energy management and how it applies to the school facilities environment. Topics include photo voltaic, mechanical and electrical systems; lighting; HVAC; energy conservation; and geothermal and energy performance contracts. Discussions also provide an overview of new technologies and how to implement new technologies to help generate cost saving through decreased energy and water consumption.

### CONSTRUCTION

H3426-51  Michael Sheehan  5 sessions  $375  
Tuesday  February 2-March 8  7-9:30 p.m.  

*No class February 16.*

This course explores the myriad regulations and management challenges facing a school facilities manager overseeing construction at the school district level. Topics include SED regulations (RESCUE, bidding, specifications, Wicks Law), NYS DOL prevailing wage, blueprints, supervising projects, change orders, schedule of values, construction management firms, working with architects and engineers, understanding the trades and related areas.
Hofstra University, in association with the Certified Financial Planner Board of Standards Inc., offers an intensive program in financial services. This program prepares financial service professionals – accountants, attorneys, bankers, insurance agents, brokers and securities representatives – to better serve clients. Additionally, it prepares individuals with the educational requirements for a professional career in financial planning. To qualify for the Certified Financial Planner (CFP) exam (available only through the CFP Board of Standards Inc.), students must complete seven courses as follows: Fundamentals of Financial Planning, Risk Management and Insurance Planning, Investment Planning, Income Tax Planning, Employee Benefits and Retirement Planning, Estate Planning, and Certified Financial Planning Capstone Case Applications.

For information, call 888-237-6275 or visit www.cfp.net.

Note: Students are responsible for obtaining required materials and registering for the national examinations directly with the CFP Board of Standards. If you have questions about the program or would like to register, please call 516-463-7800.

### FUNDAMENTALS OF FINANCIAL PLANNING

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<td>H4131-51</td>
<td>Staff</td>
<td>12</td>
<td>$525</td>
<td>6:15-9:45 p.m.</td>
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This course introduces students to the fundamental issues of personal financial planning. It is designed to provide students with an understanding of the financial planning process, economic environment, time value of money, legal environment, financial analysis, and ethical and professional considerations in financial planning. The course is intended to be the first of a series of seven courses in a preparatory program for the CFP exam and is designed to meet the educational requirements for certification in the fundamentals of financial planning.

### RISK MANAGEMENT AND INSURANCE PLANNING

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<tr>
<td>H4132-51</td>
<td>Jack Chite</td>
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<td>Tuesday</td>
<td>January 26-April 26</td>
<td>No class February 16, March 29.</td>
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This course introduces students to the application of insurance planning and risk management in personal financial planning. It is designed to provide students with an understanding of identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation and principles of insurance taxation.
PROFESSIONAL DEVELOPMENT

EMPLOYEE BENEFITS AND RETIREMENT PLANNING
H4135-51  Steve Labiner  12 sessions  $525
Wednesday  January 27-April 27  6:15-9:45 p.m.

No class February 17, March 30.

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

ESTATE PLANNING
H4136-51  April Haupt  12 sessions  $525
Wednesday  January 27-April 27  6:15-9:45 p.m.

No class February 17, March 30.

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

BOOKKEEPING

Bookkeeping is the recording of all financial transactions undertaken by an individual or organization. The organization may be a business, charitable organization or local sports club. Bookkeeping involves keeping records of what is bought, sold, owed and owned; what money comes in, what goes out, and what is left. Individual and family bookkeeping involves keeping track of income and expenses in a cash account record, checking account register, or savings account passbook. Individuals who borrow or lend money track how much they owe to others or how much is owed from others. The following courses must be completed in order to receive a Bookkeeping Certificate. Courses may also be taken on an individual basis.

BOOKKEEPING I
H2115-51  Daniel Benjamin  9 sessions  $550
Monday, Wednesday, Friday  January 25-February 12  10 a.m.-2 p.m.

H2115-52  Joseph Cecchetto  12 sessions  $550
Monday, Tuesday, Wednesday  February 22-March 16  6:30-9:30 p.m.

This course introduces the principles of double-entry bookkeeping. Students learn the basics of preparing financial statements, how to analyze business transactions, working with a general ledger, preparing end-of-period worksheets and financial statements, and adjusting and closing entries.
This course continues the student’s study of bookkeeping. Emphasis is placed on specialized journals and ledgers. Other topics include payroll accounting, gross pay, employee deductions, employer’s taxes, net pay through the payroll register’s journal entries, income tax, Social Security tax, FICA and unemployment.

Prerequisite: Bookkeeping I

Through hands-on training, students learn how to create a QuickBooks company and modify the preset chart of accounts to suit individual needs. They also acquire skills in the many features that automate accounting functions, such as checking account reconciliation, tracking credit card transactions, invoicing customers, receiving payments and making bank deposits, writing checks and assigning amounts to specific expense accounts, paying bills, setting up inventory, tracking, and paying sales tax. Students learn how to create and customize QuickBooks reports and export them to Excel.

This course introduces students to the tools used to customize reports in Excel. Topics include absolute vs. relative cell referencing, linking worksheets, database features, financial functions, creating charts, and interfacing reports with QuickBooks.
All managers and business leaders need to be knowledgeable in accounting. By gaining an understanding of accounting, you can better plan, direct, control, evaluate, and ultimately modify your operations and processes in order to maximize your profits. This course starts with the “nuts and bolts” of accounting and builds to the understanding of financial analysis and financial statements (balance sheet, income statement and statement of cash flows). Learn to spot problems quickly so that you can correct them quickly. Concepts are reinforced through group exercise and discussion.

Thinking of starting your own business? Become an educated business owner by investing a few hours in yourself. This course covers some of the basics of small business ownership. Topics include incorporation vs. sole proprietorship, preparing a business plan, record keeping and tax obligations.

This course serves as a general overview of the field of forensic linguistics. It is a case-based approach to solving legal and law enforcement problems through linguistic analysis, focusing on the following applications of forensic linguistics:

- **Demographic Linguistic Profiles**: Dialectology, sociolinguistics and linguistic variation analysis.
- **Authorship Analysis**: Investigation and litigation support of identification conclusions.
- **Threat Level Analysis**: State-of-the-art techniques, based on thousands of FBI cases.

This course also introduces sociolinguistic variation as a crucial theoretical component of analysis and elucidates, through lecture, case study and workshop, forensic linguistic responses to terror, threats, and criminal communications.
Upon completion of the course, students will be able to assess which cases are appropriate for forensic linguistic analysis and explain the tools linguistics can bring to an investigation, and will have learned the principles by applying these tools to data from actual cases.

In addition to lecture and class-based exercises, students will work – in teams – on case analyses outside of class. Team findings will be discussed on Friday. Students can elect to receive Continuing Education units or 3 graduate credits.

For further information, please email June.M.Mullan@hofstra.edu.

About the Instructors: Robert Leonard and James Fitzgerald are the co-directors of the Institute for Forensic Linguistics, Threat Assessment and Strategic Analysis at Hofstra University.

James R. Fitzgerald is a violent crime consultant and forensic linguist with Academy Group, Inc. Formerly an FBI supervisory special agent and program director of forensic linguistic services for the FBI’s Behavioral Analysis of the Critical Incident Response Group, Mr. Fitzgerald focused his efforts on counterterrorism, threat assessment, and other forensic linguistics services. He created and developed the CTAD, a one-of-a-kind computer repository for all criminal-oriented communications in the United States. It was Mr. Fitzgerald’s groundbreaking forensic linguistic work on the Unabomber case that led to the FBI’s recognition of the necessity of forensic linguistics.

Robert A. Leonard, Ph.D., is professor of linguistics and director of the Graduate Program in Forensic Linguistics. As a forensic linguist, Dr. Leonard has provided expert opinions to clients that include the FBI, Apple, Inc., the prime minister of Canada, Facebook, the NYPD Hate Crimes Task Force, and the U.S. Department of Justice, in cases dealing with murder, espionage and terrorism, as well as a wide range of civil cases. He has been qualified as a forensic expert witness in linguistics and language in 12 state courts and two federal courts. A Fulbright Fellow for his Ph.D. research, he earned a Ph.D. from Columbia University where he was a Faculty Fellow. He is lead researcher at Robert Leonard Associates, a consulting firm.

PROFESSIONAL DEVELOPMENT

NEED SOME EXTRA HELP?

Hofstra University Continuing Education offers one-on-one tutoring by CE instructors in many of the subject areas in which we offer courses:

- Test preparation
- Microsoft Office
- Writing and editing
- Social media
- Web design
- Public speaking and communication skills
- American Sign Language
- Digital photography
- Photoshop
- and more

Fee: $100 per hour

For more information, call Betty Ann Friedfertig at 516-463-7139.
PROFESSIONAL DEVELOPMENT

CAREERS AND TRANSITIONS

REBOOT OR RETIRE: NAVIGATING THE WATERS OF REINVENTION FOR BABY BOOMERS

U7305-51  Gerry Laytin  5 sessions  $285
Wednesday  February 24-March 23  6:30-8:30 p.m.

In the words of retirement consultant and writer Phil Burgess, “Retirement is a shopworn practice well past its ‘use by’ date.” If we “adjusted the retirement age of 65 to reflect today’s longevity since 1935 when Social Security first began, America’s official retirement age would be 82!” So what do we do with ourselves when our careers are over, and we aren’t quite ready to “hang up our spurs”? In this class, we will examine this question as well as possible reasons for reinventing yourself. And we will work together to identify your reinvention goals, create a reinvention budget, brainstorm potential jobs, and explore strategies to deal with fear and maintain your motivation and morale, as well as debunk some of the reinvention, retirement and aging myths that may be holding you back from achieving the life you imagine.

NOT-FOR-PROFIT MANAGEMENT

For more information and advisement on course selection and requirements, please call 516-463-6331, email debbi.honorof@hofstra.edu or visit ce.hofstra.edu/AFP.

Hofstra University Continuing Education, in partnership with the Association of Fundraising Professionals-Long Island Chapter (afpli.org), offers an 80-hour certificate in Not-for-Profit Management in a Changing World. The program is designed for not-for-profit administrators and staff, board members and volunteers, and individuals who may be interested in changing careers. In recent years, not-for-profits have had to dramatically change the way they operate. Scarcity of resources to support not-for-profits, the proliferation of social media and information technology, stricter government oversight, more savvy donors, an increased emphasis on outcomes measurements, and the need to build sustainable organizations have affected the way not-for-profits do business. Even seasoned not-for-profit professionals who want to remain current in the field will benefit from the courses offered in this certificate program. Courses may also be taken on an individual basis without participating in the certificate program. AFP members receive a 10 percent tuition discount.

CERTIFICATE IN NOT-FOR-PROFIT MANAGEMENT IN A CHANGING WORLD

Required Courses (12 hours each):
• Fundamentals of Not-for-Profit Management in a Changing World
• Building a Sustainable Fundraising Program
• Not-for-Profit Finance and Legal Issues
• Board, Staff and Volunteer Management
• Integrated Marketing, Communications and PR for Not-for-Profits
Elective Courses (choose four courses from the list below; 5 hours each):

- Creating Special Events for Not-for-Profits
- Creating Programming for Not-for-Profits
- Strategic Planning for Not-for-Profits
- Digital and Social Media for Not-for-Profits
- Grant Writing in a Challenging Economy
- Creating a Major Gifts Program
- Building a Strong Board
- Outcomes Assessment Methods
- Donor Prospect Research and Information Management

FUNDAMENTALS OF NOT-FOR-PROFIT MANAGEMENT IN A CHANGING WORLD

H1801-51  Cynthia Doerler  4 sessions  $330
Thursday  February 25-March 17  6-9 p.m.

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

BUILDING A SUSTAINABLE FUNDRAISING PROGRAM

H1802-51  Patricia Clemency  4 sessions  $330
Tuesday  March 1-22  6-9 p.m.

In these times of increased demand for services and more limited funding, building a sustainable base of support in a not-for-profit organization has never been more important. This course explores the path to sustainability, with best practices that create a more compelling case for support, including a diversified funding strategy that reduces dependency on special events and generates new prospect pipelines, while building donor engagement and loyalty. Your mission matters, and strengthening your fundraising capacity will allow your organization to survive and thrive regardless of the economic climate.

NOT-FOR-PROFIT FINANCE AND LEGAL ISSUES

H1803-51  Stephen Young  4 sessions  $330
Wednesday  February 24-March 16  6-9 p.m.

This course offers a hands-on opportunity to review the important tools needed for successful fiscal oversight. You will have the chance to take a detailed look at a not-for-profit budget and ultimately develop one on your own. You’ll also examine additional financial documents, including IRS form 990, the certified audit, profit and loss statements, and cash flow statements. The fiduciary responsibilities of the board and financial staff will also be reviewed. The course also explores potential legal issues affecting not-for-profits.
**BOARD, STAFF AND VOLUNTEER MANAGEMENT**  
H1804-51  
Wednesday  
Stephen Young  
4 sessions  
$330  
March 23-April 13  
6-9 p.m.

In a not-for-profit organization, the board, staff and volunteers have different roles and require a variety of skills, yet all need to interact cohesively for the organization to flourish. This course offers practical solutions for motivating and developing each group for maximum growth and benefit.

**INTEGRATED MARKETING, COMMUNICATIONS AND PR FOR NOT-FOR-PROFITS**  
H1805-51  
Tuesday  
Mindy Wolfle  
4 sessions  
$330  
April 5-26  
6-9 p.m.

Successful not-for-profit marketing helps position an organization in the hearts and minds of constituents, allowing the organization to better fulfill its mission. With today’s decreasing budgets and increasing competition for limited financial resources, strategic marketing for not-for-profits is more important than ever. This course provides an immersion in best practice marketing concepts and affordable tactics related to marketing the not-for-profit organization to members and constituents, donors and the community. Practical lessons draw from real-world business situations that not-for-profit professionals face every day.

**CREATING SPECIAL EVENTS FOR NOT-FOR-PROFITS**  
H1806-51  
Monday  
Kathy Munsch  
2 sessions  
$135  
March 7, 14  
6-8:30 p.m.

Not-for-profit special events are important fundraising and awareness-building tools, but planning successful special events requires a range of skills, including ingenuity, attention to detail, and the ability to delegate tasks to staff, board members and volunteers. In this course, you’ll learn how to plan dynamic special events and use them as opportunities to introduce prospective donors to your organization.

**CREATING PROGRAMMING FOR NOT-FOR-PROFITS**  
H1807-51  
Monday  
Stephen Young  
2 sessions  
$135  
April 11, 18  
6-8:30 p.m.

In today’s challenging economic environment, not-for-profits usually require multiple revenue streams in order to survive, and programming can often provide that income. Additionally, funders are often attracted to organizations that offer creative and sustainable programs. This course will explore myriad programming options, as well as give you the tools to develop this important part of your organization’s service delivery.
### DIGITAL AND SOCIAL MEDIA FOR NOT-FOR-PROFITS

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<tr>
<td>H1809-51</td>
<td>Kevin Ryan</td>
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**Wednesday**
April 6, 13
10 a.m.-12:30 p.m.

Times have changed, and it’s becoming more difficult for not-for-profit organizations to gain the attention of potential donors, members and volunteers. Traditional methods no longer work. This information-packed course will help you understand and utilize some of today’s important digital and social media trends, including Facebook, Twitter, YouTube, Pinterest and Google+. You’ll also learn effective email and mobile marketing strategies and tactics, as well as best practices in website design, Google and Facebook ads, and much more.

### GRANT WRITING IN A CHALLENGING ECONOMY

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<tr>
<td>H1810-51</td>
<td>Cynthia Doerler</td>
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**Thursday**
March 24, 31
6-8:30 p.m.

Grants are an important part of any not-for-profit’s fundraising efforts, but in these challenging economic times, foundations and corporations have been forced to reduce the number of projects they fund. Therefore, developing the skills to most effectively present your project is more important than ever. This course covers the basics of grant writing, including researching grant opportunities, deciding which grant opportunities to pursue, understanding proposal guidelines, writing an effective proposal, following up, measuring outcomes, and reporting.

### CREATING A MAJOR GIFTS AND PLANNED GIVING PROGRAM

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<tr>
<td>H1812-51</td>
<td>Patricia Clemency</td>
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**Tuesday**
April 5, 12
6-8:30 p.m.

This course will help you prepare to launch or expand a major gifts program with a systematic strategy for success. You’ll explore the steps needed to create a major gifts campaign as a logical part of a diversified funding plan. Topics include determining institutional readiness, engaging the board in giving and getting major gifts, building pipelines of prospective donors from other revenue streams, prospect research, face-to-face solicitation, and donor cultivation and recognition. It’s just as easy to ask for large gifts as it is to ask for small gifts!

### BUILDING A STRONG BOARD

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<tr>
<td>H1813-51</td>
<td>Kathy Munsch</td>
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**Monday**
March 21, April 4
6-8:30 p.m.

What makes a not-for-profit board truly effective? This course is designed to identify the key components in strengthening boards and building volunteer opportunities. The focus will be on driving board members from interest to engagement through meaningful volunteer roles, and strategies for recruiting, stewarding and retaining board members.
In today’s information age, prospect research and information management have become an important tool in finding and cultivating donors with interest in our causes and the capacity to give. This course provides students with the practical skills needed to develop and utilize research for fundraising efforts. Within an ethical context, students are introduced to assorted research tools, methods and strategies for the cultivation and solicitation of gifts.

Spend three days earning a certificate in social media marketing while gaining the knowledge necessary to market your business in today’s high-tech world. Participants will learn website design, e-commerce, content marketing, search engine optimization (SEO), Google Analytics, mobile marketing and blogging, as well as how to use Facebook, Twitter, LinkedIn, and other social media platforms to meet their business goals. This program allows students ample opportunity for hands-on learning in a computer lab.

Are you a business owner who has heard that LinkedIn can be a great sales tool but can’t seem to find the time to make it happen or aren’t sure how to do it? Are you a salesperson (or sales team leader) who is concerned about making your numbers and wants to learn a creative way to share expertise, extend in-person networking efforts, and maximize the time spent looking for prospects? Are you a job seeker who is fearful that your resume ends up in a black hole when you apply online? This introductory class will help you build or polish your profile, acquire the skills to navigate the LinkedIn site, and learn to send and accept/decline invitations. If time permits, we will touch on how to share your expertise, give and receive recommendations, and more.
SEO: WHAT YOU NEED TO KNOW
H1110-51  Jerry Allocca  1 session  $75
Tuesday  March 8  10 a.m.-noon

Update your Internet marketing skill set with this search engine optimization (SEO) course for beginners, taught in plain English. Learn about today’s SEO practices and discover how to rank higher on search engines and be more visible when people are searching for what your company or organization specializes in. Find out how search engines rank Web pages using on-page and off-page factors, learn how to avoid violations, and explore 27 proven ways to create magnetic content that will build valuable links and get other sites to send traffic to your page.

FACEBOOK FOR BUSINESS: A HANDS-ON COMPUTER LAB
H1306-51  Kevin Ryan  3 sessions  $175
Wednesday  April 6-20  6:30-8:30 p.m.

With more than a billion active users, your customers are on Facebook, and they expect you to be there as well. This comprehensive, hands-on course takes place in a computer lab, where you will learn the best practice basics to create a Facebook page for your business, how to build your fan base, how to engage your customers, how to prepare and use Facebook advertising, and how to use Facebook Insights to analyze your success. It is recommended that all students have a personal Facebook account before starting a business account.

E-COMMERCE: FROM START TO … SUCCESS!
H1120-51  Kevin Stoner  2 sessions  $120
Monday  March 14, 21  6:30-8:30 p.m.

If you’re starting or growing a business, making the Web a part of your sales toolbox or marketing plan is a critical step in the process. In this class, we’ll investigate online shopping trends and best practices for providing an exceptional online shopping experience. We’ll discuss the practical steps you can take in developing and deploying your online business, tips on driving repeat business and capitalizing on cross-sells and up-sells, and the role of search engines and social media in e-commerce. At the end of this course, you are sure to say, “I can (and must) do this!”

HOW TO MEASURE THE SUCCESS OF DIGITAL AND SOCIAL MEDIA
H1111-51  Jerry Allocca  1 session  $75
Thursday  March 24  10 a.m.-noon

One of the most important questions facing marketers today is, “What is the return on investment of my digital marketing efforts?” Online analytics tools help answer that question by showing you where your website visitors are coming from, what they’re doing while on your website, and what is driving conversions/desired outcomes. This class will help you get the most out of Google Analytics and help you better identify the marketing efforts that are making you money, and those that are wasting your money.
**INTRODUCTION TO DIGITAL AND SOCIAL MEDIA**

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<td>H1100-51</td>
<td>Kevin Ryan</td>
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More than ever before, consumers are in control of when, where, and how they are marketed to. This means that if you are still relying on traditional advertising as your sole source of marketing, you will quickly be left behind. This course will help you understand and utilize some of today’s important digital and social trends. This is an ideal class for the business professional who wants a better grasp of the rapidly changing world of digital and social media marketing. Topics to be covered include:

- Social media, including Facebook, LinkedIn, Twitter, YouTube, Pinterest and Google+
- Mobile marketing
- Website functionality, SEO, SEM (Google Adwords), blogs, and content management
- Social media analytics

**CONTENT MARKETING: 27 PROVEN CONTENT STRATEGIES TO GET YOU LIKED, SHARED AND HUMMING WITH TRAFFIC**

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<tr>
<td>H1124-51</td>
<td>Jerry Allocca</td>
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Advance in your current career and/or update your career skill set with the latest and greatest trend in Internet marketing. Step by step, and backed by client success stories, the instructor presents 27 ways to create magnetic content that sticks, makes brands more memorable, and adds online visibility to your organization. You’ll leave the workshop with ideas that you can implement right away!

**MOBILE MARKETING: EVERYTHING YOU NEED TO KNOW**

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<td>H1149-51</td>
<td>Jerry Allocca</td>
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Join us to learn how to navigate today’s most important mobile marketing channels, including what makes each one different and how to select the best ones for marketing your organization or industry. Explore and understand mobile responsive websites and landing pages, mobile search advertising and banner ads, text message marketing, QR and short codes, mobile apps on Apple and Android platforms, and mobile measurement and analytics. You will leave this class with a working knowledge of all the different ways you can utilize – and leverage – the mobile space.
TWITTER FOR BUSINESS: A HANDS-ON COMPUTER LAB
H1104-51 Beth Granger 1 session $75
Thursday April 14 6:30-8:30 p.m.

With more than 200 million people worldwide using Twitter for business and personal success, it is important to have an understanding of this micro-blogging site. This comprehensive, hands-on course takes place in a computer lab, where the instructor will help you set up your Twitter profile so that you can connect to thought-leaders within your field, as well as potential business clients. In addition, we will discuss how to increase your following, how to effectively use hashtags for conversation and information tracking, and how to engage with your audience to extend your business reach. It is recommended that all students register for a Twitter account prior to the start of the course. Enrollment is limited.

BLOGGING: EVERYTHING YOU NEED TO KNOW TO START A BLOG
U6220-51 Sandra Mardenfeld 4 sessions $230
Sunday February 28-March 20 Noon-2 p.m.

Ever thought about starting a blog? Then this class is for you! You will learn about free blogging software and how to find a viable topic to write about. We cover the best way to write a blog; how to develop your tone; search engine optimization techniques to help get you noticed; basic design concerns; how to use multimedia; ways to monetize; and how to use social media, link exchanges and other methods to market your blog.

BEYOND BLOGGING
H1333-51 Sandra Mardenfeld 3 sessions $175
Sunday April 3-May 1 Noon-2 p.m.

No class April 10, 24.

If you are a blogger searching for new content or if you want to jazz up your website offerings, this class is for you. Learn how to produce a podcast, make and publish smartphone videos, create infographics, write and record material for multiplatform news stories and features, and use social media to produce content for your blog or website while extending your readership.

COMMON CORE TEACHING FOR THE 21ST CENTURY STUDENT

MANAGING THE DIGITAL CLASSROOM
H2100-51 Adam Hyman 3 sessions $250
Saturday April 2-16 9 a.m.-noon

Studies show that technology is a great motivator for students, but how can a teacher effectively integrate it into the classroom on a daily basis? From using the interactive whiteboard for everyday classroom management and lessons to using a document camera to capture students’ work for their portfolios to addressing cyberbullying and online Common Core collaboration, this workshop series offers strategies, lesson ideas, and digital communication management tips for optimally using a wide variety of technological tools and helping students build 21st-century skills.
PROFESSIONAL DEVELOPMENT

TEACHING COMMON CORE THEMATIC UNITS THROUGH TECHNOLOGY INTEGRATION

H2101-51  Adam Hyman and Jeff Moss  4 sessions  $500
Saturday  April 30-May 21  9 a.m.-noon

Learn how to create Common Core-aligned thematic units for your students. Adam Hyman, author of *Managing the Digital Classroom*, and Jeff Moss, recipient of the Bernard Cohen Award and 2012 NYC Social Studies Teacher of the Year, have created hands-on, interactive thematic units throughout their school — integrating technology, social studies, science, art, music and physical education into engaging units of study. Impress your administrators as you engage and inspire your students. Enhance any unit of study by including creative techniques that will ultimately help and enrich students of all ages and abilities.

BUSINESS COMMUNICATIONS

BECOME A CONFIDENT BUSINESS WRITER!

U6330-51  Mindy Wolfle  3 sessions  $175
Tuesday  March 1-15  6-8 p.m.

Countless business and not-for-profit professionals are not trained writers, yet they’re expected to write every day, producing letters, proposals, and email messages that communicate a great deal about themselves and their employers. Many don’t feel comfortable writing and worry about the impression they’re making on clients and colleagues. Designed for people in the business and not-for-profit world, this interactive course guides students through the principles and practices of effective communication. Students work on writing assignments while learning about grammar, clarity, precision, style and more. An understanding of the relationship between writing, spoken communication and overall business relations is gained through practical lessons and assignments drawn from real-world situations that business professionals face every day; a special section on digital communication addresses the challenges of using this medium.

CONFIDENT COMMUNICATIONS

H1198-51  Gerald Laytin  6 sessions  $330
Tuesday  February 23-March 29  6:30-8:30 p.m.

Effective communication is at the core of every successful personal and professional relationship. If you work a 40-hour week, you spend at least 2,000 hours a year at work, so it’s important to spend that time communicating effectively with colleagues, clients and the public. You want to talk so that people listen — and listen so that people talk. In this highly interactive course, communications coach Gerry Laytin guides you through the process of becoming a more effective communicator. You’ll explore the four basic communication styles, determine where you fall on that spectrum, and learn how to converse with individuals in the other three quadrants. You’ll also learn how to run a successful meeting, make a persuasive presentation, make the most of a media interview, dress for success, craft an “elevator pitch,” and form and nurture new business relationships. We also discuss body language, successful networking, negotiating skills, and tips and techniques for coaching others in your organization.
PROFESSIONAL DEVELOPMENT

PUBLIC SPEAKING WITH CONFIDENCE
H1221-51 Gerald Laytin 5 sessions $285
Monday February 22-March 21 6:30-8:30 p.m.

Speaking with confidence, conviction and clarity can make all the difference in your personal and professional life. With some tried, tested and proven-to-be-effective techniques, this course can help you become less self-conscious and learn to enjoy speaking in public. This class covers many aspects of public speaking, including coping with nerves, tips for delivery, organizing content, and adding interest. We will also discuss ways to build your self-confidence, which in turn will make you a better speaker. We will cover different types of speeches and conduct a mini-presentation that will bring out the inner speaker in you.

BUSINESS IMPROV
H1154-51 Al Isaacs 6 sessions $340
Thursday February 25-March 31 6:30-8:30 p.m.

Learn how to harness the power of improvisation and make it work for your career. The instructor uses improvisation activities to transform each participant into a great team member and leader. Whether we know it or not, we all use improvisational skills in the workplace when we deal with clients and colleagues. Honing these skills will lead to better business interactions and a more productive work environment. Whether you need to think faster on your feet, deal with customers, interact with team members, present new ideas, or brainstorm better, Al Isaacs will show you how!

DESIGN AND GRAPHIC ARTS

DIGITAL DESIGN FOR BUSINESS
T9501-51 Staff 20 sessions $950
Tuesday, Thursday April 21-July 5 6:30-9:30 p.m.
No class April 26, 28.

Creative students — or those who are looking to become more creative — will learn design skills by working on projects such as logo design, photo retouching, advertising design, full-color brochures, label design, poster design, package design, Web design and animation. Students will be introduced to the Adobe Creative Suite software programs on Mac computers, including Illustrator, Photoshop, InDesign, Flash, Photoshop, Basic HTML and TSS, and Word Press. Note: Classes are held at the Nassau BOCES Barry Tech facility in Westbury.

ADOBE PHOTOSHOP FOR DESIGN: A HANDS-ON COMPUTER LAB
U5432-51 Lockheed Lee 5 sessions $275
Tuesday, Thursday February 23-March 8 6-8 p.m.

Adobe Photoshop is the industry standard in digital image editing. In this course, you will learn how to use Adobe Photoshop and its tools to design flyers, print media, and Web marketing and communications, while focusing on areas such as photo retouching and manipulation, art effects, type effects and color correction. In the first session, you will be provided with images. After that, you will experiment using images saved to your own thumb or jump drive. Prerequisite: Basic PC skills
PROFESSIONAL DEVELOPMENT

CULINARY INSTITUTE

Hofstra University Continuing Education and Nassau BOCES offer an exciting, professional-level, fast-paced culinary arts program designed by professional chefs. Students are immersed in the art and science of quality food preparation and service while learning all of the basic and advanced techniques of food preparation as well as safety, sanitation and nutrition. In this competitive, accelerated training program, aspiring chefs gain technical skills and develop a solid foundation for success in the fast-paced culinary industry.

For more information and advisement on course selection and requirements, please call Seth Liebstein at 516-463-6961 or email seth.liebstein@hofstra.edu.

SCHOOL FOR CULINARY ARTS
U3650-51 Staff 70 sessions $8,400
Monday-Thursday February 24-July 7 6-10 p.m.

Participants focus on the skills necessary to obtain employment as a prep cook, line cook or higher administrative position such as sous chef or executive chef. Students learn techniques and skills necessary to work in cold and hot food preparation; sauce, soup, stock and vegetable cookery; as well as vegetable and starch cookery, meat fabrication and entrée-based cooking.

SCHOOL FOR BAKING AND PASTRY ARTS
U6351-51 Staff 70 sessions $8,400
Monday-Thursday March 7-July 19 6-10 p.m.

This program offers in-depth experience and hands-on skills designed for individuals interested in entering the field as culinary professionals. The School for Baking and Pastry Arts will prepare students for employment in settings such as bakeries, hotels, catering halls, and private specialty shops.

For each program: Students learn basic knife skills and maintenance of state-of-the-art industrial kitchen equipment. The curriculum covers local and national health codes, as well as training for the ServSafe and Nassau County Board of Health Exams. Interest-free payment plans are available. Tuition includes uniforms, books and cutlery.

Note: Classes are held at the Nassau BOCES Barry Tech facility in Westbury.

SPORTS JOURNALISM INSTITUTE FOR TEENS

Sports journalism is a rapidly growing field that focuses on reporting of sports-related topics and sporting events. Sports journalism’s fundamentals include researching a topic, interviewing skills, the ability to be organized and prepared to go on the air, and the importance of writing and how to do so for radio and television. Our sports journalism/broadcasting programs are designed to prepare aspiring broadcasters with the basic skill sets they will need to succeed in the television and radio industry. The courses include lessons from professionals who have broadcast on every level and handled all types of stories,
including news, sports, and entertainment. Courses may be taken individually or as part of a certificate program that requires successful completion of eight (8) courses.

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

**SPORTS JOURNALISM CERTIFICATE PROGRAM**

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

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

**SPORTSCASTING 101 FOR TEENS (GRADES 6-12)**

<table>
<thead>
<tr>
<th>Cost</th>
<th>Sports Journalism Staff</th>
<th>5 sessions</th>
<th>$699</th>
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<tbody>
<tr>
<td>$699</td>
<td>H0831-51</td>
<td>5 sessions</td>
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<tr>
<td>Monday-Friday</td>
<td>April 25-29</td>
<td>9 a.m.-4 p.m.</td>
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</table>

Register by March 1 and receive a $100 discount.

This training course allows us to focus on the development of the sportscasting skill sets you will need to become a broadcaster. You will learn about the different roles involved in a sports broadcast, and what career options are available. This course will give each student a chance to partake in every aspect of broadcasting, including:

- Writing for TV and radio
- Blogging and the use of social media
- Interviewing as a reporter or a host
- Reading from a teleprompter
- Preparing for a play-by-play broadcast at a sporting event
- Anchoring your own sports show
- Handling pre- and postgame shows
- Roundtable discussions

If your dream is to become the next Mike Breen, Bob Costas, Robin Roberts or Marv Albert, this is the course for you.
Surely everyone has watched the news or sports on television and has seen a reporter ask questions. And surely you have either been impressed with those questions or you were left wondering, Why did he/she ask that? It takes organization and preparation to conduct a good interview. In this workshop, each student will determine what constitutes a good question, learn how to organize notes, and determine how to ask follow-up questions. Students also utilize the instructor’s memorization techniques and gain the confidence to be flexible with their questions and the interview.

If you are a sports fan and are getting ready to watch the big game, you have most likely checked out the pregame show, which usually airs for about 30 minutes prior to tip-off/kickoff/etc. Have you ever dreamt of sitting in that seat? In this seminar, students learn all the ins and outs of pregame and postgame shows, for both radio and television. The importance of preparing for your show begins with research about the teams that will be playing, knowing all the details about the players and coaches, as well as having knowledge about recent and past history. Often, your pregame and postgame shows are driven by one specific team. You learn how to be an authority on “your team” while also sounding like an expert about the “road team.” The postgame show involves recapping what just happened. You learn how to interact with a winning or losing coach, recap the game, throw to a sound bite, and more. Are you ready to be the voice and face of a team? Take this class and you will develop the skills and techniques necessary to one day make that dream come true.

When you have an idea or opinion, you want it to be heard. In this seminar, students learn what it means to host a roundtable discussion, as well as be on the panel of experts. It is important to be open-minded while having debates, but also be strong in your convictions. Students learn both of these traits and so much more. Question asking is an important tool, and is a main focus for all students in this class. If you’re ready to hop in the chair and lead a group of sports reporters, make sure you sign up for this seminar. You could be the next Dick Schaap, John Saunders, Mike Lupica, Michael Wilbon or John Feinstein.
HEALTH CARE INFORMATION TECHNOLOGY

Health care information technology is the intersection of information science, computer science, and health care. Billions of federal dollars are spent on health care IT, and hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in health care information technology! The program’s online learning platform provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles. Each course features approximately 24 hours of material. Students are encouraged to spend at least four hours a week on course work to complete the course in a timely fashion. The Health Care Information Technology Certificate Program requires successful completion of eight (8) courses (seven required courses and one prerequisite). Courses may be taken on an individual basis without participating in the certificate program.

HEALTH CARE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

Prerequisite Courses (choose one):
T2090 – Introduction to Health Care Studies*
T3190 – Java Programming
*Designed for students with no prior health care experience

Required Courses:
T5205 – Database Management Systems
T2010 – Introduction to Health Information Technology (HIT)
T2085 – Electronic Medical Records (EMR) Implementation
T2030 – Health Care Data Warehousing and Analytics
T2020 – Security, Privacy, and Regulation Issues in HIT
T2060 – Fundamentals of Health Informatics
T2040 – Health IT Projects: Processes, Controls and Quality

INTRODUCTION TO HEALTH CARE STUDIES
T2090-51 Sharon Borzone ONLINE $740

This course provides students with a basic knowledge of anatomy and the body’s systems, including the functioning of the skeletal and muscular systems. We also cover the circulatory, nervous, respiratory, digestive, and endocrine systems. The focus is on the knowledge needed for an employee who does not work directly with patients.
JAVA PROGRAMMING
T3190-51 Alex Pelaez ONLINE $350

This course provides software developers with knowledge and skills to use Java to build Internet and Intranet applets and Windows applications. Topics include an overview of the Java Virtual Machine, Java classes and methods, instantiating Java objects, access methods, creating Java applets and the Java applet lifecycle, inheritance and polymorphism, and Java Class Libraries.

*This is a self-paced course. The estimated course completion is 5 weeks.

INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY (HIT)
T2010-51 Alex Pelaez ONLINE $740

Health information technology is the fastest-growing segment of the health care industry. Recent government initiatives are dedicating billions of dollars to this field for the purpose of driving down costs through increased quality of care, decreased error rates, and more expedient claims adjudication, payment and fraud detection. Students learn how the technologies and policies affect various stakeholders in the environment — patients, providers (hospitals and doctors), payers (insurance companies and FSA holders) and government (CMS, Medicare, HHS, DOJ, etc.). Topics include provider health systems, payer systems, patient systems, and government policy and oversight.

DATABASE MANAGEMENT SYSTEMS
T5205-51 Michael Devlin ONLINE $350

January 25-March 3

Course topics include conceptual, logical, and physical database design, including data normalization and integrity constraints. The course requires designing and implementing databases using a mainframe and/or micro DBMS. It brings students through the database development process from the database concept; moving through conceptual, logical and physical modeling; and concluding in the creation of a physical database. The course concludes with an introduction to the SQL language and querying databases.

*This is not a self-paced course. Course work is scheduled with deadlines.

FUNDAMENTALS OF HEALTH INFORMATICS
T2060-51 Sharon Parlia ONLINE $740

This course is designed to introduce health informatics at a level appropriate for non-IT professionals. It is a practical course that emphasizes how to use computers to solve some central problems in coordinating the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health care. Topics include the nature of health care data; their exchange and analysis; challenges surrounding clinical data storage and retrieval; medical imaging systems; telemedicine; and the management of health care information.
**ELECTRONIC MEDICAL RECORDS (EMR) IMPLEMENTATION**  
T2085-51  
Sharon Parlia  
ONLINE  
$740

The adoption of electronic medical records (EMR) represents one of the major initiatives facing the health care industry, with the federal government providing $19 billion in funding to physicians, hospitals and related institutions for its implementation. Beyond the typical complexities of implementing any large-scale architectural initiative, EMR presents unique challenges to information technology and medical professionals alike. The intricate integration of clinical and technical knowledge requires individuals with the ability to face technical hurdles within the dynamic nature of health care. Learn how to navigate the process of workflow analysis, benefit/expense, meaningful use criteria, and clinical requirements configuration.

**HEALTH CARE DATA WAREHOUSING AND ANALYTICS**  
T2030-51  
Ramachandran Venugopal  
ONLINE  
$740

This course examines the importance of data warehousing for both providers and payers. It provides the student with an overview of data warehousing technologies for OLAP and considers the importance of analytics throughout the health care information technology environment. It also examines the use of data warehouses for clinical analysis used by hospitals, researchers and government agencies; medical management for the purposes of minimizing costs while providing quality care; and underwriting risk for group policies. Additional topics include database design, ETL, and data mining.

**SECURITY, PRIVACY, AND REGULATION ISSUES IN HIT**  
T2020-51  
Omar Jimenez  
ONLINE  
$740

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

**HEALTH IT PROJECTS: PROCESSES, CONTROLS AND QUALITY**  
T2040-51  
Omar Jimenez  
ONLINE  
$740

This course examines project management for health IT projects, and provides an overview of the processes specific to HIT as they relate to meeting regulatory standards and privacy concerns. Put into action the skills you’ve learned in the previous courses. As part of a team, you will develop and complete a plan for a project. As you go along, your team will provide updates to “management.” At the end of the course, your team will formally present its project deliverables.
ADDITIONAL HEALTH CARE COURSES

HUMAN ANATOMY
U1881-51 Sharon Borzone 3 sessions $305
Tuesday, Thursday March 15, 17 6:30-9:30 p.m.
Saturday March 19 9:30 a.m.-4:45 p.m.

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

ADULT CPR-AED CERTIFICATION
H1151-51 Tom Gargiulo 1 session $100
Sunday April 3 10 a.m.-2 p.m.

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

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

NEED SOME EXTRA HELP?
Hofstra University Continuing Education offers one-on-one tutoring by CE instructors in many of the subject areas in which we offer courses:
• Test preparation
• Microsoft Office
• Writing and editing
• Social media
• Web design

Fee: $100 per hour
For more information, call Betty Ann Friedfertig at 516-463-7139.
PROFESSIONAL DEVELOPMENT

>> INFORMATION TECHNOLOGY <<

For more information and advisement on course selection and requirements, please call Seth Liebstein at 516-463-6961 or email seth.liebstein@hofstra.edu.

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

CODING INSTITUTE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
<th>Dates</th>
<th>Time</th>
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<tr>
<td>T4000-51</td>
<td>Jay Mir</td>
<td>10</td>
<td>$750</td>
<td>April 5-May 5</td>
<td>6:30-8:30 p.m.</td>
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</table>

In this introductory course, we will study the fundamentals of coding in an applied learning classroom – coding as we go! From the first day of class, we will be building and coding a responsive, mobile-friendly website as we begin to uncover the fundamentals of Object-Oriented Programming (OOP), while building an app in a collaborative environment. Students will enhance their technical, problem-solving, and communication skills – all of which are highly valuable in today’s evolving workforce.

PROJECT MANAGEMENT

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

PROJECT MANAGEMENT CERTIFICATE PROGRAM

**Required Courses:**
T8010 – Project Management
T8025 – Microsoft Excel and Microsoft Project for Project Managers
T8040 – Capstone Course in Project Management and Implementation

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

T8010-51  Raymond Murphy  
10 sessions   $980  
Monday, Wednesday  January 20-February 24  
6:30-9:30 p.m.  
No class February 15.

If you’ve recently been promoted to a project/program management position, or you’re thinking about seeking such a position, or you simply want to learn how to manage your own workload and time more efficiently, start here! With a curriculum based on the *PMBOK Guide* (Fifth Edition), this course covers the processes and phases of the project/program life cycle, with anecdotal discussion and examples to help you understand the applicability of project management tools and techniques. Topics include project management processes; the project plan; and management of a project’s scope, time, cost, quality, human resources, communications, risk, procurement and contracts/contractors. Required textbook: *A Guide to the Project Management Body of Knowledge (PMBOK Guide)*, Fifth Edition, published by Project Management Institute, ISBN: 1935589679.  
Prerequisites: Basic PC skills and knowledge of Microsoft Excel

### MICROSOFT EXCEL AND MICROSOFT PROJECT FOR PROJECT MANAGERS

T8025-51  Raymond Murphy  
6 sessions   $495  
Monday, Wednesday  February 29-March 16  
6:30-9:30 p.m.

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

### CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

T8040-51  Raymond Murphy  
8 sessions   $815  
Monday, Wednesday  March 30-April 25  
6:30-9:30 p.m.

Put into action the skills you’ve learned in the previous two courses. As part of a team, you will develop and complete a plan for a four-week project. As you go along, your team will provide updates to “management.” At the end of the course, your team will formally present its project deliverables.  
Prerequisites: Project Management and Microsoft Excel and Microsoft Project for Project Managers
**PROFESSIONAL DEVELOPMENT**

### PMP® PREP COURSE

<table>
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<th>Course Code</th>
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<th>Sessions</th>
<th>Fee</th>
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<tr>
<td>T8001-51</td>
<td>Raymond Murphy</td>
<td>5</td>
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**Saturday**

*April 30-June 4
9 a.m.-4 p.m.*

*No class May 28.*

Hofstra University Continuing Education’s PMP Prep Course is structured for students to prepare for the PMP exam to earn the Project Management Professional certification offered by PMI. It is intended for experienced project managers who already have a background in project management practices and fundamentals. Students taking the course should plan to take the PMP exam as soon after completing the course as possible. Each student is expected to apply during the course for PMI permission to sit for the exam. Help will be provided in completing the application. The course will cover the five life cycle process groups, 10 knowledge areas, and 47 project management processes of the *PMBOK Guide* (Fifth Edition), plus a section on professional ethics. In addition, material frequently asked on the exam but not covered in the *PMBOK Guide* will be included. This review course is focused on what you need to know to pass the exam.

### FRONT-END WEB DEVELOPMENT

The World Wide Web has proven to be the driving force – both economically and creatively – of the 21st century. Choose from a variety of course options and outcomes, taking courses either separately to develop or refresh your expertise, or in our structured Front-End Web Development Certificate Program.

**The Front-End Web Development Certificate Program is being redesigned for spring 2016. Please call Seth Liebstein at 516-463-6961 for details.**

### INTRODUCTION TO CODING, WEBSITE AND APP DEVELOPMENT

<table>
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<tr>
<th>Course Code</th>
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<th>Sessions</th>
<th>Fee</th>
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<tbody>
<tr>
<td>T4000-51</td>
<td>Jay Mir</td>
<td>10</td>
<td>$750</td>
</tr>
</tbody>
</table>

**Monday, Wednesday**

*April 5-May 5
6:30-8:30 p.m.*

In this introductory course, we will study the fundamentals of coding in an applied learning classroom – coding as we go! From the first day of class, we will be building and coding a responsive, mobile-friendly website as we begin to uncover the fundamentals of Object-Oriented Programming (OOP), while building an app in a collaborative environment. Students will enhance their technical, problem-solving, and communication skills – all of which are highly valuable in today’s evolving workforce.

### INTRODUCTION TO DREAMWEAVER CS6

<table>
<thead>
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<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
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<tr>
<td>T4041-51</td>
<td>Kathy Mackenzie</td>
<td>8</td>
<td>$720</td>
</tr>
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</table>

**Monday, Wednesday**

*February 29-March 23
6:30-9:30 p.m.*

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

*Prerequisite: HTML Programming*
DEVELOPING WEB APPLICATIONS WITH ASP.NET 4.5 AND C# 2013
T4061-51 Rafael Oquendo ONLINE $740

This course teaches students the fundamentals of very creative, dynamic, data-driven and interactive website design with ASP.NET 4.5, C# and VB 2012. Working with the most current and advanced ASP.NET 4.5 technologies, students gain a competitive edge in employment and productivity. Students use real-world examples and have a chance to discuss the technology and Visual Studio 2012 features. The course will give you an extra edge and recognition in your professional career.

Note: Prior programming experience is not required.

ADVANCED ASP.NET 4.5
T4062-51 Rafael Oquendo ONLINE $740

This course teaches students how to design advanced interactive and database-connected Web applications with ASP.NET 4.5 technology. Students also learn about adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom Web controls, input validation and site navigation, ASP.NET management, programming the Web application, customizing and personalizing a Web application, Web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile Web applications, monitoring, deploying, caching applications and serialization. Each student completes a major website project, which will be hosted by the production data center of a Web hosting provider. The student can keep this project code and utilize it and its components in future designs.

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

DATABASE DESIGN AND DEVELOPMENT

Databases are the foundation of all business activity, so understanding their value and impact is vital. Hofstra offers classes in all the most popular database software. Courses may be taken on an individual basis or as part of a structured certificate program. The Database Design and Development Certificate Program requires successful completion of five (5) courses and one (1) group of two (2) elective courses.

DATABASE DESIGN AND DEVELOPMENT CERTIFICATE PROGRAM

Required Courses:
T5202 – Introduction to Database Design and SQL Programming
T5311 – Introduction to Microsoft SQL Server
T5321 – Advanced Microsoft SQL Server
T1401 – Introduction to Microsoft Access
T1421 – Advanced Applications of Microsoft Access

Group 1 Elective Courses:
T3061 – Introduction to Visual Basic.NET
T3081 – Advanced Visual Basic.NET

Group 2 Elective Courses:
T4061 – Developing Web Applications with ASP.NET 4.5 and C# 2013
T4062 – Advanced ASP.NET 4.5
### INTRODUCTION TO DATABASE DESIGN AND SQL PROGRAMMING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>T5202-51</td>
<td>Eric Adolph</td>
<td>11</td>
<td>$1,190</td>
<td>Tuesday, Thursday</td>
<td>January 21-February 25</td>
</tr>
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</table>

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

**Prerequisite:** Basic PC knowledge

### INTRODUCTION TO MICROSOFT SQL SERVER

<table>
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<tr>
<th>Course Code</th>
<th>Instructor</th>
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<th>Dates</th>
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<tr>
<td>T5311-51</td>
<td>Michael Devlin</td>
<td>7</td>
<td>$695</td>
<td>Monday, Wednesday</td>
<td>February 29-March 21</td>
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</table>

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

**Prerequisite:** Introduction to Database Design and SQL Programming

### ADVANCED MICROSOFT SQL SERVER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>T5321-51</td>
<td>Michael Devlin</td>
<td>5</td>
<td>$495</td>
<td>Monday, Wednesday</td>
<td>March 30-April 13</td>
</tr>
</tbody>
</table>

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

**Prerequisite:** Introduction to Microsoft SQL Server
INTRODUCTION TO VISUAL BASIC.NET
T3061-51 Michael Devlin 8 sessions $790
Monday, Wednesday, April 15-May 4 6:30-9:30 p.m.
Friday
No class April 22.

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

Prerequisite: Experience with a programming language

ADVANCED VISUAL BASIC.NET
T3081-51 Michael Devlin 6 sessions $595
Monday, Wednesday, May 6-18 6:30-9:30 p.m.
Friday

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

Prerequisite: Introduction to Visual Basic.NET

INTRODUCTION TO MICROSOFT ACCESS
T1401-51 Scott Diamond 6 sessions $595
Tuesday, Thursday April 14-May 3 6:30-9:30 p.m.

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

Prerequisite: Introduction to Database Design and SQL Programming

ADVANCED APPLICATIONS OF MICROSOFT ACCESS
T1421-51 Scott Diamond 5 sessions $495
Tuesday, Thursday May 5-19 6:30-9:30 p.m.

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

Prerequisite: Introduction to Microsoft Access
DEVELOPING WEB APPLICATIONS WITH ASP.NET 4.5 AND C# 2013
T4061-51  Rafael Oquendo  ONLINE  $740

This course teaches students the fundamentals of very creative, dynamic, data-driven and interactive website design with ASP.NET 4.5, C# and VB 2012. Working with the most current and advanced ASP.NET 4.5 technologies, students gain a competitive edge in employment and productivity. Students use real-world examples and have a chance to discuss the technology and Visual Studio 2012 features. The course will give you an extra edge and recognition in your professional career.

Note: Prior programming experience is not required.

ADVANCED ASP.NET 4.5
T4062-51  Rafael Oquendo  ONLINE  $740

This course teaches students how to design advanced interactive and database-connected Web applications with ASP.NET 4.5 technology. Students also learn about adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom Web controls, input validation and site navigation, ASP.NET management, programming the Web application, customizing and personalizing a Web application, Web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile Web applications, monitoring, deploying, caching applications and serialization. Each student completes a major website project, which will be hosted by the production data center of a Web hosting provider. The student can keep this project code and utilize it and its components in future designs.

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

ADDITIONAL DATABASE COURSES

DATABASE MANAGEMENT SYSTEMS
T5205-51  Michael Devlin  January 25-March 3  ONLINE  $350

This is an advanced course on database management systems (DBMS) concentrating on the relational data model and the SQL language. It covers theory of the relational data model and contrasts it with earlier models. Database design is developed in the context of the overall design of an information system in accounting, finance, management, marketing, and other application areas. Topics include conceptual, logical, and physical database design, including data normalization and integrity constraints. The course explores distributed database systems in a global business environment and issues related to data accuracy, security, privacy, and threat to individual rights. This course requires designing and implementing databases using a mainframe and/or micro DBMS.

*This is not a self-paced course. Course work is scheduled with deadlines.*
INTERMEDIATE DATABASE MANAGEMENT SYSTEMS

T5210-51 Michael Devlin  ONLINE  $350
March 7-April 15

This course begins by covering advanced Structured Query Language (SQL), such as advanced queries, joins, outer joins, sub queries and stored procedures. Topics include database application development, data warehousing, data quality, database administration, denormalization processes, distributed database systems, and data security.

*This is not a self-paced course. Course work is scheduled with deadlines.

OBJECT-ORIENTED PROGRAMMING

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

**OBJECT-ORIENTED PROGRAMMING CERTIFICATE PROGRAM**

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

INTRODUCTION TO VISUAL BASIC.NET

T3061-51 Michael Devlin  8 sessions  $790
Monday, Wednesday, April 15-May 4  6:30-9:30 p.m.
Friday
No class April 22.

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

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

Prerequisite: Introduction to Visual Basic.NET

INTRODUCTION TO C# AND .NET FRAMEWORK FOUNDATION
T3021-51 Rafael Oquendo ONLINE $700

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

Prerequisite: Introduction to Visual Basic.NET

ADVANCED C# AND .NET FRAMEWORK FOUNDATION
T3041-51 Rafael Oquendo ONLINE $700

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

Prerequisite: Introduction to C# and .NET Framework Foundation

INTRODUCTION TO JAVA PROGRAMMING
T3161-51 Rafael Oquendo 8 sessions $790

Java is an object-oriented language that is distributed, portable, architecture neutral, secure, dynamic and robust. It is used to create interactive content on the Web and to write server/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/extending Java applications and protocol handlers.

Prerequisite: Experience with a programming language
ADVANCED JAVA PROGRAMMING
T3181-51 Rafael Oquendo 6 sessions $540
Tuesday, Thursday March 1-17 6:30-9:30 p.m.

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, Java Beans, servlets and distributed computing.  
*Prerequisite: Introduction to Java Programming*

MICROSOFT SHAREPOINT 2010: DESIGN FOR COLLABORATION
T5550-51 Omar Jimenez ONLINE $700

This course will benefit students who wish to become developers on Enterprise applications based on the Microsoft Office or SharePoint systems, or are working on integration projects with third-party vendors. As they develop real-world solutions to complex business problems and challenges, students learn how to combine interesting code examples with Microsoft collaboration platform’s services. The solutions focus on using Visual Studio 2013 and SharePoint 2010 with built-in Office 2010 development tools to construct the user interface layer. Solutions can interact with SharePoint as a service provider, taking advantage of SharePoint’s many collaboration features, such as document repositories, collaboration sites and search functions. Students enjoy learning how to use the collaboration platform to support business processes. The solutions are presented as hypothetical business challenges of a fictional company. These examples build applications that apply the benefits of the Office desktop interface to the richness of SharePoint collaboration features.

CISCO NETWORKING

In today’s highly connected world, computer networks are indispensable in business and government. You can enhance your career by becoming a Certified Cisco Network Associate (CCNA). We offer classes to help you pass both Part I and Part II of the CCNA exam.

INTERCONNECTING CISCO NETWORK DEVICES, PART I
T7097-51 Randy Graves 9 sessions $945
Friday January 22-March 18 6-10 p.m.

In this course, we review the seven layers of the OSI reference, the encapsulation process, IP Subnetting, TCP/IP, PPP, ISDN, and Frame Relay protocols. Network equipment such as bridges, hubs, switches and routers are studied comprehensively through lectures and hands-on exercises.  
*Prerequisite: Basic PC knowledge*
INTERCONNECTING CISCO NETWORK DEVICES, PART II
T7098-51  Randy Graves  9 sessions  $945
Friday    April 1-June 3  6-10 p.m.
No class April 22.

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

CCNA ROUTING AND SWITCHING BOOT CAMP
T7099-51  Randy Graves  8 sessions  $525
Saturday  February 27-April 30  1:30-5:30 p.m.
No class March 26, April 23.

In this course, you will learn how to install, operate, configure and verify a basic IPv4 network, as well as how to configure a LAN switch and IP router, how to secure a Cisco Router and Switch, how to troubleshoot common network issues, and how to connect to a wide-area network (WAN).
Prerequisite: Interconnecting Cisco Network Devices, Part I

MICROSOFT OFFICE

The following job-readiness courses are designed for individuals planning to re-enter the workforce or those interested in building confidence in computer software applications. Participants learn the concepts of word processing and spreadsheets in the context of typical business and home environments.

MICROSOFT OFFICE 2013 BOOT CAMP
T1002-51  Jack Quinn  3 sessions  $500
Saturday  March 5-19  10 a.m.-3 p.m.

This hands-on certificate course focuses on the fundamentals of Word 2013, Excel 2013 and PowerPoint 2013. Using the most popular and widely used business applications in the world — those of the Microsoft Office 2013 Suite — these courses are designed for individuals planning to return to work or those interested in building confidence in these skill areas.
Creative students – or those who are looking to become more creative – will learn design skills by working on projects such as logo design, photo retouching, advertising design, full-color brochures, label design, poster design, package design, Web design and animation. Students will be introduced to the Adobe Creative Suite software programs on Mac computers, including Illustrator, Photoshop, InDesign, Flash, Photoshop, Basic HTML and TSS, and Word Press.

Hands-on training will be provided in the basics of audio production using Pro Tools. Instruction will include setting up, operating and maintaining electrical equipment used in the industry. The instructor will assist students in understanding audio production terminology and techniques, instruments, microphone and digital audio workstations to create multi-track recordings. The course will provide experience in the areas of radio, television, commercial projects and live musical recordings. Students will explore writing, producing and engineering as they gain an understanding of the history of music, musical styles and recording.

Note: These Audio/Video Design courses are held at the Nassau BOCES Barry Tech facility in Westbury.
PARALEGAL STUDIES CERTIFICATE PROGRAM
An ABA-Approved Paralegal Education Program

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

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

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

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

All prospective students are required to submit a completed application, supply official transcripts and demonstrate basic computer skills. Six-month full-time day or eight-month part-time evening … the choice is yours! Tuition for the program is $5,275 plus University fees. Student loans are available.
About the Program Director: The Honorable Edward G. McCabe is a retired judge whose experience includes many years of service to the Nassau County Supreme Court as both the administrative judge and a Supreme Court justice. Judge McCabe also served as a presiding justice for the New York Appellate Term, a Nassau County attorney, a Nassau County district attorney, and the North Hempstead Town attorney.

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

UPCOMING PROGRAM OFFERINGS:

SPRING DAY 2016
January 19 to June 24, 2016
Monday-Thursday, 9 a.m.-1 p.m.
Orientation: Thursday, January 14, 2016, 10-11 a.m.

SPRING EVENING 2016
January 19 to September 10, 2016
Tuesday and Thursday, 7-10 p.m., and Saturday, 9 a.m.-1 p.m.
Orientation: Thursday, January 14, 2016, 7-8 p.m.

THE FOLLOWING ARE REQUIRED COURSES:

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

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

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

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

BANKRUPTCY
A study of the United States Bankruptcy Code; voluntary and involuntary petitions; concerns of debtors and creditors, including treatment of the automatic stay provisions of the code; the formation of debt; secured transactions law; statutory liens and exemptions; and collection of debt.
REAL ESTATE
A study that includes types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens, and landlord/tenant law.

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

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

CRIMINAL LAW
A study that includes fundamental criminal law concepts; the basics of criminal procedure from arrest and bail through trial and appeal, including a review of the omnibus motion; and requisites to secure pre-trial hearings.

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

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

TUESDAY, JANUARY 5, 2016, 6:30-7:30 P.M.
MONDAY, JANUARY 11, 2016, 6:30-7:30 P.M.

To register or to schedule an individual appointment, visit ce.hofstra.edu/paralegal or call 516-463-5014.
For more information and advisement on course selection and requirements, please call Kathleen Montalbano at 516-463-7600 or email Kathleen.Montalbano@hofstra.edu. Visit ce.hofstra.edu/ASL for course details and to register online.

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

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

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

Transfer Students:
Students with advanced standing may substitute courses taken at other institutions, and these course hours will be accepted at Hofstra. All transfer students must be evaluated to determine ASL proficiency and remaining courses required in the certificate program. Please call 516-463-7200 to make an appointment.

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

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

AMERICAN SIGN LANGUAGE/DEAF STUDIES CERTIFICATE PROGRAM

REQUIRED COURSES FOR CERTIFICATION (200-hour program)
Courses can also be taken individually.
- ASL 1 and 2
- ASL 3 and 4
- ASL 5
- ASL 6
- ASL 7 & Issues and Trends
- Eight (8) workshops of the student’s choice
### American Sign Language 1 and 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>U2111-51</td>
<td>Adrianna Ritota</td>
<td>13</td>
<td>$420</td>
<td>Tuesday</td>
<td>6:30-8:30 p.m.</td>
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<td>February 2-May 10</td>
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*No class February 16, April 26.*

This course provides students with a strong foundation in American Sign Language (ASL). Students study the alphabet and numbers 1-1,000 and learn basic vocabulary, as well as fingerspelling, language functions, grammar, basic questions and dialogue practice. Instruction also includes conversational strategies, sentence practice with directional verbs, adverbs, pronouns, time and calendar-related words. The history of ASL is explored so that students become knowledgeable in the basics of deaf culture.

### American Sign Language 3 and 4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2113-51</td>
<td>Carlos Aponte</td>
<td>13</td>
<td>$420</td>
<td>Tuesday</td>
<td>6:30-8:30 p.m.</td>
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<td>February 2-May 10</td>
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*No class February 16, April 26.*

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

**Prerequisite: ASL 1 and 2, or equivalent**

### American Sign Language 5

<table>
<thead>
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<th>Course Code</th>
<th>Instructors</th>
<th>Sessions</th>
<th>Price</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>U2115-51</td>
<td>Carolyn Kelly, Cathi Conticello</td>
<td>12</td>
<td>$399</td>
<td>Monday</td>
<td>6:30-8:30 p.m.</td>
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<td>February 1-May 9</td>
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*No class February 15, April 25.*

Students are instructed in how to make requests and suggestions; ask for permission and directions; express concern; and explain, correct and confirm information. Additional grammar is studied, including comment structure and locative classifiers.

**Prerequisite: ASL 3 and 4, or equivalent**

### American Sign Language 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>U2116-51</td>
<td>Azadeh Malekan</td>
<td>12</td>
<td>$399</td>
<td>Monday</td>
<td>6:30-8:30 p.m.</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>February 1-May 9</td>
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</table>

*No class February 15, April 25.*

This course is concerned with additional language functions, including clauses, phrasing for the sequencing of events, contrastive structure, possessive forms, dates and addresses. Descriptive, locative and instrument classifiers are addressed. Students are taught how to discuss life events, narrate family history, and provide definitions. The positive impacts on the world by members of the deaf community are explored.

**Prerequisite: ASL 5 or equivalent**
PROFESSIONAL DEVELOPMENT

AMERICAN SIGN LANGUAGE 7 & ISSUES AND TRENDS
U2117-51 Carolyn Kelly, Cathi Conticello 12 sessions $399
Tuesday February 2-May 3 6:30-8:30 p.m.
No class February 16, April 26.

Sharing amusing stories is one way for people to connect with each other. This course is designed to provide ASL students with the opportunity to expand the vocabulary needed to discuss various topics and to develop conversational fluency by sharing stories, specifying language function and introducing grammar structures. Students develop the essential skills for telling a story successfully, use role shifting to help enhance the stories, and learn to sequence appropriate classifiers to enable full descriptions.

Prerequisite: ASL 6 or equivalent

ADVANCED SIGN LANGUAGE FOR TEENS
U2125-51 Jennifer Karpoich 6 sessions $225
Tuesday February 2-March 15 4:45-6:15 p.m.
No class February 16.

Are you familiar with ASL and want the opportunity to enhance your skills while interacting with students with similar interests? This course is intended for high school students who have already acquired basic ASL conversational skills. Lessons focus on developing the students’ expressive and receptive signing skills, as well as fluidity in sign production and fingerspelling. Students also spend time learning about ASL grammar and deaf culture. The overall goal is for students to increase their sign vocabulary and aptitude for signing within the deaf community. This course is taught without voice.

ASL WORKSHOPS

ASL LINGUISTICS 1
U2137-51 Mary Altuna 1 session $125
Saturday March 5 9 a.m.-1 p.m.

ASL is a unique language with its own grammatical rules and syntax. In ASL the entire body is used expressively to convey information. This workshop acquaints students with the major structural features of American Sign Language, including phonology, morphology, syntax, semantics, discourse and variation/historical changes in ASL. Upon completion of this workshop, students will be familiar with the major grammatical features of American Sign Language.

Level: Intermediate/Advanced

ASL GAMES
U2145-51 Carolyn Kelly 4 sessions $210
Tuesday January 5-26 6:30-8:30 p.m.

Come one, come all! Learn ASL games for all ages. Games will be challenging for all students and all levels. Participants will learn new vocabulary associated with alphabet bingo, ASL bingo, number bingo, board games, telephone and much more.
Fingerspelling gives students the opportunity to become more fluent in their fingerspelling receptive and expressive skills, and provides drills and activities in fingerspelling as it is used within ASL discourse. Topics of discussion include lessons on history, use, receptive and expressive pointer, and lexicalized fingerspelling.

**Level: Beginner/Intermediate**

**ASL FINGERSPELLING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
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<th>Date Range</th>
<th>Time</th>
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<tbody>
<tr>
<td>U2353-51</td>
<td>Cathi Conticello</td>
<td>6</td>
<td>February 25-March 31</td>
<td>6:30-8 p.m.</td>
</tr>
</tbody>
</table>

Numbers are an integral part of ASL and one of the most difficult concepts. In this course numbers will be incorporated in time, money, addresses, phone numbers, characteristics, money and many more subjects.

**ASL NUMBERS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Date Range</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U2146-51</td>
<td>Carolyn Kelly</td>
<td>4</td>
<td>February 10-March 9</td>
<td>6:30-8:30 p.m.</td>
</tr>
</tbody>
</table>

Are you looking for a safe haven in which to practice your ASL skills? Classes are held in an informal setting for students of ASL and others who are interested in practicing and polishing their signing skills. The instructor introduces the topic and helps you improve your communication. Topics are varied and may include poetry, storytelling, issues in deaf culture, current events and celebrity gossip.

**ASL PRACTICE SESSIONS**

<table>
<thead>
<tr>
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<th>Time</th>
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<tbody>
<tr>
<td>U2136-51</td>
<td>Carolyn Kelly</td>
<td>3</td>
<td>January 4-25</td>
<td>6:30-8:30 p.m.</td>
</tr>
</tbody>
</table>

**NEED SOME EXTRA HELP?**

Hofstra University Continuing Education offers one-on-one tutoring by CE instructors in many of the subject areas in which we offer courses, including:

- Test preparation
- Microsoft Office
- Writing and editing
- Social media
- Web design
- Public speaking and communication skills
- American Sign Language
- Digital photography
- Photoshop
- and more

**Fee:** $100 per hour

For more information, call Betty Ann Friedfertig at 516-463-7139.
PROFESSIONAL DEVELOPMENT

>> PERSONAL TRAINER AND NUTRITION STUDIES <<

For more information and course advisement, please call Kathleen Montalbano at 516-463-7600 or email kathleen.montalbano@hofstra.edu.

PERSONAL TRAINER-EXERCISE AND FITNESS SPECIALIST CERTIFICATE COURSE AND CERTIFICATION EXAM

The Academy of Applied Personal Training Education (AAPTE) provides a comprehensive course of study that merges theoretical science and practical skills training; minimizes liability for trainers, clients and club owners; and maximizes the outcome of the trainer-client relationship.

In alliance with Hofstra University Continuing Education, AAPTE has been a driving force in the educational process for fitness professionals since 1996. AAPTE provides a dynamic educational course specifically designed to prepare the aspiring fitness professional for this emerging field.

“Employment of fitness trainers and instructors is expected to grow by 24 percent from 2010 to 2020, faster than the average for all occupations.”

– New York State Department of Labor

AAPTE’s unique educational curriculum provides course work that introduces students to current, relevant scientific information relating to the human body, human performance, and methods of providing safe, effective and efficient exercise program design and instruction. In addition to classroom education (theory), students participate in hands-on training that integrates theoretical and practical aspects of analyzing and teaching exercise and fitness assessments at a state-of-the-art health and fitness center.

Personal Trainer Course Highlights

• Seventy-five (75) hours of classroom theory (includes 12 hours of anatomy, meeting the prerequisite for AAPTE CPT-EFS Exam eligibility). Note: Those with prior course work in anatomy or a current nationally accredited personal trainer certification are exempt from the prerequisite course.
• Eighteen (18) hours of hands-on education (performing health and fitness assessments, teaching, and applying exercise biomechanics to free-weights, machines and cardiovascular exercise equipment)
• An optional one-hour review session before each lecture class
• A three-hour review upon conclusion of the course
• Sample practice test
• Lectures presented by subject matter experts
• Course fee includes all course materials, one-time AAPTE CPT-EFS Certification Exam, sample practice test and weekly email previews
• Certificate of course completion from Hofstra University Continuing Education and the Academy of Applied Personal Training Education*
• Course approved for veterans benefits
• Interest-free tuition payment plans available
PROFESSIONAL DEVELOPMENT

CERTIFICATE OF COURSE COMPLETION FOR PERSONAL TRAINING-EXERCISE AND FITNESS SPECIALIST

Upon completion of the course and meeting the attendance requirements (participant may miss only two lecture modules and one lab module), participants receive a certificate of completion in course work from Hofstra University Continuing Education and the Academy of Applied Personal Training Education.

Note: *Certificate of course completion does not constitute AAPTE-NCCA certification.

This course is not a requirement to sit for the AAPTE Certified Personal Trainer-Exercise and Fitness Specialist (CPT-EFS) Exam but is recommended for those seeking face-to-face classroom and practical skills learning experiences as they prepare for the exam. Participation in the CPT-EFS course does not guarantee a candidate’s success in passing the exam. Visit www.aapte.org for exam eligibility requirements.

NATIONALLY ACCREDITED CERTIFICATION EXAM

Individuals seeking nationally accredited certification as a personal trainer-exercise and fitness specialist must pass the AAPTE CPT-EFS Exam. The AAPTE CPT-EFS Exam is nationally accredited by the National Commission for Certifying Agencies (NCCA), the accreditation body of the Institute for Credentialing Excellence (ICE).

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

Attend a FREE Information Session!
Sunday, February 7, 2016, 9:30-11 a.m.
To reserve your place, call 516-463-7600 or visit ce.hofstra.edu and click on “Special Events.” Reservations are required.

HUMAN ANATOMY

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>U1881-51</td>
<td>Sharon Borzone</td>
<td>3 sessions</td>
<td>Tuesday, Thursday, March 15, 17 6:30-9:30 p.m. 9:30 a.m.-4:45 p.m.</td>
<td>$305</td>
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</table>

This course provides students with a basic overview of the skeletal, nervous and muscular systems. We explore aspects of the skeletal and muscular systems using a functional and biomechanical approach to help students relate theoretical principles to anatomy and exercise.
PERSONAL TRAINER/EXERCISE FITNESS SPECIALIST COURSE

U1971-51  Vincent Carvelli  12 sessions  $995
Tuesday, Thursday  March 22-May 1  7-10 p.m.

Note: Tuition includes all materials and a one-time exam entrance fee. Class on March 22 starts at 6 p.m.

Hands-on Practical Skills Training Labs
Sunday, April 10, 9:30 a.m.-4:30 p.m.
Sunday, April 17, 9:30 a.m.-4:30 p.m.
Sunday, April 24, 9:30 a.m.-4:30 p.m.

Course review at Hofstra: Thursday, April 28, 7-10 p.m.

*AAPTE CPT-EFS EXAM AT HOFSTRA: Sunday, May 1, at 10 a.m.

CPR CERTIFICATION

ADULT CPR-AED CERTIFICATION

H1151-51  Tom Gargiulo  1 session  $100
Sunday  April 3  10 a.m.-2 p.m.

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

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

WANT TO MAKE YOUR BUSINESS MORE VISIBLE?
Hofstra University Continuing Education offers a wide variety of courses in digital and social media marketing. Choose from among many courses in Facebook, LinkedIn, Twitter, SEO, content marketing and more!
The full list of exciting courses begins on page 21.
Are you looking to stay current with developments in your field, begin a new career, or improve your skills and knowledge? Our certificate and licensing programs offer a practical, structured course of study with flexible, conveniently scheduled classes designed for busy adults. Students who satisfy the program requirements receive a certificate of completion.

**NONCREDIT CERTIFICATE PROGRAMS**
- Health Care Information Technology
- Project Management
- Front-End Web Development
- Database Design and Development
- Object-Oriented Programming

For more information and advisement on these noncredit programs, please call Seth Liebstein at 516-463-6961 or email seth.liebstein@hofstra.edu.

- Not-for-Profit Management in a Changing World
  For more information and advisement on this noncredit program, please call Debbi Honorof at 516-463-6331 or email debbi.honorof@hofstra.edu.

- Paralegal Studies
- Bookkeeping
- School Facilities Management
- School Emergency Management

For more information and advisement on these noncredit programs, please call June Mullan at 516-463-5014 or email june.mullan@hofstra.edu.

- American Sign Language/Deaf Studies
- Personal Trainer - Exercise and Fitness Specialist

For more information and advisement on these noncredit programs, please call Kathleen Montalbano at 516-463-7600 or email kathleen.montalbano@hofstra.edu.

- Sports Journalism for Teens
  For more information and advisement on this noncredit program, please call Michael Chisena at 516-463-5909 or email michael.chisena@hofstra.edu.

** LICENSING PROGRAMS**
- Insurance Agents and Brokers
- Notary Public
- Real Estate Salesperson License

For more information and advisement on these licensing programs, please call June Mullan at 516-463-5014 or email june.mullan@hofstra.edu.
For more information and advisement on course selection and requirements, please call Betty Ann Friedfertig at 516-463-7139 or email BettyAnn.Friedfertig@hofstra.edu.

Hofstra University Continuing Education offers noncredit courses that will intrigue, inform, challenge and inspire you. Our courses provide general knowledge and allow for the development of intellectual and artistic abilities while you explore your passions and interests. The personal enrichment courses listed below are sure to pique your interests, challenge your intellect, and help you discover your hidden talents.

**ART**

**AT THE POTTER’S WHEEL: A POTTERY WORKSHOP**

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<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Sessions</th>
<th>Price</th>
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<tbody>
<tr>
<td>U5301-51</td>
<td>Eric Kubinyak</td>
<td>10</td>
<td>$475</td>
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Thursday  
February 4-April 21  
7-10 p.m.  
No class March 24, 31.

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

*Enrollment is limited.*

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

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<tr>
<th>Course Code</th>
<th>Instructor</th>
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<th>Price</th>
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<tbody>
<tr>
<td>U5432-51</td>
<td>Lockheed Lee</td>
<td>5</td>
<td>$275</td>
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Tuesday, Thursday  
February 23-March 8  
6-8 p.m.

Adobe Photoshop is the industry standard in digital image editing. In this course, you will learn how to use Adobe Photoshop and its tools to design fliers, print media and Web marketing and communications, while focusing on areas such as photo retouching and manipulation, art effects, type effects and color correction. In the first session, you will be provided with images. After that, you will experiment using images saved to your own thumb or jump drive.

*Prerequisite: Basic PC skills*

**PHOTOGRAPHY**

**GETTING TO KNOW YOUR DIGITAL CAMERA**

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<th>Course Code</th>
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<tbody>
<tr>
<td>U5407-51</td>
<td>Stan Wan</td>
<td>1</td>
<td>$100</td>
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Saturday  
February 20  
9 a.m.-noon

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

*Note: Students must bring a digital camera to class.*
PERSONAL ENRICHMENT

INTRODUCTION TO DIGITAL PHOTOGRAPHY
U5421-51 Stan Wan 4 sessions $230
Tuesday February 23-March 15 6-8 p.m.

This course introduces students to the art of photography, including subject matter, composition and lighting as well as post-production of photographs such as storage, printing, Photoshop manipulation, and presentation. 
Prerequisite: Getting to Know Your Digital Camera (or satisfactory familiarity with the functions and controls of your digital camera)
Note: Students must bring a digital camera to each class.

INTERMEDIATE DIGITAL PHOTOGRAPHY
U5425-51 Stan Wan 4 sessions $230
Tuesday March 29-April 19 6-8 p.m.

Often what we see and what we capture with a camera are not the same. In this class, students with knowledge of basic photographic techniques are challenged to develop their “eye.” Students also learn how to develop their photographic “voice.” What do we want to say to the people viewing our images, and how do we best convey that message?
Note: There will be time allotted during each class for outdoor shooting on campus. Students must bring a digital camera to each class.

PHOTOSHOP BASICS: MAKING GOOD PHOTOS LOOK GREAT!
U5422-51 Stan Wan 1 session $100
Saturday March 19 9 a.m.-noon

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

PHOTOSHOP, PART II
U5424-51 Lockheed Lee 4 sessions $230
Tuesday, Thursday March 22-31 6-8 p.m.

In this hands-on class, students learn how to use Adobe Photoshop and its more advanced image enhancement tools, including layers and layer masks; how to smooth skin tones using levels and histograms; how to use the stamp tool like a professional; as well as selections, advanced use of filters, and shortcuts. Students have time to work on individual projects with guidance from the instructor.
Prerequisite: Basic Photoshop skills or Photoshop Basics: Making Good Photos Look Great!

ADVANCED PHOTOSHOP TECHNIQUES
U5434-51 Lockheed Lee 1 session $100
Tuesday April 12 6-9 p.m.

This “tricks of the trade,” hands-on workshop is geared toward the more advanced Photoshop student. In this class you will learn how to write on paths (along a shape), make photographs into realistic pencil drawings, use HDR toning, make professional selections and more.
Prerequisite: Intermediate Photoshop skills
WRITING

Do you have a story you want to share with the world? If you have always dreamed of sharing your thoughts or life experiences but need help crafting your words, Hofstra University Continuing Education is the perfect place to start! If you’re a more experienced writer, our courses can help you improve your skills, workshop your writing, and get published. We are proud to offer a wide variety of courses taught by writing professionals, including seasoned and successful authors and journalists. With so much to say, it’s time to begin your journey! For writing instructor biographies, visit ce.hofstra.edu/writingbios.

WRITING AND PUBLISHING FUNDAMENTALS

BECOME A CONFIDENT BUSINESS WRITER!

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<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
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<th>Fee</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>U6330-51</td>
<td>Mindy Wolfle</td>
<td>3 sessions</td>
<td>$175</td>
<td>Tuesday March 1-15</td>
<td>6-8 p.m.</td>
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Countless business and not-for-profit professionals are not trained writers, yet they’re expected to write every day, producing letters, proposals, and email messages that communicate a great deal about themselves and their employers. Many don’t feel comfortable writing and worry about the impression they’re making on clients and colleagues. Designed for people in the business and not-for-profit world, this interactive course guides students through the principles and practices of effective communication. Students work on writing assignments while learning about grammar, clarity, precision, style and more. An understanding of the relationship between writing, spoken communication and overall business relations is gained through practical lessons and assignments drawn from real-world situations that business professionals face every day; a special section on digital communication addresses the challenges of using this medium.

THE “START WRITING!” WORKSHOP

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<tr>
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<th>Fee</th>
<th>Dates</th>
<th>Time</th>
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<tr>
<td>U6155-51</td>
<td>Devra Newberger Spergen</td>
<td>4 sessions</td>
<td>$230</td>
<td>Wednesday February 24-March 16</td>
<td>6-8 p.m.</td>
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It’s one thing to have a great idea for a children’s book. It’s another to actually do something about it! Many wanna-be children’s book authors come to a screeching halt after coming up with that great idea. The thought of sitting down and actually writing something is daunting. If this sounds like you, then this workshop offers the perfect opportunity for you to conquer that fear and get cracking! Led by a children’s book author and publishing professional, the first half of each session discusses the different trends and formats in children’s publishing today, and what succeeds (and what doesn’t!) in the marketplace. The second half gives students an opportunity to present their great ideas to the group for feedback, and work with the instructor individually to develop those ideas. Don’t let go of your great idea. Even if all you have is a cool book title at this point, bring it in, and let’s start writing!
Self-publishing has come a long way since the days of vanity presses. No longer do aspiring authors have to warehouse books in their garages or let a rejection letter stop them from pursuing their writing dreams. As more and more self-published books find their way onto bestseller lists, many authors are choosing to publish their books on their own. But there is much to know: How do you get started? How much of an investment do you need? Can self-published books be carried by bookstores? How much money should you expect to make? How do you get readers to find your book? In today’s digital marketplace, the opportunities for authors are endless. This course shares information and tips you need to succeed.

Topics covered in this class include story ideas, effective pitches, working with editors, and the business of freelancing. By the end of the class, students will have a query letter ready for submission.

This course focuses on the language and symbols used by proofreaders and copyeditors and gives you hands-on experience working with different types of texts, including print and digital formats. Master the essentials of copyediting, proofreading, and grammar with your own work and that of others. Find out what it takes to become a professional proofreader and/or copyeditor.

Ever thought about starting a blog? Then this class is for you! You will learn about free blogging software and how to find a viable topic to write about. We cover the best way to write a blog; how to develop your tone; search engine optimization techniques to help get you noticed; basic design concerns; how to use multimedia; ways to monetize; and how to use social media, link exchanges and other methods to market your blog.
If you are a blogger searching for new content or if you want to jazz up your website offerings, this class is for you. Learn how to produce a podcast, make and publish smartphone videos, create infographics, write and record material for multiplatform news stories and features, and use social media to produce content for your blog or website while extending your readership.

**CREATIVE WRITING**

**I CAN REALLY WRITE: CREATIVE WRITING FOR BEGINNERS**
U6200-51   Janice Levy   4 sessions   $230
Wednesday   February 24-March 16   6-8 p.m.

Through in-class and take-home writing exercises, you will begin the exciting journey of self-expression. The course focuses on the basic craft elements of writing, such as dialog and characterization, as you use your past and present experiences for inspiration.

**FICTION WRITING**

**YOUR FIRST FIVE PAGES**
U6019-51   Ellen Meister   1 session   $75
Saturday   February 27   10 a.m.-noon

Is the opening to your novel strong enough to grab the attention of a publisher? An agent? A reader? In today’s competitive environment, it’s more important than ever to make sure your novel hits the ground running. In this engaging, information-packed workshop, esteemed novelist Ellen Meister will help you whip your opening into perfect shape.

**FICTION WRITING WORKSHOP: SUCCESS IN SIX WEEKS**
U6301-51   Ellen Meister   6 sessions   $340
Thursday   March 3-April 7   7-9 p.m.

Whether you’re writing short stories for submission or working on that novel you’ve always wanted to finish, this hands-on workshop gives you the opportunity to receive invaluable input. This confidence-building class offers solid advice on how to improve your structure, characterization, pacing, grammar, dramatic tension and voice. You’ll get the chance to read your pages aloud and exchange well-meaning critiques with fellow writers.

*Note: Registrants must be at least 18 years of age.*
Here’s a chance for fiction writers of all levels to get inspired ... and get writing! Conducted in a computer lab, each session begins with practical tips and insights to help take your fiction to the next level. You’ll receive writing prompts in class, and will have the chance to work on a new piece during every session. Workshopping follows writing time, so you can get immediate feedback from your instructor and fellow writing students. Whether your goal is to emerge with stories ready for submission or simply to improve your skills, this class will build your confidence and increase your productivity.

NONFICTION WRITING

MEMOIRS AND PERSONAL ESSAYS: WRITE AND REVISE
U6118-51 Sandra Mardenfeld 6 sessions $340
Sunday February 28-April 10 2-4 p.m.
No class March 27.

Memoirs provide a creative outlet to muse about your past, but these are some of the most difficult types of articles to publish. In this class, we’ll gently workshop your pieces to make them better, viewing the work with an editor’s eye. At the end of the class, you’ll have at least two finely tuned pieces and a list of potential markets.

WRITING FOR FILM

BEGINNING SCREENWRITING
U6114-51 Robert Martorana 4 sessions $340
Saturday February 27-March 19 9 a.m.-noon

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

SO YOU WANT TO BE A VOICE-OVER ACTOR?
U7351-51    Gerry Laytin    5 sessions    $275
Thursday    February 25-March 24    6:30-8:30 p.m.

If you have ever been told, “You have a great voice. You ought to do commercials!” and you want to explore this possibility, this is the class for you! While commercials can be very lucrative, more than 90 percent of the work out there is in the narrative field. The audio book industry is a $2 billion business that, with the addition of digital downloads, continues to grow exponentially. And year after year, the overall field of voice-over acting grows at a rate of 17 percent! With more than a billion websites worldwide, there is tremendous opportunity for voice work. In this overview class, taught by a working professional, you will have the opportunity to read copy, record and have your voice evaluated, and learn what it means to be a voice-over actor. Guest lecturers provide additional viewpoints on the business of voice-over acting.

Enrollment is limited.

INTRODUCTION TO ACTING
U7352-51    Kate Beck    4 sessions    $275
Tuesday, Thursday    March 15-24    7–9 p.m.

If you want to brush up on your acting skills, have always dreamed of being on stage, or are just curious, this workshop is for you. Taught by professional actor and director Kate Beck, this course will help you discover and develop basic acting skills and provide a solid foundation on which to build – or just a fun way to explore what goes into bringing a character to life. This course may inspire you to audition for community theater or summer stock.

ACTING II
U7354-51    Kate Beck    6 sessions    $330
Tuesday, Thursday    April 5-21    7-9 p.m.

If you enjoyed Introduction to Acting and want to further your skills, try this course! Acting Part II goes into greater depth and begins monologue and scene work.

Enrollment is limited.

WANT TO MAKE YOUR BUSINESS MORE VISIBLE?
Hofstra University Continuing Education offers a wide variety of courses in digital and social media marketing. Choose from among many courses in Facebook, LinkedIn, Twitter, SEO, content marketing and more!

The full list of exciting courses begins on page 21.
PERSONAL ENRICHMENT

GARDENING

DESIGNING A BIRD AND POLLINATOR FRIENDLY GARDEN
U5107-51  Mary Jean Hunt  1 session  $75
Thursday  April 14  6-8 p.m

Birds and beneficial insects are an important part of the garden. They help to control harmful pests while pollinating a wide variety of garden plants. This lecture will focus on flowers, trees and shrubs that can be planted to attract and keep these helpful creatures coming back for more.

DESIGN YOUR GARDEN LIKE A PRO
U5112-51  Mary Jean Hunt  4 sessions  $230
Wednesday  March 9-30  6-8 p.m.

Want to have the garden of your dreams? Learn how to design your home garden like a pro. In this comprehensive course, you will learn about the different types of gardens and which types will work best for your property, choosing the right plants, overcoming potential obstacles, working with landscapers and sustainable gardening. As a bonus, students will be invited to join the instructor at a local nursery for a tour and demonstration of plant varieties and gardening techniques.

HEALTH AND WELLNESS

RETRAIN YOUR BRAIN FOR SUCCESS: THE POWER OF POSITIVE THINKING
U7416-51  Diane Hefferon  1 session  $75
Tuesday  April 5  6:30-8:30 p.m.

Even when things are going well, many of us carry a constant inner dialogue that tends to be self-deprecating. Even if we exercise self-discipline in our diet and exercise, we rarely consider discipline of thought as a way to enhance our emotional health and well-being. Yet, much of our personal freedom is blocked by negative thought patterns and beliefs. Join instructor Diane Hefferon to explore ways to change your thinking and feel empowered!

FENCING
U7315-51  Enid Friedman  10 sessions  $300
Monday  February 22-May 2  6:40-7:50 p.m.
No class March 28.

Experience the beauty and skill of fencing, a wonderful form of conditioning and exercise. Open to both beginner and intermediate students, this course introduces participants to fencing in a safe, controlled atmosphere. You’ll learn how to advance, retreat, lunge, attack and parry as you improve your stamina, reaction time, speed, accuracy and coordination. *Equipment is included. Enrollment is limited.*
Saturday Classes for Young People offers more than 60 courses in academics, arts and athletics for students aged 3 to 18 years, so there is something for everyone. Utilizing the rich resources of Hofstra University, including technologically advanced classroom buildings, state-of-the-art computer labs, art studios, theaters, and an Olympic-sized swimming pool, these offerings help young people explore their intellectual and creative interests. Exciting courses include video game design, aquatics, theater workshops, language arts, math, and test preparation. Also included in the Saturday youth program is the Hofstra Gifted Academy for academically advanced students and Hofstra REACH Program for young people with autism spectrum disorder and other special needs.

For more information, visit ce.hofstra.edu/youth or call 516-463-7400 to request a brochure.

For the past 30 years, Hofstra University Summer Camps has provided a safe, nurturing and enriching environment for children of all ages. We expect 2016 to be our most exciting summer ever!

Hofstra’s beautiful, 240-acre campus provides an intellectually enriching atmosphere for hours of fun, and we fully utilize the University’s excellent indoor and outdoor athletic and cultural facilities. Days are full of excitement, socialization and swim instruction. Hofstra Summer Camps teaches self-respect, courage and responsibility, and our caring staff builds upon our campers’ self-esteem, self-confidence and character. This is a summer alternative that surpasses child care, one that captures our campers’ special talents and helps them identify their goals and dreams.

Hofstra Summer Camps is accredited by the American Camp Association and approved by the New York State Department of Health. We invite you to learn more about our camps, tour the facilities, and meet with our dedicated staff during our Open Houses:

SUNDAY, FEBRUARY 7, AND SATURDAY, APRIL 16, 2016
NOON TO 2 P.M.
DAVID S. MACK PHYSICAL EDUCATION CENTER, NORTH CAMPUS
For information and directions, please visit hofstra.edu/camp.

Hofstra Specialty Camps offers a broad spectrum of coed camps – with the flexibility to register for two, four, six or seven weeks. Our goal is to assist in the development of the whole child – educationally, athletically, artistically and socially. Our programs combine the excitement of Hofstra’s varied curriculum with the professionalism and knowledge of our distinguished instructional staff.

The mission of the Hofstra Learning Institute is to teach and inspire young people to be creative and reach their academic potential. These camps are tailored to meet the varied interests of all students and are wonderful opportunities for students to challenge themselves in positive, enjoyable settings.
Hofstra Sports Academy Camps are the perfect summer choice for campers whose interests are strictly athletic. For campers entering grades 2 through 12, we offer Sports Academy Camps in girls basketball, boys basketball, boys lacrosse, girls lacrosse, wrestling, coed volleyball, coed soccer, softball, tennis, and coed dance and cheerleading. All of our Sports Academy Camps are supervised and run by Hofstra’s well-known NCAA Division I coaching staff.

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

Hofstra is home to the New York Baseball Academy!
The New York Baseball Academy (NYBA) is now in its 42nd year and ranked by Baseball America as one of the top 5 baseball schools in the country.

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

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

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

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

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

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

Who attends PEIR meetings and events? You’ll find a diverse mix of vibrant, intelligent men and women. Like you, they view retirement as a time for interests they couldn’t explore while working or raising their families. PEIR members are friendly, welcoming, and open to new experiences.
Program Benefits:
• Convenient schedule … meetings are held weekdays.
• Access to many of the resources of a major university.
• Social opportunities.
• The stimulating, engaging retirement you’ve waited for.
• An opportunity to learn new skills, develop latent talents, and make the most of retirement right here at home.

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

For more information, call Bradley Kaye at 516-463-7200.
CONTINUING EDUCATION GENERAL CALENDAR

Monday, January 4  Classes begin.
Monday, January 18  Martin Luther King Day – University closed.
Monday, February 15  Presidents Day – University closed.
Friday-Sunday, March 25-27  Easter – University closed.

CONTINUING EDUCATION PARALEGAL STUDIES
CERTIFICATE PROGRAM CALENDAR

Tuesday, January 19  Classes begin.

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

ONLINE
New and returning Continuing Education students may register online at ce.hofstra.edu for any course, except those that are part of the Paralegal Studies Certificate Program. In order to register online, you must have a student account ID and password. If you are a returning student, you should already have this information. If not, please call our office at 516-463-7200 or send an email to ce@hofstra.edu and we will be happy to send it to you. Payment must be made by major credit card (MasterCard, Visa or American Express) or electronic check. If you have any problems registering online or creating a student account, please call our office at 516-463-7200 or send an email to ce@hofstra.edu.

BY FAX
The registration form can be faxed to 516-463-4836 anytime. Payment must be made by major credit card (MasterCard, Visa or American Express).

BY PHONE
Telephone registrations are accepted at 516-463-7200, Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa or American Express).

BY MAIL
Mail a completed registration form at least one week before the first day of classes to:
Hofstra University Continuing Education
Registration Office
250 Hofstra University
Hempstead, NY 11549-2500
Payment must accompany registration form and can be made by personal check or major credit card (MasterCard, Visa or American Express).

IN PERSON
Visit our office, located in University College Hall on the North Campus of Hofstra University. Offices are open Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment may be made by personal check or major credit card (MasterCard, Visa or American Express).
REGISTRATION AND GENERAL INFORMATION

TUITION AND FEES

• Tuition as listed with each course description.
• Materials fees, etc., as listed with course description.

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

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

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

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

ACCES-VR. New York State Education Department ACCES-VR (formerly known as VESID) vouchers are accepted. For inquiries or an application, please call Seth Liebstein at 516-463-6961.

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

REGISTRATION PROCEDURES

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

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

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

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

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

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

Paralegal Studies Program Tuition Refund, Withdrawal and Leave of Absence Policy. For information about the Paralegal Studies Program’s tuition refund, withdrawal and leave of absence policy, please refer to the Paralegal Studies Student Handbook or contact June Mullan at 516-463-7800.
REGISTRATION AND GENERAL INFORMATION

ADMINISTRATIVE POLICIES

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

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

Changing Your Name or Contact Information. If your name, address, phone number, or email address changes at any time, please contact the Continuing Education Registrar’s Office as soon as possible to request a CE Student Profile Change form, or download the form at ce.hofstra.edu/forms. Some change of information requests require verification. Please be prepared to provide a valid government-issued photo identification card or legal documentation.

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

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

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

GENERAL INFORMATION

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

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

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

POLICY ON STUDENT CONDUCT

Introduction
Students enrolled in noncredit courses at Hofstra University Continuing Education can take advantage of the privileges afforded to all members of the Hofstra academic community for the duration of their enrollment, including access to facilities and assistance from faculty members and staff. Students must comply with all applicable Hofstra rules and policies governing student conduct.

Policy Statement
Students enrolled in noncredit courses are expected to demonstrate appropriate professional and personal behavior in the classroom, on campus, at on-site visits, at internships, and in other situations applicable to their role as Hofstra students. They are expected to practice civility and respect in their interactions with others in the University community; to abide by the principles of academic integrity; to represent honestly their noncredit status at the University; and to refrain from conducting themselves in ways that compromise the reputation, academic processes, or regular operations of the University.

Behavior subject to disciplinary action includes behavior that violates University rules of conduct; the policies of Hofstra University; any local, state, or federal laws; and conduct deemed by Hofstra to not comply with the expectations described in this policy or to interfere with the learning experience, safety, or well-being of any person in the Hofstra community, wherever any such behavior occurs. Examples of conduct that is subject to review include, but are not limited to, harassing students, faculty, and staff members; contributing to an unsafe environment; interfering with academic classes or events; disrupting University functions, programs, and activities; compromising the academic or administrative process by making excessive and unreasonable demands on faculty or administrative staff; accessing or using Hofstra facilities or files (including electronic files) without authorization; jeopardizing the health, well-being, or safety of any member of the Hofstra community; causing damage to University facilities, property, or equipment; and the inappropriate use of University electronic services (e.g., running a business, spamming, and any other form of electronic/email harassment).
Disciplinary Sanctions
Students engaging in violations of this policy may be directed by Hofstra faculty or staff to leave the classroom or other educational setting immediately. Any student determined by the head of the department to have engaged in violations of this policy shall be subject to the imposition of further sanctions, such as, but not limited to, suspension from the course for a stated period, dismissal from the course or program, prohibition from future enrollment, and notation on the student’s record. Hofstra shall have sole discretion in determining whether a violation of this policy has occurred. The student may request an appeal of the sanction, in writing, within seven (7) days of notice of the sanction. The divisional dean will review the appeal and render a decision, which shall be final and binding.

CELL PHONE USE – ADULT PROGRAMMING
Students are NOT permitted to use cell phones during program activities.

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

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

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

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

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

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

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

March-May 2016
Monday and Wednesday
6-9 p.m.

Recipient of the Statewide Award for Excellence for Outstanding Program Performance, Achievement and Dedication to the Entrepreneurs of New York State

Develop a Comprehensive Business Plan in 10 Weeks!

This is an intensive, 60-hour business plan development program packed with information and the latest techniques — all taught by experts in the advertising, marketing, finance, legal, tax and insurance fields. Whether you want to start a new business or expand an existing one, the EAP will help you:

- Complete a business plan
- Increase your bottom line
- Manage your finances
- Create a marketing plan

Business Plan Competition

A Business Plan Competition sponsored by Capital One Bank offers participants who complete the EAP requirements the opportunity to compete for prizes.

First Prize: $2,500  Second Prize: $1,500  Third Prize: $1,000

$495 program fee* includes all materials and is payable in two installments.

*Note: Applications will be accepted for full-tuition scholarships for veterans and Nassau Community College alumni (based on eligibility criteria).

Limited seating is available. For more information, contact Stacey Kerins at 516-463-5850 or stacey.kerins@hofstra.edu.
The Hofstra Cultural Center (HCC) is an internationally renowned organization that includes a conference and symposium component, performance arts programming, and the publication of the proceedings of its conferences and symposia. The goal of the Hofstra Cultural Center is to augment the offerings of the academic departments of the University by developing educational programs related to the cultural and interdisciplinary experience of students, faculty, staff, alumni and scholars.

The HCC plans and coordinates conferences and symposia in the fields of the humanities, business, presidential studies, law and the sciences to promote the University as an international arena of scholarly thought and to foster Long Island as a cultural entity.

In addition to the conference and symposium component, the Hofstra Cultural Center is dedicated to becoming a thriving center for the arts (music, theater, dance performances, lectures) by offering the Joseph G. Astman Cultural Events, which provide opportunities for us to explore who we are as a diverse culture.

Many events on campus, especially lectures and museum exhibitions, are free and open to the public unless otherwise noted. Concerts and theatrical performances generally have a ticket fee.

For more information on our spring 2016 programs and to join our mailing list, please visit hofstra.edu/culture, email hofculctr@hofstra.edu or call 516-463-5669.
Nondiscrimination Policy
Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act and other applicable federal, state and local laws and regulations relating to nondiscrimination (“Equal Opportunity Laws”). The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Equal Opportunity Statement should be directed to the Equal Rights and Opportunity Officer at EROO@hofstra.edu, 516-463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. For additional contacts and related resources, see hofstra.edu/EOE.

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

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

**HOFSTRA UNIVERSITY**
**CONTINUING EDUCATION**

*PLEASE PRINT CLEARLY.*

*Denotes required fields*

- **FALL**
- **SPRING**
- **SUMMER**

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<th>Student’s Last Name</th>
<th>First Name</th>
<th>M/L</th>
<th>Male / Female</th>
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**COURSE INFORMATION**

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<th>Course Tuition Discount</th>
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**OFFICE USE ONLY**

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<th>Order #</th>
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**METHOD OF PAYMENT**

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

**Subtotal**

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<th>Total</th>
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**TOTAL**

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**Account Holder’s Signature**

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<th>Billing Address for Credit Card</th>
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**How did you hear about our courses?**

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

Hofstra University Continuing Education Registrar’s Office
University College Hall
250 Hofstra University
Hempstead, NY 11549-2500

**Hofstra University Confidential**

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