



HOFSTRA UNIVERSITY®
CONTINUING EDUCATION

SUMMER 2010 BULLETIN

**Advance your career.
Enrich your mind.
Change your life.**

COMING THIS FALL ...

CERTIFICATE IN HEALTH CARE INFORMATICS

Health care informatics is the intersection of information science, computer science, and health care. Not only are billions of federal dollars spent on health care IT, but hundreds of millions of dollars are being invested right here on Long Island. Start planning now for a new career in health care informatics!

Call **(516) 463-4688** to find out more about our new programs.

SUMMER WRITERS PROGRAM (JULY 6-16)

Hofstra University's two-week Summer Writers Program offers eight classes: Writing Poetry, Writing Fiction, Writing for Children, Writing Varieties of Nonfiction, Screenwriting, Writing Graphic Novels, Sports Writing, and Writing the Novel. Choose one class and spend two intensive weeks learning from a master writer.

High school students can now be part of the Summer Writers Program with a special section in creative writing.

For more information, visit ce.hofstra.edu or call **(516) 463-7600**.

SUMMER SPORTSCASTING INSTITUTE

Taught by professional sportscasters with decades of experience in New York television and radio broadcasting, this interesting (and fun) institute teaches you the fundamentals of sportscasting, including interviewing, writing, announcing, commentary and professional presence.

Teen Sportscasting Institute: July 19-23
Adult Sportscasting Institute: August 2-7

Join us at a FREE information session. For dates and additional information, visit ce.hofstra.edu or call **(516) 463-7800**.

HOW CAN WE HELP?

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

For information about specific Continuing Education courses and programs:

Call (516) 463-7800 for:

- Bookkeeping
- Business and Management
- Business Credit Certificates
- Certified Financial Planning
- Insurance Studies
- LEED®/Green Building/Sustainability
- OSHA
- Paralegal Studies
- Racehorse Ownership
- Real Estate Studies
- Sportscasting

Call (516) 463-7600 for:

- Deaf Studies/American Sign Language
- Personal Enrichment
- Personal Trainer and Nutrition
- Post-Baccalaureate Premedical Credit Certificate
- Post-Baccalaureate Test Preparation

Call (516) 463-4688 for:

- Information Technology
- Project Management
- Six Sigma

Call (516) 463-CAMP for:

- Summer Camps

Call (516) 463-7400 for:

- Saturday Classes for Young People

Call (516) 463-4824 for:

- PEIR (Personal Enrichment in Retirement)
- Pre-Collegiate Test Preparation

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>> BUSINESS AND MANAGEMENT <<

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

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®)

Hofstra University and Everblue Training Institute have partnered to offer courses that lead to certification in Leadership in Energy and Environmental Design (LEED®). Developed by the U.S. Green Building Council (USGBC), LEED® is the most distinguished and widely accepted environmental design and green building certification.

Hofstra University is the only continuing education program on Long Island to offer a full range of LEED® courses designed to teach you everything you need to know about sustainable, green building practices. As these procedures have become more popular — and in some cases mandatory — there isn't a better time to become LEED®-accredited and learn the business of sustainable construction. Whether you're a builder, designer or CEO, or you're simply interested in helping to preserve our environment, consider us your LEED® resource!

WHO WILL BENEFIT?

The program is designed for professionals who want to begin or enhance a career in sustainable design and construction — architects, builders, developers, contractors, interior designers, building owners, facility managers, realtors, planners, government officials, and property managers — as well as those who wish to improve their communities. Many of the courses are of interest to the general public.

WANT TO LEARN MORE ABOUT LEED®?

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

Wednesday, May 5, 6-7:30 p.m.

To register or for more information, visit ce.hofstra.edu/LEED or call (516) 463-7800.

LEED® EXAM REVIEW CLASSES

LEED® GREEN ASSOCIATE EXAM PREPARATION

H6050-71	Staff	2 sessions	\$595
Wednesday, Thursday	May 19 and 20	9 a.m.-5 p.m.	
H6050-72	Staff	2 sessions	\$595
Thursday, Friday	July 8 and 9	9 a.m.-5 p.m.	

This LEED® Green Associate Exam preparation course includes a complete review of the LEED® rating systems, hundreds of simulated exam questions, worksheets, and strategies for passing the exam. This course is approved by the American Institute of Architecture (AIA) for continuing education credit.

PROFESSIONAL DEVELOPMENT

CERTIFICATE IN SUSTAINABLE DESIGN AND DEVELOPMENT

Hofstra University, in partnership with Everblue Training Institute, offers a noncredit certificate program in Sustainable Design and Development. This program consists of 105 hours of classroom instruction covering topics of sustainability, green building and renewable energy. Participants must complete **Part I – Green Building Bootcamp, Part II – Green Building Design, Construction and Operations, and seven (7) elective courses**, and have 12 months to complete the course requirements. Certificate candidates are required to attend all classroom sessions and complete in-class learning activities with a minimum score of 70 percent.

Upon completion of Part I of this certificate program, participants are prepared to take the LEED® Green Associate Exam. Upon completing the entire certificate program, students are prepared to take the LEED® AP Exam.

PART I – GREEN BUILDING BOOTCAMP (REQUIRED)

H6051-71	Staff	5 sessions	\$1,495
Monday-Friday	June 7-11	9 a.m.-5 p.m.	

Discover business opportunities and how to advance your career by learning the ins and outs of every major green building and green rating program. Learn about LEED®, Energy Star, HERS, BPI, and Green Globes, as well as more than 100 principles of green building. This course combines passionate, high-energy delivery with a blended mix of instructor-led training, hands-on labs, and computer-based software tools.

PART II – GREEN BUILDING DESIGN, CONSTRUCTION AND OPERATIONS (REQUIRED)

H6052-71	Staff	3 sessions	\$995
Monday-Wednesday	July 12-14	9 a.m.-5 p.m.	

This course introduces students to residential and commercial green building practices. Topics covered include: principles of sustainability and green building related to specific applications; systems and techniques for building homes and commercial structures; Energy Star Portfolio Manager; HERS and BPI residential energy rating systems; common construction errors; increasing comfort and energy efficiency; commissioning; and third-party verification.

PROFESSIONAL DEVELOPMENT

ELECTIVES:

LEED® BUILDING DESIGN AND CONSTRUCTION EXAM PREPARATION

H6053-71	Staff	2 sessions	\$645
Thursday, Friday	July 15 and 16	9 a.m.-5 p.m.	

This course covers the largest and broadest of the U.S. Green Building Council's LEED® rating systems, LEED® BD+C, which applies to new construction and major renovations of existing buildings. Students learn the fundamentals of sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. The class includes a credit-by-credit overview of the LEED® rating system as well as a look into the processes and procedures associated with attaining LEED® certification for a building. This course is appropriate for architects, engineers, builders, contractors, developers, interior designers, landscape architects, lawyers, and finance professionals interested in learning more about LEED® certification for new buildings and major renovations.

BPI TRAINING AND ENERGY AUDITOR CERTIFICATION

H6054-52	Staff	5 sessions	\$1,595
Monday-Friday	April 12-16	9 a.m.-5 p.m.	

This course provides nationally recognized Building Performance Institute (BPI) training and Energy Auditor certification and gives students the essential knowledge and credentials to perform a home or light commercial energy audit. BPI programs have been structured with one important premise in mind: the house is a system in which everything is connected. Learn important home energy inspection topics and prepare to pass the included two-hour, 100-question written exam and the two-hour, one-on-one field exam.

BPI ENVELOPE CERTIFICATION

H6065-71	Staff	3 sessions	\$995
Monday-Wednesday	July 26-28	9 a.m.-5 p.m.	

Once you have earned the BPI Building Analyst certification, it's time to enhance your skills and propel yourself and your company ahead of the competition. This course is a residential specialization that focuses on ways to enhance the envelope's thermal and pressure boundaries through insulation and airsealing techniques. The BPI Envelope certification in conjunction with the Building Analyst certification will make your company eligible to apply for accreditation (if your company is in an industry field, i.e., insulation, weatherization, window installation, etc.). Accreditation can be useful in acquiring various state-specific incentives. As an individual, this course will not only prepare you to understand how to analyze a home, but will also help you understand why the process is so important. Every home is different, and it is important to understand how problems related to the building envelope, such as moisture, ice dams, mildew and drafts, were created in the first place. This course is appropriate for HERS raters, BPI Building Analyst professionals, home inspectors, HVAC professionals, insulation professionals, general contractors, home builders, engineers, architects, and more.

Prerequisites: Although the class includes a review of some Building Analyst concepts, students must have had Building Analyst training and certification to take this class.

PROFESSIONAL DEVELOPMENT

BASICS OF SOLAR

H6055-52	Staff	1 session	\$345
Monday	April 26	9 a.m.-5 p.m.	

Learn the theory behind solar photovoltaics and solar thermal energy:

- History of PV (photovoltaic) technology, markets for PV, and types of PV systems
- PV safety hazards, installation safety and equipment
- Electrical and solar terminology
- PV performance characteristics and responses to environmental conditions
- How to conduct a site assessment
- Basic subsystem installations
- PV system inspection
- Troubleshooting PV systems

BUSINESS OF SOLAR

H6056-52	Staff	1 session	\$345
Tuesday	April 27	9 a.m.-5 p.m.	

- Learn the practical business aspects of renewable energy.
- Identify the role of primary and secondary energy sources in modern society.
- Classify useful energy conservation methods and ways to be energy efficient.
- Identify the PV industry and how much energy a PV system will produce.
- Recall the costs of organizing and staffing a solar business.
- Recognize effective sales strategies for a solar business.
- Distinguish between the benefits of using solar PV systems in the real estate market.
- Identify job opportunities in the photovoltaic industry and additional PV industry resources.
- Demonstrate an understanding of solar PV market suppliers.

FINANCIAL INCENTIVES FOR GREEN BUILDING, RENEWABLE ENERGY, AND ENERGY EFFICIENCY

H6057-52	Staff	1 session	\$595
Wednesday	April 28	9 a.m.-5 p.m.	

Learn to identify and quantify the various federal and regional incentives in your area. This course includes common tax incentives at the local, state and federal level. Students learn the pros and cons of cap and trade, direct taxation, government regulation, and other incentive structures.

MARKETING: HOW TO MARKET YOUR PRODUCT'S GREEN FEATURES TO THE BUILDING INDUSTRY

H6058-52	Staff	1 session	\$595
Thursday	April 29	9 a.m.-5 p.m.	

This course teaches product manufacturers how to market their products as “green” and provides them with tools and techniques to make their products stand out from the crowd. The course also educates interior designers, architects, contractors, and other building professionals about the materials they will need to use to make their buildings and projects “green.”

PROFESSIONAL DEVELOPMENT

BASICS OF LEED® CONSULTING - STRATEGIES FOR LEED® OPERATIONS AND MAINTENANCE CERTIFICATION

H6062-52	Staff	1 session	\$195
Monday	May 10	8 a.m.-Noon	

This course gives you practical training for LEED® Operations and Maintenance Version 3 project certification. Using LEED® online, case study/samples and other tools, the course is designed to provide an overview of LEED® Operations and Maintenance requirements for projects. Evaluate the challenges in energy management, refrigerant management, commissioning, and sustainable operations.

STEP UP TO LEED® V3 2009

H6064-52	Staff	1 session	\$195
Monday	May 10	1-5 p.m.	

This four-hour course examines the differences between LEED® v3 2009 and all other versions of the LEED® Rating System that existed prior to June 30, 2009.

BASICS OF LEED® CONSULTING - DOCUMENTING YOUR FIRST LEED® PROJECT

H6063-52	Staff	1 session	\$195
Tuesday	May 11	8 a.m.-Noon	

This course provides practical training for LEED® New Construction v3 project certification. Develop the skills to successfully coordinate LEED® projects and streamline the LEED® documentation process.

BASICS OF LEED® CONSULTING - STRATEGIES FOR NEW CONSTRUCTION CERTIFICATION

H6061-52	Staff	1 session	\$195
Tuesday	May 11	1-5 p.m.	

This course provides practical training for LEED® New Construction v3 project certification. Using LEED® online, case study/samples and other tools, the course is designed to provide an overview of LEED® New Construction requirements for projects. Evaluate the challenges in design and construction in the field.

Scheduling Disclaimer: The course hours published in this bulletin represent contact hours only and are not inclusive of breaks, lunch or dinner. Total course hours are left to the discretion of the assigned instructors. The instructor is responsible for determining that the assigned course is delivered within all federal, state and local regulations.

PROFESSIONAL DEVELOPMENT

OCCUPATIONAL ENVIRONMENTAL, HEALTH AND SAFETY TRAINING

Hofstra University Continuing Education, in collaboration with American Safety Consultants, LLC, is proud to offer a comprehensive series of courses that help businesses meet the standards and requirements of the Occupational Safety and Health Administration (OSHA).

Safety training is an essential part of every employer's safety and health. Safety training classes help establish a culture in which employees themselves promote proper safety procedures. With Hofstra's OSHA courses, employees are able to immediately practice and apply new knowledge and skills on the job, making the workplace safer for everyone.

For complete course descriptions, please visit ce.hofstra.edu/OSHA.

Custom on-site training and Spanish-language courses are also available.

To register or for more information, visit ce.hofstra.edu/OSHA or call (516) 463-7800.

Scheduling Disclaimer:

The course hours published on this schedule represent contact hours only and are not inclusive of breaks, lunch or dinner. Total course hours are left to the discretion of the assigned instructors. The instructor is responsible for determining that the assigned course is delivered within all federal, state and local regulations.

HAZ O5O-A: 24-HOUR HAZWOPER			
H6463-51	TBA	3 sessions	\$550
Saturday	April 24-May 8	8 a.m.-5 p.m.	
LEAD RRP RENOVATOR INITIAL			
H6465-71	TBA	2 sessions	\$225
Friday, Saturday	April 30 and May 1	7:30 a.m.-Noon	
OSHA O9O-A: OSHA 10-HOUR CONSTRUCTION			
H6408-71	TBA	1 session	\$250
Saturday	May 15	7:30 a.m.-6:30 p.m.	
HAZ O1O-A: HAZARD COMMUNICATION (HAZCOM)			
H6460-71	TBA	1 session	\$150
Saturday	May 22	8 a.m.-Noon	
HAZ O4O-A: HAZWOPER REFRESHER (FRA/FRO/HMT)			
H6462-71	TBA	1 session	\$250
Saturday	May 22	8 a.m.-5 p.m.	

PROFESSIONAL DEVELOPMENT

OSHA 620-A: BLOODBORNE PATHOGENS AND HEALTH CARE SAFETY

H6502-71	TBA	1 session	\$150
Wednesday	May 26	6-10 p.m.	

DOT O10-A: DOT WORK ZONE SAFETY AWARENESS

H6560-71	TBA	1 session	\$150
Wednesday	May 26	6-10 p.m.	

OSHA 100-A: OSHA 30-HOUR CONSTRUCTION

H6410-71	TBA	3 sessions	\$750
Saturday	June 5-19	7:30 a.m.-6:30 p.m.	

OSHA 200-A: OSHA 30 GENERAL INDUSTRY

H6437-71	TBA	3 sessions	\$750
Saturday	June 5-19	7:30 a.m.-6:30 p.m.	

OSHA 650-A: PERMIT REQUIRED CONFINED SPACE ENTRY COURSE

H6505-71	TBA	1 session	\$250
Saturday	June 26	8 a.m.-5 p.m.	

OSHA 660A: STANDARD FIRST AID AND ADULT CPR/AED

H6506-51	TBA	1 session	\$150
Saturday	April 10	8 a.m.-5 p.m.	

H6506-71	TBA	1 session	\$150
Saturday	July 10	8 a.m.-5 p.m.	

RESP 090-A: RESPIRATORY PROTECTION AWARENESS

H6480-71	TBA	1 session	\$150
Friday	June 18	8 a.m.-Noon	

FIRE O10-A: FIRE PROTECTION AND PREVENTION AWARENESS

H6520-71	TBA	1 session	\$150
Friday	June 18	1-5 p.m.	

OSHA 600-A: ACCIDENT INVESTIGATION

H6500-71	TBA	1 session	\$150
Friday	June 25	8 a.m.-Noon	

FALL O10-A: FALL PROTECTION HAZARD AWARENESS

H6530-71	TBA	1 session	\$150
Friday	June 25	1-5 p.m.	

ASBESTOS AWARENESS FOR CONTRACTORS

H6485-71	TBA	2 sessions	\$225
Friday, Saturday	July 9 and 10	7:30 a.m.-Noon	

INSURANCE STUDIES

INSURANCE CONTINUING EDUCATION

Continuing Education Credits for Insurance Agents, Brokers and Consultants

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

Effective January 1, 2008, a licensee will no longer receive credit for any course previously completed for continuing education credit. Enforcement of this policy will begin with every license renewal or relicensing application processed after January 31, 2009. Licensees must maintain records of completed continuing education courses and will be held responsible if a course is repeated.

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.

In the case of relicensing, you may use credits accumulated in the previous renewal period, plus any credits completed up to the date that the relicensing application is completed.

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

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

NOTES: *Hofstra University is an approved provider organization (approval number NYPO-100009) in the New York State Insurance Department Continuing Education Program. All New York state-approved classroom courses are eligible for use in satisfying the 50-percent classroom instruction requirement. Be sure to choose your courses carefully; not all courses are applicable to every license. If you are unsure, it is your responsibility to check with the New York State Insurance Department at (518) 474-6630 or www.ins.state.ny.us to verify which courses are required for your specific licensing needs.*

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

SPECIAL PRICING:

If you are registering for two 8-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).

PROFESSIONAL DEVELOPMENT

AGENCY OPERATIONS - DEVELOPMENT (NYCR-217298)

H7960-51	Dennis Legg	1 session	\$170
Saturday	April 24	9 a.m.-5 p.m.	8 CE credits

The primary purpose of this seminar is to discuss developing agencies, including the relationship to employees and insurance companies. It presents the developing plan of management of insurance agencies. The seminar provides the professional with useful information on how to grow an insurance agency. The perspective is from the employee's and management's standpoint. The seminar's mission is to provide information on agency operations.

Approved for the following licenses: C1, LA, LB, BR, C3, PA, PC.

PRINCIPLES OF WORKER COMPENSATION (NYCR-210040)

H7265-71	John Frizalone	1 session	\$170
Wednesday	May 19	9 a.m.-5 p.m.	8 CE credits

Learn how to better meet the needs of your clients' Workers' Compensation and Disability challenges in both cost and legal obligations. The curriculum is a blending of information and resources needed to navigate market availability and the many laws, rules and regulations that have complicated the daily risk management of both large and small accounts. From coverage, underwriting, claims, and safety management to fraud awareness, this seminar will help you provide your clients with the most up-to-date techniques for controlling cost and managing risk.

Approved for the following licenses: BR, C3, PC, SB.

INSURANCE ACCOUNTING - THE FUNDAMENTALS (NYCR 217301)

H7958-51	Dennis Legg	1 session	\$170
Saturday	May 22	9 a.m.-5 p.m.	8 CE credits

The primary purpose of this seminar is to acquaint the insurance professional with the basic economic language of business accounting. The seminar gives a working overview of financial statement understanding and the underlying bookkeeping functions for generally accepted accounting principles. It includes a business working model to show the student how business operations impact financial statements. The seminar includes a summary of the work covered, with ample space to allow the student to include notes on the topics covered.

Approved for the following licenses: C1, LA, LB, BR, C3, PA, PC.

INSURANCE ACCOUNTING FOR INSURANCE COMPANIES (NYCR-217300)

H7957-71	Dennis Legg	1 session	\$170
Saturday	June 19	9 a.m.-5 p.m.	8 CE credits

The purpose of this seminar is to discuss the interdisciplinary skills of the insurance professional and accountant to better understand accounting for insurance companies from the non-accountant viewpoint. Participants analyze balance sheets and income statements. The instructor leads a discussion on the meaning behind the numbers and compares statutory and generally accepted accounting principles.

Approved for the following licenses: C1, LA, LB, BR, C3, PA, PC.

PROFESSIONAL DEVELOPMENT

FRAUD AWARENESS FOR THE INSURANCE PROFESSIONAL (NYCR-212707)

H7261-71	John Frizalone	1 session	\$170
Friday	June 25	9 a.m.-5 p.m.	8 CE credits

Insurance fraud is a widespread and costly problem. This course focuses on developing and strengthening the student's ability to prevent and detect fraud and abuse in the insurance industry. It is designed for agents, brokers and self-insurers, and covers practical information about how to protect both your clients and your firm from fraud. No examination.

Approved for the following licenses: BR, C1, C3, LA, PC, LB, PA.

INSURANCE LICENSING

LIFE/ACCIDENT AND HEALTH INSURANCE AGENTS TRAINING COURSE

H7100-71	Dennis Legg	10 sessions	\$295
Saturday	April 28-June 30	6-9 p.m.	

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

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

AICPCU PROGRAMS

CHARTERED PROPERTY CASUALTY UNDERWRITERS (CPCU)

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

Program Overview

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

PROFESSIONAL DEVELOPMENT

CPCU Curriculum

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

FOUNDATION COURSES (all five are required):

CPCU 510 – Foundations of Risk Management, Insurance and Professionalism

CPCU 520 – Insurance Operations and Regulations

CPCU 530 – The Legal Environment of Risk Management and Insurance

CPCU 540 – Business and Financial Analysis for Risk Management and Insurance Professionals

CPCU 560 – Financial Services Institutions

Choose the personal or commercial 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 CONCENTRATION (WITH COMMERCIAL SURVEY)

CPCU 555 – Personal Risk Management and Property-Liability Insurance

CPCU 556 – Personal Financial Planning

CPCU 557 – Survey of Commercial Risk Management and Insurance

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

CPCU 560: FINANCIAL SERVICES INSTITUTIONS

H7355-11

Robb Waldner

10 sessions

\$475

Tuesday

June 2-August 4

6-9 p.m.

This course provides a broad overview of overall monetary policy, covering topics such as: how financial institutions and financial products impact both the United States and the global marketplace; the Federal Reserve; regulation of depository institutions, banks, insurance and finance companies; securities firms and investment banking institutions; stock and bond markets; mutual funds and derivatives; and risks incurred by financial institutions.

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

PROFESSIONAL DEVELOPMENT

ASSOCIATE IN RISK MANAGEMENT (ARM)

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

ARM 56: RISK FINANCING

H7921-71	Michael Hoff	10 sessions	\$475
Tuesday	June 1-August 3	6-8 p.m.	

This course provides a conceptual introduction to risk forecasting and risk financing techniques.

INTRODUCTION TO PROPERTY AND LIABILITY INSURANCE

H7955-71	Robb Waldner	10 sessions	\$475
Tuesday	June 1-August 3	6-8 p.m.	

This course is intended to meet the needs of a wide range of clerical, technical and managerial employees, including those employed by insurance companies, agencies, brokerage houses and adjusting firms, who would benefit from a general understanding of how the property/liability insurance business works. Designed primarily for employees who are new to the study of insurance, this course is also appropriate for more experienced employees with limited formal insurance education. The course uses concrete examples, anecdotes and illustrations to make the insurance business understandable and to show how its various segments work together. It describes the roles of various insurance employees so that students learn how their own jobs complement the jobs of others. The course also introduces a number of property/liability insurance coverages and a wide range of insurance principles. Finally, the course provides a foundation for continued education in other insurance programs.

REAL ESTATE STUDIES

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

H5125-51	Staff	26 sessions	\$450
Monday, Tuesday, Wednesday	May 17-July 19	6:30-9:30 p.m.	
<i>No class May 31, July 5.</i>			

Fulfilling the requirements established by the New York State Department of State, Division of Licenses, this course consists of 75 hours of lecture, a review session and a final examination. To earn a certificate, you must attend a minimum of 70.5 hours in the lecture portion and pass the final exam. If you do not meet the 70.5-hour minimum, you must

PROFESSIONAL DEVELOPMENT

repeat the entire course. (New York state specifically denies the right to fulfill attendance by attending only “makeup” lectures.)

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

Note: Course registrants must be 18 years or older.

NOTARY PUBLIC TEST REVIEW

H3410-71 Saturday	Lesli Hiller June 12	1 session	\$99
H3410-72 Saturday	Lesli Hiller August 21	1 session	\$99

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 one-day course teaches you everything you need to know about the law – both statutes and judicial decisions – governing the practice of the notary public in New York state. (If you’re already a notary, taking this course can be a helpful review of your rights and responsibilities.)

CERTIFIED FINANCIAL PLANNER (CFP)

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

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

PROFESSIONAL DEVELOPMENT

INVESTMENT PLANNING

H4133-71	Gary Zucker	14 sessions	\$595
Wednesday	May 26-August 25	6:30-9:40 p.m.	

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

FUNDAMENTALS OF FINANCIAL PLANNING

H4131-71	Anne Kehoe	12 sessions	\$595
Tuesday	June 1-August 17	6:30-9:40 p.m.	

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

RISK MANAGEMENT AND INSURANCE PLANNING

H4132-71	Jack Chite	12 sessions	\$595
Tuesday	June 1-August 17	6:30-9:40 p.m.	

This course introduces students to the application of insurance planning and risk management in personal financial planning. It is designed to provide students with an understanding of the concepts of identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation and principles of insurance taxation.

INCOME TAX PLANNING

H4134-71	John Spinelli	12 sessions	\$595
Tuesday	June 1-August 17	6:30-9:40 p.m.	

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

EMPLOYEE BENEFITS AND RETIREMENT PLANNING

H4135-71	Steven Labiner	12 sessions	\$595
Wednesday	June 2-August 18	6:30-9:40 p.m.	

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

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specified by Certified Financial Planner Board of Standards, Inc., and is designed to provide students with an understanding of the concepts of ethical consideration, Social Security and Medicare benefits, retirement plan types, qualified plan characteristics, distributions and distribution options, group insurance benefits, other employee benefits and analysis of retirement factors.

ESTATE PLANNING

H4136-71	April Haupt	12 sessions	\$595
Thursday	June 3-August 20	6:30-9:40 p.m.	

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 and special estate planning situations.

BOOKKEEPING CERTIFICATE PROGRAM

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

BOOKKEEPING I

H2115-71	Daniel Benjamin	9 sessions	\$499
Monday, Wednesday, Friday	May 3-21	9 a.m.-2 p.m.	

This course introduces the principles of double-entry bookkeeping. Students learn the basics of preparing financial statements, how to analyze business transactions, working with a general ledger, preparing end-of-period worksheets and financial statements, and adjusting and closing entries.

BOOKKEEPING II

H2116-71	Daniel Benjamin	9 sessions	\$499
Monday, Wednesday, Friday	May 24-June 14	9 a.m.-2 p.m.	
<i>No class May 31.</i>			

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

PROFESSIONAL DEVELOPMENT

COMPUTERIZED ACCOUNTING USING QUICKBOOKS

H2117-53	Skaistuole Mirinaviciene	4 sessions	\$499*
Saturday	June 12-July 10	9:30 a.m.-3:30 p.m.	

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

**Course fee is inclusive of QuickBooks software.*

EXCEL FOR ACCOUNTING

H2118-71	Daniel Benjamin	2 sessions	\$99
Monday, Wednesday	June 16 and 18	9 a.m.-2 p.m.	
H2118-73	Skaistuole Mirinaviciene	1 session	\$99
Saturday	July 17	9:30 a.m.-3:30 p.m.	

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

NOT-FOR-PROFIT SERIES

NOT-FOR-PROFITS ... BY THE NUMBERS

H1186-71	Ken Cerini	1 session	\$100
Tuesday	July 13	6-9 p.m.	

NEW!

If you want to become involved in the not-for-profit sector – as an employee or a volunteer – or simply gain an understanding of not-for-profit organizations, you need to understand the economic environment in which they operate, the risks and challenges they face, and what makes this sector different from its for-profit brethren. This session explores not-for-profit organizations from a fiscal and governance perspective, providing insight into the economic psyche of the not-for-profit sector and the impact of current economic trends on the sector's ability to survive. We discuss the various needs of the sector and the basic structure of not-for-profit organizations, and provide real-life examples of issues and opportunities within the sector.

PROFESSIONAL DEVELOPMENT

UNDERSTANDING NOT-FOR-PROFIT CULTURE, MYTHS AND REALITIES NEW!

H1187-71	Richard Dina	1 session	\$100
Tuesday	July 20	6-9 p.m.	

In this course, students learn about not-for-profit organizations and the role they play in today's society. Topics include: the definition and history of not-for-profit organizations; types of not-for-profit organizations and their missions; legal and fiduciary requirements of not-for-profits; responsibilities of boards of directors; how not-for-profits raise funds; not-for-profit myths and realities; and the future of not-for-profit organizations.

VOLUNTEERISM IN THE NOT-FOR-PROFIT SECTOR NEW!

H1189-71	Thomas Williams	1 session	\$100
Tuesday	July 27	6-9 p.m.	

In this course, we explore volunteerism in the not-for-profit sector. Students are encouraged to discuss their own volunteer experience and explore their volunteer interests with the group. Topics include: the culture and history of volunteering in America; volunteering in the not-for-profit sector; community service in America; volunteer agencies on Long Island; volunteer roles and opportunities; benefits of volunteering; where to find information; and civic engagement and social capital.

FINDING EMPLOYMENT OPPORTUNITIES IN THE NOT-FOR-PROFIT SECTOR NEW!

H1188-71	Joanne Schmitt	1 session	\$100
Tuesday	August 3	6-9 p.m.	

This course is geared toward individuals who have spent a lifetime developing skills in the for-profit sector and who want to continue to create, connect, and deliver value in the not-for-profit sector. Students learn about trends in the not-for-profit sector on Long Island and potential entry-level and senior job opportunities in both larger and smaller organizations. Students also learn about skill sets and personal qualities sought by not-for-profit employers. Emphasis is placed on how to match student needs and skills with those of employers, and how to cultivate strategies and tactics to secure and conduct a successful interview. The potential of volunteerism and board membership is discussed, as well as how to create personalized, short-term, project-based, and long-term opportunities. Students also are provided with examples of successful sector-switchers.

CAREER SUCCESS SERIES

The Career Success Series consists of courses that will support individuals in clarifying and achieving their professional goals, and assist organizations in their development initiatives so that management and leadership staff can build the critical competencies required in today's work environment.

WHAT WERE YOU BORN TO DO?

H1161-71	Abi Adejo	2 sessions	\$99
Wednesday	May 19-26	7-9 p.m.	

Unfortunately, 80 percent of Americans are unhappy in their current jobs and/or line of

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

TAKE CHARGE OF YOUR CAREER DEVELOPMENT

H1162-71	Abi Adejo	1 session	\$49
Wednesday	June 9	7-9 p.m.	

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

PLANNING AND MANAGING FOR A SUCCESSFUL CAREER TRANSITION

H1163-71	Abi Adejo	1 session	\$49
Wednesday	June 23	7-9 p.m.	

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

RESUME STRATEGIES AND INTERVIEWING SKILLS WORKSHOP

H1170-71	Evette Ennis	4 Sessions	\$129
Monday, Wednesday	June 21-June 30	6:30-9:30 p.m.	

If you are looking to find employment, transition to another career, or advance in your chosen career, we invite you to learn important strategies for success. This workshop teaches you how to prepare a professional resume that reflects your relevant skills, knowledge and education. Topics include: what information to include in your resume; how to clearly and concisely present your skills and ability to impress employers; styles of resumes; resume standards; and common resume mistakes.

Join us to learn how to improve your interviewing skills and your chances of being selected for the job. Workshop topics include:

- What to expect when you go on a job interview
- What is expected of you

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- Answering tough questions
- Sample questions and answers
- Legal and illegal questions
- Keeping your nerves under control
- How to use accomplishment statements from your resume as talking points during the interview
- Planning for the job interview (giving the right answers and asking the right questions)
- Making the most of job references
- Following up with the employer after the job application or job interview

CRAFTING YOUR SELF ASSESSMENT AND MISSION STATEMENT

H1185-71	Stan Broitman	1 session	\$100
Tuesday	July 6	6-9 p.m.	

NEW!

Many of us enter a job search or new career without a definitive concept of who we are, what we want to do, and how best to articulate this. This course will enable you to define your capabilities, personal mission, career search objectives, and help you to overcome uncertainty in your search. Assessing your skills, talents, capabilities, likes, and dislikes will enable you to formulate your personal mission statement and clarify the selection of your new career objective.

SMALL BUSINESS MANAGEMENT

ADVERTISING, MARKETING, AND PUBLIC RELATIONS FOR SMALL BUSINESSES AND NOT-FOR-PROFITS ... LEARN THE BASICS

H1167-71	Alicia Steger	4 sessions	\$239
Wednesday	May 5-26	6-9 p.m.	

Does your small business or not-for-profit have a limited budget? Learn the basics of developing a simple, effective and economical marketing, branding and advertising campaign suited to your company or organizational needs.

Topics include:

- The basics of branding and advertising
- Basic advertising principles
- E-marketing and advertising strategies
- Writing an effective press release
- Developing accurate and effective media lists
- Planning and managing your advertising campaign
- Using Web sites as marketing tools

STARTING YOUR OWN BUSINESS

H1160-71	Sandra Johnson	2 sessions	\$129
Tuesday	May 18-25	6:30-9:30 p.m.	

Part of the “American Dream” is owning your own business. But did you know that 50 percent of all new businesses fail within the first two years of operation? Planning ahead can

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help avoid this catastrophe. This course is designed for individuals planning to start their own business. Topics include incorporation vs. sole proprietorship, preparing a business plan, record keeping, marketing, and taxes.

OVERCOME THE FEAR OF PUBLIC SPEAKING

H1219-71	Brad Manzo	4 sessions	\$119
Wednesday	July 7-28	7-9 p.m.	

NEW!

Don't let the fear of public speaking prevent you from achieving your goals! In this class, participants learn how to conquer this fear through several simple speaking exercises, how to craft and deliver a prepared speech, and how to give an impromptu speech.

CONSUMER EDUCATION SERIES

GETTING STARTED WITH FACEBOOK

H1304-71	Marshall Honorof	1 session	\$49
Tuesday	June 15	6-9 p.m.	

NEW!

Social networking using Facebook has become an important part of our culture. If you want to join Facebook, but are not sure how to do it, here's your chance to learn. In this hands-on session, you will create your own Facebook page and profile, learn how to post comments and communicate with other Facebook users. You'll also learn about special functions, inviting people to events, social networking etiquette, group pages, fan pages, and Facebook advertising. Join us to learn how to use Facebook to connect with friends, former classmates, long-lost relatives, media personalities, celebrities, politicians, and organizations.

MANAGING YOUR CREDIT

H1183-71	Ellen Smiley	1 session	\$49
Monday	May 17	7-9 p.m.	

NEW!

What is credit? How do we establish it? How do we maintain it? How do we improve it? What impact does it have on our lives? What are the credit pitfalls, and how do we avoid them? And if we have fallen into them, how do we get ourselves back on the right path? These important questions will be addressed in this workshop taught by an educational services specialist from Nassau Educators Federal Credit Union.

ASSESSING YOUR CURRENT FINANCIAL SITUATION

H1184-71	Peter Owen	1 session	\$49
Monday	May 24	7-9 p.m.	

NEW!

Help! My bills are growing, my credit card balances are growing, my kids are growing (and will eventually go to college), and I have no idea how to analyze the shape of my finances! In this informative class, you will learn how to analyze the basic areas of your own financial situation and develop a logical plan for going forward. The class will address the need for a cash emergency fund, a monthly budget, insurance, a savings plan, retirement planning, and planning for major life events. Couples may attend for a single registration fee.

RACEHORSE OWNERSHIP INSTITUTE

The Racehorse Ownership Institute (ROI) at Hofstra University is the only program offered by a major American university dedicated solely to the education, advancement and assistance of thoroughbred and standardbred racehorse owners.

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

For your convenience, classes are offered on weekends. Each offering presents "the good, the bad and the muddy" in a balanced format. Please be assured: the Institute is an educational program dedicated to the serious informational needs of both prospective and seasoned racehorse owners of both breeds. No particular partnership, syndicate or product is sold at any seminar, and neither the coordinator nor the guest speakers have any financial interest in your entry into racehorse ownership. While information regarding initial ownership is provided upon request, the materials represent a broad array of investment possibilities that are neither discussed nor rated in class. Along these lines, please keep in mind that racehorse ownership is a highly speculative investment ... and is not for everyone. You are strongly encouraged to discuss ownership with your attorney, accountant, certified financial planner, and/or other investment adviser.

ABOUT THE COORDINATOR

Chris E. Wittstruck — a successful attorney, licensed thoroughbred and standardbred owner, award-winning racing writer, much-in-demand media commentator, and seasoned continuing education instructor — draws upon his vast knowledge, research and experience to provide presentations that are intensive, intellectual, current and practical.

INTRODUCTION TO RACEHORSE OWNERSHIP FOR THE SMALL INVESTOR

H4221-71	Chris Wittstruck	2 sessions	\$225
Saturday, Sunday	June 19 and 20	Saturday, 9:30 a.m.-4:30 p.m. at Hofstra	Sunday, 9:30 a.m.-1:30 p.m. at Belmont

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

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classroom study at Hofstra. On Sunday, in conjunction with the “Breakfast at Belmont” program, the class is conducted at Belmont Park Racetrack (students are responsible for their own transportation and breakfast). Attendance at the afternoon races is optional, but encouraged.

SUMMER SPORTSCASTING INSTITUTE

Taught by professional sportscasters with decades of experience in New York television and radio broadcasting, this interesting (and fun) institute teaches you the fundamentals of sportscasting, including interviewing, writing, announcing, commentary and professional presence. You’ll work hard and get hands-on experience with in-depth critiques of your work in the classroom and in the field, as you hone your skills in TV and radio play-by-play, anchoring and reporting. Upon completion, you’ll receive an honest evaluation of your potential and recommendations for next steps, and you’ll leave with a DVD demo reel of your on-camera work. Guest instructors have included well-known sportscasters Len Berman, Sam Rosen, Mike Breen, John Discepolo, and Kenny Albert.

ABOUT THE COORDINATOR

Ed Ingles is a well-respected radio and television sportscaster. He spent 30 years with CBS and is now a professional-in-residence at WRHU, Hofstra University’s award-winning radio station.

SUMMER SPORTSCASTING INSTITUTE FOR TEENS

H1014-71	Ed Ingles and Staff	5 sessions	\$1,150
Monday-Friday	July 19-23	8:30 a.m.-5:30 p.m. (includes lunch)	

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

SUMMER SPORTSCASTING INSTITUTE FOR ADULTS

H1015-71	Ed Ingles and Staff	6 sessions	\$1,250
Monday-Saturday	August 2-7	8:30 a.m.-5:30 p.m. (includes lunch)	

LEARN MORE AT A FREE INFORMATION SESSION: Thursday, May 6 or Tuesday, June 15, 6-7 p.m. **To register, call (516) 463-7800 or visit ce.hofstra.edu.**

FORENSIC LINGUISTICS

CSI: CASE STUDIES IN FORENSIC LINGUISTICS

H2002-71	Robert Leonard	1 session	\$149
Saturday	June 12	10 a.m.-5 p.m.	

Newsday described Hofstra Professor Rob Leonard as “Henry Higgins meets Sherlock Holmes” because of his work with the profilers of FBI’s Behavioral Analysis Unit at Quantico. He consults and testifies around the country in cases like the Taye Diggs-Idina Menzel arson threat letters, the McGuire “suitcase” murder, the Alvarez spy case, and the JonBenet Ramsey murder. In this hands-on, daylong course, Dr. Leonard uses the same techniques he has used with the FBI and other agencies. He presents some of his most interesting – and puzzling – cases for students to try to solve with his help and instruction. Dr. Leonard will show you the investigative “tricks of the trade” that are the most successful in solving real-life criminal and civil cases.

>> INFORMATION TECHNOLOGY <<

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

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

MICROSOFT OFFICE

Computers are the predominant tools in the work environment, and the ability to use them effectively is necessary for career success. The following job readiness courses are designed for individuals planning to re-enter the workforce or those interested in building confidence in these skill areas. Participants learn the concepts of word processing and spreadsheets in the context of common business and home applications.

INTRODUCTION TO MICROSOFT WORD 2007

T1011-71	Michael Torres	4 sessions	\$240
Saturday	May 1-22	10 a.m.-1 p.m.	

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

Prerequisite: Basic PC skills

INTRODUCTION TO MICROSOFT EXCEL 2007

T1021-71	Jack Quinn	4 sessions	\$240
Saturday	June 5-26	10 a.m.-1 p.m.	

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

Prerequisite: Basic PC skills

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INTERMEDIATE MICROSOFT EXCEL 2007

T1022-01	Jack Quinn	5 sessions	\$300
Saturday	September 11-October 9	10 a.m.-1 p.m.	

This course focuses on exploring and learning about Excel 2007 capabilities. These capabilities enable students to perform data analysis beyond the basic AUTOSUM functions (e.g., sum, average, count, etc.). Students also learn to present this data with a visual chart (e.g., graph), create compound formulas, check for formula errors, and apply “conditional formatting.” This course helps students become more proficient when analyzing and presenting data.

Prerequisite: Introduction to Microsoft Excel 2007

INTRODUCTION TO MICROSOFT POWERPOINT 2007

T1041-71	Michael Torres	4 sessions	\$240
Saturday	July 10-31	10 a.m.-1 p.m.	

This course provides hands-on instruction for the widely used business presentation system Microsoft PowerPoint. Learn important design concepts and how to create professional business and school presentations using text, graphics, video and sound. Part of the Microsoft Office 2007 suite, PowerPoint allows you to design high-quality presentations and handouts with powerful, easy-to-use tools.

Prerequisite: Basic PC skills

WEB DESIGN AND DEVELOPMENT CERTIFICATE PROGRAM

The World Wide Web has proven to be not only one of the greatest technological achievements of the late 20th century, but also the driving force – both economically and creatively – of the 21st century. Choose from a variety of course options and outcomes, taking courses either separately to develop or refresh your expertise, or in our structured Web Design and Development certificate program.

The Web Design and Development certificate program requires successful completion of four (4) required courses and three (3) electives.

Required Courses:

- T4001 – Web Design and Development With HTML
- T4021 – Introduction to JavaScript
- T4041 – Introduction to Dreamweaver CS4
- T4051 – Introduction to Flash CS4

Elective Courses:

- T4016 – Web Graphics With Adobe Photoshop CS4
- T4046 – Advanced Dreamweaver CS4
- T4056 – Advanced Flash CS4
- T4057 – Introduction to ActionScript With Flash CS4
- T4061 – Developing Web Applications With ASP.Net 3.5 and C#.Net 2008
- T4062 – Advanced ASP.Net 3.5

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WEB DESIGN AND DEVELOPMENT WITH HTML

T4001-71	Stephen Sachs	8 sessions	\$696
Monday, Wednesday	May 17-June 14	6:30-9:30 p.m.	
<i>No class May 31.</i>			

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

Prerequisite: Basic PC knowledge

WEB GRAPHICS WITH ADOBE PHOTOSHOP CS4

T4016-71	Staff	8 sessions	\$696
Tuesday, Thursday	July 20-August 12	6:30-9:30 p.m.	

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

Prerequisite: Web Design and Development With HTML

INTRODUCTION TO JAVASCRIPT

T4021-71	Brian Ferris	6 sessions	\$522
Tuesday, Thursday	June 29-July 15	6:30-9:30 p.m.	

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

Prerequisite: Web Design and Development With HTML

INTRODUCTION TO DREAMWEAVER CS4

T4041-51	Kathy Mackenzie	8 sessions	\$696
Tuesday	May 4-June 22	6:30-9:30 p.m.	

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

Prerequisite: Web Design and Development With HTML

ADVANCED DREAMWEAVER CS4

T4046-01	Kathy Mackenzie	6 sessions	\$522
Tuesday	September 14-October 19	6:30-9:30 p.m.	

This class builds on the fundamentals covered in Introduction to Dreamweaver CS4. Learn how to increase productivity and move beyond the static Web site. Topics include setting up templates; using CSS to create dynamic, interactive content; and adding a MySQL database to your Web site.

Prerequisite: Introduction to Dreamweaver CS4

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INTRODUCTION TO FLASH CS4

T4051-71	Max Dutton	6 sessions	\$522
Monday, Wednesday	June 21-July 12	6:30-9:30 p.m.	

No class July 5.

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

Prerequisite: Web Design and Development With HTML

ADVANCED FLASH CS4

T4056-71	Max Dutton	6 sessions	\$522
Monday, Wednesday	July 14-August 2	6:30-9:30 p.m.	

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

Prerequisite: Introduction to Flash CS4

INTRODUCTION TO ACTIONSCRIPT WITH FLASH CS4

T4057-51	Brian Ferris	6 sessions	\$522
Tuesday, Thursday	April 6-29	6:30-9:30 p.m.	

No class April 13, 15.

This course introduces ActionScript 3.0, Adobe Flash's native programming language. Working in Flash CS4, you learn to employ ActionScript to program and control dynamically generated animations, or to program interactive games and enhance user interactivity. Take advantage of Flash's built-in components, which allow for the seamless integration of video, database solutions, and more.

Prerequisite: Introduction to Flash CS4

DEVELOPING WEB APPLICATIONS WITH ASP.NET 3.5 AND C#.NET 2008

T4061-71	Oguz Alpoguz	12 sessions	\$1,044
Monday, Wednesday	May 17-June 28	6:30-9:30 p.m.	

No class May 31.

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

PROFESSIONAL DEVELOPMENT

ADVANCED ASP.NET 3.5

T4062-71	Oguz Alpoge	12 sessions	\$1,044
Monday, Wednesday	July 7-August 16	6:30-9:30 p.m.	

This course teaches students how to design advanced interactive and database-connected Web applications with ASP.NET 3.5 technology. Students also learn about adding and configuring server controls, specialized rich server controls, using ADO.NET and XML with ASP.NET, creating custom Web controls, input validation and site navigation, ASP.NET management, programming the Web application, customizing and personalizing a Web application, Web part framework, globalization and accessibility, implementing authentication and authorization, creating ASP.NET mobile Web applications, monitoring, deploying, caching applications and serialization.

Prerequisite: Developing Web Applications with ASP.Net 3.5 and C#.Net 2008

SEARCH ENGINE OPTIMIZATION

T4081-71	Stephen Sachs	2 sessions	\$149
Saturday	June 5 and 12	10 a.m.-Noon	

How do search engines rank Web sites? In this class, we use organic search engine optimization (SEO) to evaluate the processes and procedures that bring Web sites to the top. Title and description tags, body content, and keyword relevance are just some of the items to be discussed, as well as measuring how your site is viewed using Google Analytics. If you want to learn what it takes to get ranked at the top, this course is for you.

DATABASE DESIGN AND DEVELOPMENT CERTIFICATE PROGRAM

Databases are the foundation of all business activity, so understanding their value and impact is vital. Hofstra offers expert individual classes in all the most popular database software, as well as three professional certificate options: Microsoft Database Design, the industry-leading Oracle 11g DBA Certified Associate, and Certified Professional tracks. The Microsoft Database Design certificate program requires successful completion of five (5) required courses and one (1) group of two (2) elective courses.

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

Elective Courses (Group 1):

- T3061 — Introduction to Visual Basic.Net
- T3081 — Advanced Visual Basic.Net

Elective Courses (Group 2):

- T4061 — Developing Web Applications With ASP.Net 3.5 and C#.Net 2008
- T4062 — Advanced ASP.Net 3.5

PROFESSIONAL DEVELOPMENT

INTRODUCTION TO DATABASE DESIGN AND SQL PROGRAMMING

T5202-71	Eric Adolph	11 sessions	\$957
Tuesday, Thursday	May 18-June 22	6:30-9:30 p.m.	

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

Prerequisite: Basic PC knowledge

INTRODUCTION TO BUSINESS INTELLIGENCE AND DATA WAREHOUSING

T5500-71	Staff	5 sessions	\$580
Saturday	May 15-June 19	9 a.m.-1 p.m.	

No class May 29.

The recent U.S. economic crisis and collapse of several retail businesses highlighted the importance of the consolidation of data to improve the decision-making process. Companies have developed decision support systems to identify opportunities to reduce operating expenses, increase revenue and retain customer loyalty. Course topics include business intelligence, data warehousing principles, and how data warehousing systems are leveraged to help improve business operations (regardless of industry).

INTRODUCTION TO MICROSOFT SQL SERVER

T5311-51	Tony DeLouise	7 sessions	\$609
Tuesday, Thursday	April 27-May 18	6:30-9:30 p.m.	

Microsoft SQL Server is today's fastest-growing database management system. This introductory course begins with a description of the SQL Server architecture, then goes on to review SQL and discusses 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

PROFESSIONAL DEVELOPMENT

ADVANCED MICROSOFT SQL SERVER

T5321-51	Tony DeLouise	5 sessions	\$435
Tuesday, Thursday	May 20-June 3	6:30-9:30 p.m.	

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

Prerequisite: Introduction to Microsoft SQL Server

INTRODUCTION TO MICROSOFT ACCESS

T1401-51	Staff	6 sessions	\$522
Monday, Wednesday	April 5-21	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; searching and sorting records; editing records in table and form view; creating queries; using multiple tables; creating and modifying a report or form; and various wizards for automatic preparation of tables and queries.

Prerequisite: Introduction to Database Design and SQL Programming

ADVANCED APPLICATIONS OF MICROSOFT ACCESS

T1421-51	Staff	5 sessions	\$435
Monday, Wednesday	April 26-May 10	6:30-9:30 p.m.	

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

Prerequisite: Introduction to Microsoft Access

ORACLE 11g DATABASE: ADMINISTRATION I

T5525-51	Chris Pendergast	12 sessions	\$1,695
Thursday	April 15-July 1	6:30-9:30 p.m.	

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

Prerequisite: Introduction to Database Design and SQL Programming

PROFESSIONAL DEVELOPMENT

ORACLE 11G DATABASE: ADMINISTRATION 2

T5615-71	Chris Pendergast	12 sessions	\$1,695
Tuesday, Thursday	July 8-September 23	6:30-9:30 p.m.	

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

Prerequisite: Oracle 11g Database: Administration 1

NETWORKS AND SYSTEMS

In today's highly connected world, there are probably no topics more on people's minds than computer networks and information security. In addition to offering Cisco's track for CCNA certification, we have added three new classes: Network Fiber Optics, IT Security and A+ Certification.

INFORMATION SYSTEMS SECURITY FUNDAMENTALS

T7020-71	Ali Daneshmandnia	9 sessions	\$1,044
Saturday	May 1-July 10	9 a.m.-1 p.m.	

No class May 29 and July 3.

NEW!

This course covers the broad framework and environment of information and computer security. The student will learn the strategies and techniques that are used to undermine the security of information and computer systems, and the multidimensional approach that is needed to protect computer systems from those vulnerabilities and threats. This is a broad-based course that combines a conceptual understanding of security with an introduction to some of the specific technology and tools that students will learn to use to counteract threats to their personal and work environments.

CERTIFIED FIBER OPTIC TECHNICIAN (CFOT)

T7010-71	Staff	4 sessions	\$1,695
Saturday	June 5-26	9 a.m.-5 p.m.	

NEW!

The CFOT course includes an introduction to fiber optic concepts as well as hands-on instruction for fiber optic installation, termination, and testing techniques. With reference to the key fiber optic standards and codes (EIA/TIA, ANSI, IEEE, NEC), participants learn to identify fiber components and understand how to select the correct type to use in a given application. The course includes a mixture of lecture, demonstration, and hands-on labs to prepare participants to terminate cables with various connector types and techniques. Participants also learn the theory and practice for testing techniques such as Continuity, Optical Loss and OTDR.

PROFESSIONAL DEVELOPMENT

NEW!

COMP TIA A+ CERTIFICATION

T7015-51	Staff	7 sessions	\$1,695
Saturday	April 17-May 29	9 a.m.-5 p.m.	

The A+ certification is the industry standard for computer support technicians. The vendor-neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. In order to gain the certification, you must pass two exams. The A+ Essentials (701) test validates knowledge for the fundamentals of computer technology, networking and security, as well as the communication skills and professionalism now required of all entry-level IT professionals. The A+ Practical Application (702) is an extension of the knowledge and skills identified in A+ Essentials, with more of a “hands-on” orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems.

INTERCONNECTING CISCO NETWORK DEVICES, PART I

T7097-71	Randy Graves	9 sessions	\$945
Monday	May 3-July 12	6-10 p.m.	
<i>No class May 31 and July 5.</i>			

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

Prerequisite: Basic PC knowledge

INTERCONNECTING CISCO NETWORK DEVICES, PART II

T7098-71	Randy Graves	9 sessions	\$945
Wednesday	May 5-June 30	6-10 p.m.	

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

Prerequisite: Interconnecting Cisco Network Devices, Part I

OBJECT-ORIENTED PROGRAMMING CERTIFICATE PROGRAM

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

PROFESSIONAL DEVELOPMENT

The Object-Oriented Programming certificate program requires successful completion of six (6) required courses.

Required Courses:

T3161 — Introduction to Java Programming

T3181 — Advanced Java Programming

T3021 — Introduction to C# Programming With Visual Studio 2008

T3041 — Advanced C# Programming

T3061 — Introduction to Visual Basic.NET

T3081 — Advanced Visual Basic.NET

INTRODUCTION TO C# PROGRAMMING WITH VISUAL STUDIO 2008

T3021-71	Staff	8 sessions	\$696
Tuesday, Thursday	May 18-June 24	6:30-9:30 p.m.	

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

Prerequisite: Experience with a programming language

ADVANCED C# PROGRAMMING

T3041-71	Staff	6 sessions	\$522
Tuesday, Thursday	June 29-August 5	6:30-9:30 p.m.	

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

Prerequisite: Introduction to C# Programming With Visual Studio 2008

INTRODUCTION TO VISUAL BASIC.NET

T3061-71	Staff	8 sessions	\$696
Tuesday, Thursday	June 8-July 1	6:30-9:30 p.m.	

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

Prerequisite: Experience with a programming language

PROFESSIONAL DEVELOPMENT

ADVANCED VISUAL BASIC.NET

T3081-71	Staff	6 sessions	\$522
Tuesday, Thursday	July 13-29	6:30-9:30 p.m.	

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

Prerequisite: Introduction to Visual Basic.NET

INTRODUCTION TO JAVA PROGRAMMING

T3161-71	Joyce Milani	8 sessions	\$696
Monday, Wednesday	June 7-30	6:30-9:30 p.m.	

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

Prerequisite: Experience with a programming language

ADVANCED JAVA PROGRAMMING

T3181-71	Joyce Milani	6 sessions	\$522
Monday, Wednesday	July 7-26	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, advanced display design using Swing, Java Beans, servlets and distributed computing.

Prerequisite: Introduction to Java Programming

PROJECT MANAGEMENT AND IMPLEMENTATION CERTIFICATE PROGRAM

Given the increasing complexity of projects and the escalating costs of missing deadlines, project management has become an expertise that is essential to any economic or creative success. Hofstra University Continuing Education’s unparalleled 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.

PROFESSIONAL DEVELOPMENT

The Project Management and Implementation courses may be taken individually or as part of a certificate program that requires successful completion of three (3) courses.

Required Courses:

T8010 – Project Management

T8025 – Microsoft Excel and Project for Project Managers

T8040 – Capstone Course in Project Management and Implementation

PROJECT MANAGEMENT

T8010-71	John Cronin	10 sessions	\$870
Tuesday, Thursday	May 18-June 17	6:30-9:30 p.m.	

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 *Project Management Body of Knowledge Guide*, 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.

Prerequisites: Basic PC skills and knowledge of Excel

MICROSOFT EXCEL AND MICROSOFT PROJECT FOR PROJECT MANAGERS

T8025-71	John Cronin	5 sessions	\$435
Tuesday, Thursday	June 22-July 6	6:30-9:30 p.m.	

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

CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

T8040-71	John Cronin	8 sessions	\$696
Tuesday, Thursday	July 8-August 3	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'll 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.

Prerequisite: Microsoft Excel and Microsoft Project for Project Managers

PROFESSIONAL DEVELOPMENT

SIX SIGMA GREEN BELT CERTIFICATION REVIEW

T8500-51	Owen Ramsay	5 sessions	\$1,325
Monday-Friday	May 24-28	9 a.m.-5 p.m.	

Prepare to take the Certified Six Sigma Green Belt exam and gain a better understanding of Six Sigma at the Green Belt level. This five-day course aligns with the ASQ Six Sigma Green Belt Body of Knowledge. It is developed by ASQ subject-matter experts and is divided into five modules, each with its own outline and objectives.

>> PARALEGAL STUDIES <<

For more information and advisement on course selection and requirements, please call **(516) 463-7800**, e-mail ce-paralegal@hofstra.edu or visit ce.hofstra.edu/paralegal.

PARALEGAL STUDIES CERTIFICATE PROGRAM

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

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

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

PROFESSIONAL DEVELOPMENT

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

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

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

Summer Evening 2010

May 4-December 23, 2010

Tuesday and Thursday, 7-10 p.m., and Saturday, 9 a.m.-1 p.m.

No class July 3, September 9, 18, November 11, 25, 27.

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.

PROFESSIONAL DEVELOPMENT

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 impacting 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, as well as a discussion regarding the law of adoption.

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.

ABOUT THE COORDINATOR

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

WANT TO LEARN MORE?
JOIN US AT A FREE PARALEGAL STUDIES INFORMATION SESSION
Wednesday, March 24, 6:30 p.m.
Monday, April 26, 6:30 p.m.

To R.S.V.P. or to request a private, no-obligation meeting with the program coordinator, call (516) 463-7800.

>> DEAF STUDIES/AMERICAN SIGN LANGUAGE <<

For more information, course advisement, or to schedule an assessment with the coordinator, please call **Jennifer Jokinen** at **(516) 463-5016** or e-mail **Jennifer.Jokinen@hofstra.edu**.

DEAF STUDIES CERTIFICATE PROGRAM

Hofstra's Deaf Studies Certificate Program is a 200-hour program that is composed of a sequence of noncredit courses that lead to a clear level of competence in American Sign Language (ASL). The certificate is awarded to students who successfully complete six required courses plus an additional 36 classroom hours obtained through a variety of elective courses and workshops. The courses and workshops in this program are continually updated and rotated. Courses may be taken on an individual basis without participating in the certificate program. Affiliated instructors are both hearing and deaf. Students

PROFESSIONAL DEVELOPMENT

with advanced standing may substitute courses taken at other institutions to meet the CE six-course certificate requirement. A minimum of four courses must be taken at Hofstra University Continuing Education to earn the certificate.

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

Required Courses:

ASL I & II	ASL V	ASL VII
ASL III & IV	ASL VI	Issues and Trends in Deaf Culture

AMERICAN SIGN LANGUAGE I & II

U2111-71	TBA	13 sessions	\$299
Tuesday	June 1-August 24	6:30-9 p.m.	

This course provides students with a strong foundation in American Sign Language (ASL). Students study the alphabet and numbers 1-1000, 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, numbers, 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 III & IV

U2112-71	TBA	13 sessions	\$299
Tuesday	June 1-August 24	6:30-9 p.m.	

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 I & II or equivalent

AMERICAN SIGN LANGUAGE V

U2115-71	TBA	13 sessions	\$250
Tuesday	June 1-August 24	6:30-8:30 p.m.	

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

Prerequisite: ASL III & IV or equivalent

AMERICAN SIGN LANGUAGE VI

U2116-71	TBA	13 sessions	\$250
Tuesday	June 1-August 24	6:30-8:30 p.m.	

This course is concerned with additional language functions, including clauses, phrasing for the sequencing of events, contrastive structure, possessive forms, dates and addresses.

PROFESSIONAL DEVELOPMENT

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 V or equivalent

AMERICAN SIGN LANGUAGE VII

U2117-71	TBA	13 sessions	\$250
Tuesday	June 1-August 24	6:30-8:30 p.m.	

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

Prerequisite: ASL VI or equivalent

ISSUES AND TRENDS IN DEAF CULTURE

U2130-71	TBA	11 sessions	\$215
Monday	June 7-August 23	6:30-8:30 p.m.	

No class July 5.

All cultural groups, including the deaf community, have their own traditions and history. This course gives students the opportunity to immerse themselves in deaf culture, deaf history and American Sign Language. Through lecture, video, group discussion and guest presenters, students begin to understand the rich cultural identity, norms and values, and rules of behavior that deaf people share.

Note: Recommended early (preferably before ASL III & IV) in the certificate program.

INTRODUCTION TO AMERICAN SIGN LANGUAGE FOR KIDS

U2118-71	TBA	10 sessions	\$135
Tuesday	June 1-August 3	5:30-6:30 p.m.	

This class introduces kids to the exciting world of American Sign Language. Students learn to sign the alphabet and basic vocabulary, fingerspell words, and even some ASL structure. Students also are taught how to communicate conversationally with ASL. The goal for this course is to enhance communication in a conversational way so that students can interact with each other and with people in the deaf community. We make learning fun through hands-on activities and games.

PRE-INTERPRETING

ADVANCED AMERICAN SIGN LANGUAGE I

U2119-71	TBA	13 sessions	\$250
Thursday	June 1-August 24	6:30-8:30 p.m.	

This hands-on course is designed for advanced study in American Sign Language and provides students with the opportunity to further enhance their ASL competency and

PROFESSIONAL DEVELOPMENT

to expand their use of ASL in a variety of discourse and narrative settings. Skills to be developed include: semantic awareness analysis, in-depth exploration of ASL grammar, complex use of space, ways to make transitions between ideas, use of classifiers within texts, and how to determine the appropriate perspective in specific texts. Students engage in a more intense study of the nonmanual, linguistic features found in ASL as well as more sophisticated communication, narration and conversational strategies. Students are required to engage in ASL or deaf culture events as part of this course.

Prerequisite: ASL VII, its equivalent, or skill assessment by coordinator

INTRODUCTION TO INTERPRETING

U2140-71	Tara Tobin-Rogers	13 sessions	\$315
Thursday	June 3-August 26	6:30-9 p.m.	

This course is designed to introduce students to the professional field of sign language interpreting, and is ideal for anyone interested in learning about this area of study. Topics include an overview of the field and its history, business aspects, as well as skills and competency required to become an interpreter.

Note: No knowledge of ASL is required.

WORKSHOPS

ASL CLASSIFIERS WORKSHOP

U2355-71	TBA	9 sessions	\$199
Wednesday	June 9-August 4	6:30-8:30 p.m.	

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

Level: Intermediate

MEDICAL ASL: FOR MEDICAL, EMERGENCY, AND COUNSELING SITUATIONS

U2135-71	TBA	9 sessions	\$199
Monday	June 7-August 9	6:30-8:30 p.m.	

This class provides an opportunity for medical professionals, counseling and rehabilitative personnel, or others who need accurate information quickly, to assist when a deaf person is involved in a life-threatening situation. As it is critical at these times to be on target in the way you communicate, a variety of strategies and systems are examined to see what works best in specific circumstances. Signs related to the body, sex and drugs are covered in a thorough and informative manner. Students build on this specialized vocabulary through interactive role-playing exercises.

No class July 5.

PROFESSIONAL DEVELOPMENT

ASL PRACTICE SESSIONS

U2136-71	TBA	3 sessions	\$99
Monday	August 11-25	6:30-9:30 p.m.	

Are you looking for a safe haven to practice your ASL skills? These sessions are for those who want to practice with other individuals outside of the classroom. Classes are held in an informal setting for students of ASL and others who are interested in practicing and polishing their signing skills. Each session is led by a different facilitator (hearing or deaf). The facilitator introduces the topic and helps you improve your communication. Topics discussed are varied, and may include poetry, storytelling, issues in deaf culture, current events and celebrity gossip.

>> PERSONAL TRAINER AND NUTRITION STUDIES<<

PERSONAL TRAINER CERTIFICATE



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

This course is best suited for those seeking a career as a certified personal trainer, as well as the individual seeking knowledge as it relates to health and fitness.

AAPTE's unique educational experience offers participants a comprehensive orientation to the science of human performance. This curriculum merges theoretical knowledge in a classroom setting with practical skills training of exercise mechanics and fitness assessment at a state-of-the-art fitness center.

Personal Trainer Course Highlights

- 50 hours of classroom theory (includes 12 hours of anatomy, meeting the prerequisite for exam eligibility. Those with prior anatomy or a current nationally recognized personal trainer certification are exempt from the prerequisite course.)
- 18 hours of hands-on learning (practical skills taught at a state-of-the-art fitness center). Practical skills training includes pre-exercise screening fitness assessments and resistance training exercise biomechanics.
- Lectures presented by subject matter experts.
- Hofstra University Continuing Education/AAPTE certificate of course completion.
- All course materials included.
- Includes a one-time, optional AAPTE CPFT-HFI Certification Exam* fee.
- Approved for veterans benefits.
- Interest-free tuition payment plan available.

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

PROFESSIONAL DEVELOPMENT



NCCA ACCREDITED CERTIFICATION EXAM

Those seeking certification as a Certified Personal Fitness Trainer-Health Fitness Instructor must sit for and pass the AAPTE CPFT-HFI Exam.

Attendance at this course is not an eligibility requirement to sit for the AAPTE CPFT-HFI Exam, nor does it guarantee the candidate's success in passing the AAPTE CPFT-HFI Exam.

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

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

For more information, visit www.aapte.org.

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

Attend a FREE Information Session

Saturday, April 17, 10:30 a.m.-Noon.

To reserve your place, call **(516) 463-7600**

or visit ce.hofstra.edu and click on "Special Events."

Reservations are required.

HUMAN ANATOMY

U1881-71	Sharon Borzone	3 sessions	\$240
Monday, Wednesday	May 3, 5	6:30-9:30 p.m.	
Saturday	May 8	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.

PERSONAL FITNESS TRAINER/HEALTH FITNESS INSTRUCTOR COURSE

U1971-71	Vincent Carvelli	9 sessions	\$750
Monday, Wednesday	May 10-June 9	7-10 p.m.	
<i>No class May 31.</i>			

Exam Review: Friday, June 11, 7-10 p.m.

Practical Skills Training Labs: May 15, 16, 23

***AAPTE CPFT-HFI EXAM DATE: SATURDAY, JUNE 12, AT 10:30 A.M.**

NUTRITION STUDIES

FOUNDATIONS OF NUTRITION

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

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

>> POST-BACCALAUREATE TEST PREPARATION <<

For more information and course advisement, please call **Jennifer Jokinen** at **(516) 463-5016** or e-mail **Jennifer.Jokinen@hofstra.edu**.

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

GRE AT HOFSTRA

X3113-71	Betty Rugg	6 sessions	\$540
Monday, Wednesday	May 17-June 7	6-10 p.m.	
<i>No Class May 31.</i>			

X3113-72	Betty Rugg	6 sessions	\$540
Tuesday, Thursday	July 13-July 29	6-10 p.m.	

X3113-01	Betty Rugg	6 sessions	\$540
Monday, Wednesday	October 6-25	6-10 p.m.	

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

GMAT AT HOFSTRA

X3114-71	Peter Blanc	8 sessions	\$560
Sunday	June 6-August 1	10 a.m.-1 p.m.	
<i>No Class July 4.</i>			

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

PROFESSIONAL DEVELOPMENT

LSAT AT HOFSTRA

X3115-71 Tuesday, Thursday	Betty Rugg May 18-June 3	6 sessions 6-10 p.m.	\$560
X3115-01 Monday, Wednesday	Betty Rugg September 15-October 4	6 sessions 6-10 p.m.	\$560

Textbook and CD-ROM included. For test registration, dates and other information, call **(215) 968-1001** or visit **www.lsac.org**.

LAST TEACHER'S EXAM

X3116-71 Tuesday, Thursday	Peter Blanc June 1-24	8 sessions 6:30-9:30 p.m.	\$540
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Textbook included. The LAST Teacher's Exam is administered June 12 and July 17, 2010. For test registration and other information, call **(413) 256-2882** or visit **www.nystce.nesinc.com**.

Also Offered:

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

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

>> CERTIFICATE PROGRAMS <<

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

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

CREDIT CERTIFICATE PROGRAMS

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

NONCREDIT CERTIFICATE PROGRAMS

- Bookkeeping
- Deaf Studies
- Microsoft Database Design
- Object-Oriented Programming
- Paralegal Studies
- Personal Trainer
- Project Management and Implementation
- Sustainable Design and Development*
- Web Site Development and Design

**Students who successfully complete this certificate program are fully prepared to sit for the LEED® (Leadership in Energy and Environmental Design) Green Associate Exam and LEED® AP Exam.*

PERSONAL ENRICHMENT

ART

INTRODUCTION TO OIL PAINTING

U3108-71	Michelle Carollo	8 sessions	\$215
Tuesday	June 1-July 20	6:30-8:30 p.m.	

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

Materials Fee: Approximately \$100

INTRODUCTION TO DRAWING

U3110-71	Michelle Carollo	8 sessions	\$215
Wednesday	June 2-July 21	6:30-8:30 p.m.	

This class focuses on basic drawing skills and techniques. Students gain a working knowledge of line, shape, perspective, proportion, value and composition. This course covers everything from quick gesture drawings to concentrated still-life studies. A variety of materials are introduced, and no drawing experience is necessary.

Materials Fee: Approximately \$50

CREATING FINE ART WITH COLORED PENCILS

U3109-71	Arlene Steinberg	6 sessions	\$199
Wednesday	May 26-June 30	6:30-9 p.m.	

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

Materials Fee: \$50

HAND PAINTING ON SILK: WORKSHOP DEMONSTRATION

U3113-71	Bettina Marks	1 session	\$79
Saturday	May 22	2-5:30 p.m.	
U3113-72	Bettina Marks	1 session	\$79
Saturday	July 10	2-5:30 p.m.	

NEW!

This afternoon workshop is an intensive demonstration of the various techniques involved with making one-of-a-kind, hand-painted scarves, garments, fabrics and paintings. It covers the materials needed, where to purchase these items, and the initial applications of working with the dyes and resist methods to create the designs of your choice. Create faux marbling with luminous dyes and Chinese brushes using the gutta resist method of silk painting.

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Using these brilliant colored dyes, combined with fabric paints and inks, crayons and markers, anyone can create exciting and unusual works of art.

Note: This is a demonstration of technique.

INTRODUCTION TO 2-D DESIGN FOR DIGITAL TECHNOLOGIES

U3115 -71	Bettina Marks	8 sessions	\$215
Wednesday	June 2-July 21	6:30-8:30 p.m.	

This course introduces beginner art and design students to the basic elements of design in two dimensions. Composition, form, proportion, pattern and organization, and the principles of color theory are used to solve visual problems by manipulating these elements for specific objectives. These skills are easily applied to the challenges of designing with digital technologies.

AT THE POTTER'S WHEEL: A POTTERY WORKSHOP

U5301-71	Eric Kubinyak	10 sessions	\$420
Friday	May 21-July 30	7-10 p.m.	

No class July 2.

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

2-D COLLAGE ART

U3114 -71	Bettina Marks	6 sessions	\$199
Thursday	June 3-July 28	6-8:30 p.m.	

This course is designed for anyone who wants to tap into his or her creativity and is not limited to those with artistic talent. Collage can help free the imagination by opening the creative mind to spontaneity and "accident." It moves beyond the preconceived. Images are created to evoke a feeling or convey a story, theme or thought using a variety of papers, photographic images and found objects. Projects encourage students to develop their own personal style.

ARMCHAIR ART HISTORY

U3107-71	Alice Melzer	3 sessions	\$65
Monday	July 12-26	6-7:30 p.m.	

No time to catch a show at the MOMA or the Met? Join us for a presentation on three fabulous time periods in art history – *Raphaelites in Love*, *Stained Glass Italian Style*, and *In Her Time*, *Georgia O'Keefe*. After the media slide presentation and narration, relax and savor a cup of tea or coffee and nibble on tasty treats. Stay and chat with the group about the presentation or other art-related topics with art educator Alice Melzer.

PERSONAL ENRICHMENT

WRITING AND SCREENWRITING

INTRODUCTION TO CHILDREN'S BOOKS

U6113-71	Gina Shaw	8 sessions	\$224
Saturday	May 8-June 26	9-11 a.m.	

Have you ever wanted to write a children's book? Do you know the difference between a picture book, a leveled reader, an early chapter book, and a middle-grade chapter book? Do you want to know what publishers are looking for? This course provides an overview of the different types of children's books on the market today. We also discuss how to write and submit a children's book manuscript for publication.

WRITER'S GROUP: WRITING A CHILDREN'S BOOK

U6101-71	Gina Shaw	8 sessions	\$224
Tuesday	May 11-June 29	6:30-8:30 p.m.	

What helps an author the most with a manuscript? Sharing it with others and getting feedback, of course. Please bring in your children's book manuscripts — picture books, easy readers, or middle-grade novels — to share with your peers, and let's help each other by offering constructive criticism. Throughout the course, you will discover what works in today's children's book marketplace.

EDITING/COPYEDITING

U6116-71	Gina Shaw	8 sessions	\$224
Thursday	May 6-June 24	6:30-8:30 p.m.	

Have you ever thought about the roles of the editor, copyeditor, and proofreader? This course takes you behind the scenes from the beginning to the end of this process. We discuss the language of proofreading, copyediting, and editing; the importance of grammar, punctuation and syntax; and how an editor works with an author and publisher. And you will gain hands-on experience proofreading, copyediting, and editing manuscripts.

***About the Instructor:** Gina Shaw has been an editor of children's books for the past 36 years. She has edited novelty books, picture books, easy readers, early chapter books, and middle-grade chapter books. She recently retired from a position as editorial director for original publishing for all the Scholastic Book Clubs. For the past eight years, she and her staff created more than 150 books a year for children 3-12 years old. Ms. Shaw is now freelance writing, editing, speaking, and teaching and is the author of several books for young children.*

HOW TO WRITE COMPELLING FICTION

U6110-71	Susie Garber	7 sessions	\$150
Tuesday	May 25-July 6	6:30-8 p.m.	

How do we write compelling fiction? How do we craft a strong beginning that hooks the reader right away? How do we show a character's feelings? How do we craft a strong ending that resonates? In this course, we explore fiction writing tools and revision strategies, as well as the writer's pallet of creating characters, choosing point of view, creating a

PERSONAL ENRICHMENT

setting, using interior monologue and dialogue, and more. Bring a writer's notebook, pen and your imagination. By the end of the course, you will have a short story or first chapter of a novel ready to be submitted for publication.

EVERYONE HAS A STORY TO TELL

U6111-71	Susie Garber	7 sessions	\$150
Tuesday	May 25-July 6	8-9:30 p.m.	

As we focus on crafting a personal narrative or memoir, we explore the author's use of sensory detail and vivid verbs, as well as how to evoke feelings, portray setting, and write with voice. We then move through the stages of the writing process of rehearsal, drafting, revising, editing and publishing. At the end of the course, you will have a story or memoir ready for submission.

About the Instructor: Susie Garber is the author of *Denver Dreams: A Novel* (Jerusalem Publications, 2008), *Memorable Characters ... Magnificent Stories* (Scholastic, 2002); articles in *Language Arts Journal* and *The Reading Teacher Journal*; fiction, memoir, and poetry in *Horizons*, *The Jewish Family Journal*; and "Take Note": A Memoir (Targum, 2009). She co-directs a summer literacy conference for yeshiva and day school teachers, and she is a writing consultant at various private schools

THE STRUCTURE OF ENGLISH: PRACTICAL GRAMMAR

U6416-71	Silvia Montemurro	10 sessions	\$320
Tuesday, Thursday	June 1-July 1	6-8 p.m.	

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

WRITING SKILLS FOR THE BUSINESS WORLD

U6415-71	Silvia Montemurro	10 sessions	\$224
Tuesday, Thursday	June 1-July 1	8-9:30 p.m.	

Do you find it difficult to express yourself in letters, e-mail and memos? Do you avoid writing or suffer from anxiety when someone requests something in writing? If so, join us to discover how you can overcome stress-inducing writing problems. Using formats typical of the business world, the instructor works with each student to address individual concerns. Quickly, you will discover that you can be a compelling communicator via your ability to achieve clarity and precision with the written word.

BEGINNING SCREENWRITING

U6114 -71	Robert Martorana	8 sessions	\$199
Saturday	June 5-July 31	9-11 a.m.	
<i>No class July 3.</i>			

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

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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.

FILM STUDIES

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

U6500-51	Staff	2 sessions	\$410
Saturday, Sunday	May 15 and 16	9 a.m.-6 p.m.	
U6500-71	Staff	2 sessions	\$410
Saturday, Sunday	August 7 and 8	9 a.m.-6 p.m.	

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

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

WINETASTING

SUMMER WINES

U3506-71	Robert Windorf	1 session	\$99
Saturday	June 12	2-4 p.m.	

NEW!

Summer is the time for casual dining, and there are many wines that travel well to the beach, mountains or backyard. Join us for a fun afternoon as we sample an international variety of delightful wines to enjoy this summer. Bring your friends as we taste these wines along with a selection of summer-style dishes that will give you plenty of ideas for your next picnic, clambake or barbecue. Your guests will be very impressed.

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

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FOREIGN LANGUAGES

SPANISH: ADVANCED CONVERSATION AND GRAMMAR

U6611-71	Emily Pulick	8 sessions	\$150
Wednesday	June 30-August 18	7-8:30 p.m.	

Designed for the more advanced student, this intensive course focuses on fluency, comprehension, and vocabulary building, as well as more difficult grammatical concepts. The goal is to help students learn how to convey their ideas correctly, clearly and effectively.

Prerequisite: Mastery of the present tense and the ability to carry on/comprehend a basic conversation in Spanish.

MEDICAL SPANISH

U6636-71	Carol Barnett	10 sessions	\$175
Tuesday	May 20-June 17	6-7:30 p.m.	

Throughout this course, you have the opportunity to hear, comprehend, speak and respond to Spanish-speaking patients. Using an integrated skills approach, you will learn to greet patients, take vital signs, interview patients, find out chief complaints, review medical histories, describe physical exams, recommend follow-up care instructions, and discuss prescriptions. Each week you will learn essential vocabulary and basic grammar topics, and will receive practice exercises and carry on dialogues, in addition to learning about cross-cultural aspects of this diverse population. No previous knowledge of Spanish is necessary.

Note: Textbook required for additional fee.

ITALIAN FOR BEGINNERS

U6637-71	Glenn Jones	10 sessions	\$224
Thursday	May 13-July 15	7:30-9:30 p.m.	

No class April 1.

In this course, correct pronunciation is of foremost importance, with a solid grounding in basic grammar leading to structured and guided conversation for those who want to learn Italian for travel, pleasure or business. Students should purchase *Italian the Easy Way*, Third Edition, by Marcel Danesi; Barron's Publisher, ISBN 10:0-7641-3413-2 or ISBN 13:978-0-7641-3413-5.

ITALIAN, PART II

U6638-71	Glenn Jones	8 sessions	\$199
Wednesday	May 12-June 30	7:30-9:30 p.m.	

This course is a continuation for students who have taken Italian for Beginners, or who have a basic understanding of the language. This course will focus on additional conversational skills and grammar. Students should purchase *Italian the Easy Way*, Third Edition, by Marcel Danesi; Barron's Publisher, ISBN 10:0-7641-413-2 or ISBN 13:978-0-7641-3413-5.

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DA FARE D'INFERNO: SOMETHING TO DO DURING THE SUMMER

U6639-71	Glenn Jones	8 sessions	\$199
Tuesday	May 11-June 29	7:30-9:30 p.m.	

NEW!

This is a refresher course in Italian. Instruction will be student oriented, addressing questions and covering material chosen by students. The textbook used offers a minimum of grammar and a maximum of vocabulary. Students can purchase *Learn Italian the Fast and Fun Way*, Second Edition, by Marcel Danesi; Barron's Publisher, ISBN 0-7641-0210-9 (approx. \$16.95, book only), or ISBN 0-7641-7526-2 (\$49.95, book with four CDs).

NOTE: All levels of students of Italian have benefited from this course.

SELF-IMPROVEMENT

SHAKESPEARE AUDITION PREP: REHEARSING ROSALIND & CO.

U7321-71	Vanessa DeSantis	3 sessions	\$99
Thursday	July 8- 22	6-7:30 p.m.	

NEW!

Shakespeare is more popular today than ever before! This course will help you “brush up” and prepare to audition for a Shakespeare play or company. It’s also geared toward those considering applying to theater programs at the college level. We focus on what it takes to get the rhythm right without sacrificing authenticity and naturalism. We discuss ways in which auditions are different than regular performance, as well as key similarities. Auditions are showcases, not exercises, and often actors make the mistake of choosing challenging roles, thinking the risky choice will impress a director. Instead, auditions are the times to show off YOU! Are comedies your strength? Are you best at presenting a witty and strong Rosalind? Do you have the brooding gifts of a Hamlet or Othello? So much of succeeding at auditions is knowing what characters best match your persona and talents. This course will walk you through it all, one metrical foot at a time.

About the Instructor: Vanessa DeSantis holds a B.F.A. in acting from the University of California at Santa Barbara, and an M.A. in history from Sarah Lawrence College. She has performed professionally in Santa Barbara, California; Austin, Texas; and internationally in Greece. She has also worked as co-director and dramaturge in productions of Shakespeare’s King John and The Taming of the Shrew.

GENEALOGY WORKSHOP: HOW TO RESEARCH AND DOCUMENT YOUR FAMILY HISTORY

U5400-71	Nolan Altman	1 session	\$65
Saturday	June 26	10 a.m.-Noon	

Think you might be related to royalty? Or, what if Jesse James was really Great-Great-Uncle Jesse? Using historical documents and photos from the family history of the instructor as a guide, this course provides participants with basic information needed to start researching their own family trees. Topics covered include vital records, federal and state census reports, passenger manifest records, Holocaust references, and using the Internet to assist in your genealogical searches.

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TAP INTO YOUR RESILIENCE ... AND SOAR!

U7317-71	Eileen Lichtenstein	1 session	\$79
Saturday	June 12	9:30 a.m.-3:30 p.m.	

The importance of core values, ethics, self-esteem, self-confidence and stress management are key factors in both personal and professional development and are the key components of a successful and productive life. Learn how to tap into your resilience and access your personal power! An introduction to EFT (Emotional Freedom Techniques, Energy Meridian Tapping) is also included in this interactive course. Eileen Lichtenstein is an ADV-EFT practitioner.

Materials Fee: \$25 (required book)

MINDFULNESS-BASED STRESS REDUCTION

U7318-71	Eileen Lichtenstien	1 session	\$79
Saturday	July 10	9:30 a.m.-3:30 p.m.	

This interactive program includes relaxation techniques, gentle seated-standing stretching, and an introduction to meditation based on the work of Dr. Jon Kabat-Zinn and Dr. Herbert Benson. Additionally, group discussion and coaching include application in our everyday lives. This program has been shown to reduce anxiety, tension, headaches, and mood swings; improve sleep patterns; and increase focus and creativity. You may bring a mat if you would like to lie down for the relaxation-meditative and stretching sections.

Materials Fee: \$25 (required book)

CREATING YOUR MARKETABLE IMAGE

U7319-71	Bettina Marks	6 sessions	\$215
Tuesday	June 1- July 6	6:30-8:30 p.m.	

Project the best professional image and develop confidence by understanding how the choices you make help or hurt your image. Being flexible and maintaining a marketable image gives you an edge in the ever-changing marketplace. This class is designed for the student who is returning to the work force or those who would like help re-inventing or polishing both their “look” and their interviewing and presentation skills. Basic elements of design are applied to YOU. Style and design choices drawn from those in the fashion, entertainment and political worlds are discussed and used as examples. Movement exercises and techniques used by actors, dancers and public speakers are employed to help you enhance your physical presence and to understand and interpret body language.

THE POSITIVE PARENT

U6121-71	Diane Lang	1 session	\$35
Tuesday	June 15	6:30-8:30 p.m.	

NEW!

Are you a positive role model? Using positive psychology as a foundation, we can raise our children to be happier and more optimistic. Topics to be discussed include:

- What you should be teaching your child
- Which environments are more nurturing for children
- How you can instill a positive outlook in your child
- The benefits of a positive childhood

PERSONAL ENRICHMENT

HAPPINESS: LIVING AN OPTIMISTIC LIFESTYLE

NEW!

U6122-71	Diane Lang	1 session	\$35
Wednesday	July 14	6:30-8:30 p.m.	

We all want to be happy, but, truthfully, what makes us happy? What are the myths about happiness? Can we work on being happy? What can we change about our lives to become happier? What personality traits can be learned? Learn new ways of thinking and behaving that will make you happier, such as expressing gratitude and setting life goals. Positivism is contagious: learn tips and techniques to make your life a more positive, happy journey.

LETTING GO OF ANGER

NEW!

U6123-71	Diane Lang	1 session	\$35
Tuesday	August 3	6:30-8:30 p.m.	

In this workshop you will learn to recognize your anger – the different sources of anger and types of anger triggers. The instructor will help you understand your anger and the consequences of anger, both physically and emotionally, and will provide tips on letting go of unresolved anger – including relaxation techniques and more.

***About the Instructor:** Therapist, educator and life coach Diane Lang has dedicated her career to helping people turn their lives around and is now on a mission to help them develop a sustainable positive attitude. A therapist and educator of positive psychology, Diane Lang holds an M.A. in counseling and a B.A. in liberal arts from the New York Institute of Technology. For more information, please visit her Web site at www.dlcounseling.com.*

LITERATURE

LILY AND CARRIE: CHARACTER STUDIES AT THE START OF THE CENTURY

NEW!

U6120-71	Vanessa DeSantis	3 sessions	\$55
Wednesday	July 7-21	6-7:15 p.m.	

Novelists Edith Wharton and Theodore Dreiser wrote at the beginning of the 20th century; a time when New York and Chicago were rapidly transforming into modern cities. This course will closely examine Wharton's novel *The House of Mirth* and Dreiser's novel *Sister Carrie*, critically comparing the lives of Lily Bart and Carrie Meeber. Taking urban history hand in hand with literature as we study these two compelling female characters, we'll ultimately consider how we respond to these novels now, in our own time.

Required materials: *Sister Carrie* by Theodore Dreiser and *The House of Mirth* by Edith Wharton

PERSONAL ENRICHMENT

NEW!

THE BRONTË SISTERS: EXPLORING THE BRONTË MYTH

U6107-71
Thursday

Vanessa DeSantis
August 5-19

3 sessions
6-7:30 p.m.

\$65

After just one visit to your corner bookstore, you'll see Brontëmania is alive and well! In this course, we'll consider the appeal of these three brilliant sisters. We'll think critically about their work while considering the views of other thinkers and luminaries. Our reading will include Anne's autobiographical *Agnes Grey*, Emily's fiery masterpiece *Wuthering Heights*, and Charlotte's final and most revelatory novel *Villette*. Expect lively and thought-provoking sessions. Recommended for anyone who loves literature.

Required materials: Charlotte Brontë's Villette, Emily Brontë's Wuthering Heights and Anne Brontë's Agnes Grey

For more information or course advisement, please call **Jennifer Jokinen** at **(516) 463-5016** or e-mail **Jennifer.Jokinen@hofstra.edu**.

>> PEIR (PERSONAL ENRICHMENT IN RETIREMENT) <<

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

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

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

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

Program Benefits:

- Convenient schedule ... meetings are held weekdays.
- Access to many of the resources of a major university.
- Social opportunities.
- The stimulating, engaging retirement you've waited for.
- An opportunity to learn new skills, develop latent talents, and make the most of retirement right here at home.
- All-inclusive annual fee of \$440, with early registration discounts available.

Who should enroll in PEIR?

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

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

>> SATURDAY CLASSES FOR YOUNG PEOPLE <<

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

For a complete Saturday Classes for Young People course listing, visit our Web site or call (516) 463-7400 to request a brochure.

>> HOFSTRA SUMMER CAMPS <<

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

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

Hofstra Sports Academy Camps are for campers entering 2nd through 12th grade whose interests are strictly athletic. Sports Academy Camps offer baseball, basketball, lacrosse, soccer, softball, cheerleading, dance, pep band and cross-country. Campers spend full days with the NCAA head coach and staff participating in their chosen sport.

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

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

>> PRE-COLLEGIATE TEST PREPARATION <<

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

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

36th ANNUAL HOFSTRA UNIVERSITY SUMMER WRITERS PROGRAM

Richard Pioreck, Jennifer Jokinen, Co-Directors

Tuesday-Friday, July 6-16, 2010, 9:45 a.m.-2 p.m.

Cost of two-week program: \$550 (9 sessions)



Hofstra's two-week Summer Writers Program, a cooperative endeavor of the Creative Writing Program, the Department of English and Continuing Education, offers eight classes that may be taken on a credit (for both undergraduate and graduate students) or noncredit basis.

- Writing Poetry
- Writing Fiction
- Writing for Children
- Writing Varieties of Nonfiction
- Screenwriting
- Writing Graphic Novels
- Writing the Novel
- Writing About Sports (Nonfiction)

NEW!

The Summer Writers Program operates on the principle that true writing talent can be developed, nurtured and encouraged by writer-in-residence mentors. Through instruction, discussion, criticism and free exchange among the program members, writers begin to find their voices and styles. The program provides group and individual sessions for each writer.

HIGH SCHOOL SUMMER WRITERS PROGRAM

U9133-71 CREATIVE WRITING

Tuesday-Friday, July 6-16, 2010, 9:45 a.m.-2 p.m.

Cost of two-week program: \$550 (9 sessions)

Through exercises and readings, students learn how to use their creative impulses to improve their fiction, poetry and plays, as well as how to create cleaner and clearer essays. The impulse to write to tell our own stories often starts very young. To fulfill dreams of writing success, it's important to know and understand the craft of writing. Creative writing is an effective way to communicate and find a release for the imagination. Learning how to use creativity within structured guidelines, learning creative writing techniques, writing in a relaxed atmosphere, and exchanging ideas with others improves individual style. During this intensive two-week workshop, experiment with memoir, poetry, oral history, dramatic form and the short story, and students study how to use character, plot, point of view, and language.

Note: This is a creative writing course. College entrance and SAT essay writing will not be covered in this course.

For more information or course advisement, please call **Jennifer Jokinen** at **(516) 463-5016** or e-mail **Jennifer.Jokinen@hofstra.edu**.



HOFSTRA SUMMER CAMPS

learn.

play.

grow.

A choice that can change your child's life!

SPECIALTY CAMPS



- ▶ Adventure Education
- ▶ Cheerleading
- ▶ Computers
- ▶ Dance
- ▶ Fine Arts

NEW!

- ▶ Kick-Start Athletics
- ▶ Journalism Workshop



NEW!

- ▶ Musical Theater
- ▶ Science
- ▶ Soccer
- ▶ Tennis
- ▶ Travel Camp and more!

SPORTS ACADEMY CAMPS

A full day of athletic skill development with NCAA coaches.

Choose from:

- | | |
|--------------|------------|
| ▶ Band | ▶ Dance |
| ▶ Baseball | ▶ Lacrosse |
| ▶ Basketball | ▶ Soccer |
| ▶ Cheer | ▶ Softball |

NEW!

- ▶ Cross Country

Choose from more than 20 specialties.



NEW!

LEARNING INSTITUTE AT HOFSTRA

Hofstra University Summer Camps is proud to announce the Learning Institute, which includes the following programs:

- ▶ Video Game Development and 3-D Computer Modeling and Animation
- ▶ Astronautics
- ▶ Fashion Design
- ▶ Gifted Camp
- ▶ Reading/Writing Learning Clinic
- ▶ REACH Program
- ▶ Robotics

NEW!



To register, call (516) 463-CAMP
or visit hofstra.edu/camp.



HOFSTRA UNIVERSITY®

CONTINUING EDUCATION

in collaboration with

everblue
training institute

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including

LEED® Exam Review
LEED® Certification **LEED® Accreditation**

Join today's hottest industry and become a certified LEED®-accredited professional!

Developed by the U.S. Green Building Council (USGBC), LEED® is the most distinguished and widely accepted environmental design and green building certification.

Hofstra University is the only continuing education program on Long Island to offer a full range of LEED® courses designed to teach you everything you need to know about sustainable, green building practices. As these procedures become more popular—and in some cases mandatory—there isn't a better time to become LEED®-accredited and learn the business of sustainable construction. Whether you're a builder, designer, or CEO, or you're simply interested in helping to preserve our environment, consider us your LEED® resource!

**FOR MORE INFORMATION, VISIT CE.HOFSTRA.EDU/LEED
OR CALL (516) 463-7800.**

REGISTRATION AND GENERAL INFORMATION

CALENDARS

CONTINUING EDUCATION GENERAL CALENDAR

Monday, May 3	Classes begin.
Monday, May 31	Memorial Day holiday – University closed; no classes.
Saturday-Monday, July 3-5	Independence Day holiday – University closed; no classes.

CONTINUING EDUCATION PARALEGAL STUDIES CERTIFICATE PROGRAM CALENDAR

Tuesday, May 4	Classes begin.
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REGISTRATION OPTIONS

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

ONLINE	Register online at ce.hofstra.edu . Payment must be made by major credit card (MasterCard, Visa or American Express).
BY FAX	The registration form can be faxed to (516) 463-4833 anytime. Payment must be made by major credit card (MasterCard, Visa or American Express).
BY PHONE	Telephone calls are accepted at (516) 463-7200 , Monday-Friday, 8 a.m. to 8 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, money order, bank check and major credit card (MasterCard, Visa or American Express).
IN PERSON	Visit our offices, located in University College Hall on the North Campus of Hofstra University. Offices are open Monday-Friday, 8 a.m. to 8 p.m., and Saturday, 8 a.m. to 2 p.m. Payment may be made by personal check, money order, bank check or major credit card (MasterCard, Visa or American Express).

REGISTRATION AND GENERAL INFORMATION

TUITION AND FEES

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

Other Fees and Charges

- Continuing Education Library: \$25
- Certificate Reprint: \$15
- Returned Check: \$35
- Transcript: \$5

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

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

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

DISCOUNT

Corporate/Educational Services Discount. Organizations, such as corporations, school districts, etc., enrolling three or more students in a single semester are eligible for a 10 percent discount on tuition.

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

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

Forms are available at the Continuing Education offices in University College Hall or online at ce.hofstra.edu/forms.

REGISTRATION PROCEDURES

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

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

Withdrawing From a Course for a Refund. You may drop a Continuing Education course by completing and sending the Add/Drop/Withdrawal form to the Continuing Education Registrar's Office via fax at **(516) 463-4836**, postal mail or in person. Certificate students must obtain their adviser's approval regarding dropping a course and alternative program planning.

- The amount of your refund will be prorated based on the date the Add/Drop/Withdrawal request is received by the Continuing Education office; see the refund schedules on page 63.
- Add/Drop/Withdrawal requests must be made in writing.
- Tuition is refunded in the form in which it was paid.
- Fees are nonrefundable. The materials fees are refundable only if the student drops the course prior to the first class and has not received the materials.
- All refund requests must be made in writing using the Add/Drop/Withdrawal form.
- Refund processing takes approximately four (4) weeks.
- Failure to attend class or notification to the instructor does not constitute official withdrawal.

Refunds for 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 cancelled, Continuing Education will notify you by telephone or mail. You will be asked if you wish to register for a different course or if you wish a full refund of tuition and fees.

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

REGISTRATION AND GENERAL INFORMATION

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

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

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

ADD/DROP AND REFUND SCHEDULE: PARALEGAL STUDIES CERTIFICATE PROGRAM

PARALEGAL STUDIES TUITION REFUND POLICY

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

Refunds are calculated on the basis of the full tuition due to the University. If you have paid in full, determine your refund by multiplying the full tuition by the correct percentage listed below.

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

Upon receipt of the withdrawal application prior to the end of the first week of classes, the University will refund all tuition.

(Application fee, materials fee and University fees are nonrefundable).

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

REGISTRATION AND GENERAL INFORMATION

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

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

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

Leave of Absence: If a student wishes to take a leave of absence, the student must provide a request for the leave in writing stating the extenuating circumstances that necessitate the leave. These circumstances may include illness, illness to a family member, death in the family, or work obligations.

Notes:

- If tuition or other charges are owed at the time of a student's leave, the student remains obligated to continue payment according to the student's original note.
- The student must return within twelve (12) months from the date the leave is taken. If the student does not return to complete the program within the time agreed to by the student, the student is considered withdrawn as of that date and must reapply to the program.

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

ADMINISTRATIVE POLICIES

Transcripts. Noncredit students may request a transcript through the Continuing Education Registrar's Office. Credit students must request a transcript from the Hofstra University Office of Academic Records; its transcript request form can be obtained at hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/. Continuing Education official transcripts will be mailed to the student's home address or a third party. Unofficial transcripts may be picked up in person. There is a nonrefundable fee of \$5 per copy, which must be paid by the student's own personal check, MasterCard, Visa or American Express; cash is not accepted. All noncredit transcript requests must be made in writing by completing the Continuing Education Transcript Request form.

The Continuing Education and Paralegal Studies 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.

Changing Your Name or Contact Information. If your name, address, phone number, or e-mail 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 requires verification. Please be prepared to provide a valid government-issued photo identification card or legal documentation.

REGISTRATION AND GENERAL INFORMATION

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

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

GENERAL INFORMATION

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

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

Library Privileges. As a Continuing Education student, you will enjoy special semester-long privileges at Hofstra's Axinn Library. You can use library materials in the library (without taking them out) for free. You can also borrow books for a \$25/semester fee, which entitles you to many of the same library privileges as Hofstra's credit students, except inter-library loan and CD-ROM usage. (Of course, if you have overdue books, library privileges are revoked until the books are returned and the fines are paid.) Call **(516) 463-5952** for more information.

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

Student Advising. Continuing Education program directors and Student Services staff are available to assist you in deciding which program(s) or course(s) will best meet your educational, 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 contact us at ce@hofstra.edu or **(516) 463-7200**.

Disclaimer. The information contained within this publication, including schedules, faculty 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 Web site at ce.hofstra.edu. Hofstra University is not responsible for errors or omissions contained in this publication.

ADMINISTRATION AND STAFF

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250 Hofstra University • Hempstead, NY 11549-2500

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E-mail: ce@hofstra.edu • **Web site:** ce.hofstra.edu

Camp Phone: (516) 463-CAMP • **Camp Fax:** (516) 463-6114

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Special Projects Coordinator

Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, 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 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 Jennifer Mone, the Equal Rights and Opportunity Officer, at (516) 463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. For more information on general student matters (not work-related), you may contact the Dean of Students or Services for Students with Disabilities Offices, as appropriate.

PLEASE PRINT CLEARLY.

Course Registration

FALL SPRING SUMMER



HOFSTRA UNIVERSITY
CONTINUING EDUCATION

FOR CHILD'S REGISTRATION ONLY

M / F
Male / Female

Student's Last Name

First Name

M.I.

Address

City

State

ZIP

Home Phone

Cell Phone

Work Phone

E-mail

Emergency Contact (other than parent)

Emergency Contact Phone Number

Student Age

D.O.B.

Grade

COURSE INFORMATION

Course Code	Course Title	Tuition	Course Materials Fee	Total

METHOD OF PAYMENT

Check enclosed (payable to Hofstra University)

Charge to: Visa MasterCard American Express

Continuing Education Tuition Discounts
 Continuing Education
 Saturday Classes Youth
Discounts cannot be combined.

Subtotal

TOTAL

Cardholder's Name (please print)

Card Number

Exp. Date

Cardholder's Signature

Billing Address for Credit Card

City

State

ZIP

How did you hear about our courses?

OFFICE USE ONLY	
Date	Initials
External Transaction ID #	
CEM	

Tuition Discounts for Saturday Classes

Sibling Discount

Hofstra Full Time Employee

Alumnus Year of Graduation

Name at time of Graduation

Major and Degree

Fax this registration card to: (516) 463-4836

or mail to:

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

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CONTINUING EDUCATION

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Summer classes begin soon.
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