

## UNIVERSITY COLLEGE FOR CONTINUING EDUCATION

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# Highlights ...

Hofstra University's Continuing Education program makes available to the Long Island and surrounding communities a broad range of workshops, seminars, conferences, lectures, events, and courses in the arts, business, technology, humanities, sciences, legal studies, test review, sports and recreation. Programs are oriented to diverse audiences: adult and youth, professional and novices, indeed all those interested in learning more about their world, their society and themselves. Below are highlights of some of the new and exciting spring and summer 2007 programs detailed throughout this Bulletin. For more information or to register, call (516) 463-5993 or visit our Web site at [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce).

**NEW: INTRODUCTION TO THE RADIO-TELEVISION INDUSTRY**  
See page 20

**CERTIFIED FINANCIAL PLANNING PROGRAM**  
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**VIDEO GAME DEVELOPMENT: INTRO AND INTERMEDIATE**  
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**ROVING ROBOTICS**  
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**CSI: FORENSIC SCIENCE**  
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**HOFSTRA INSTITUTE FOR THE GIFTED**  
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LOOK FOR THESE SYMBOLS THROUGHOUT THIS BULLETIN.

**NEW**

Identifies all new courses and programs.

**FREE**

Identifies all free courses and programs.

**Certificate**

Identifies all certificate programs.

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# Conferences and Seminars

**SAVE  
THE  
DATES!**



## **23RD ANNUAL CHILDREN'S LITERATURE CONFERENCE**

**Saturday, April 28, 2007**

Here's an opportunity for both published and aspiring writers and illustrators to gather with librarians, educators, editors, booksellers and others who wish to create or share good children's books. The program features two general session speakers, six special interest groups (from which registrants may choose two) and a panel of two children's book editors critiquing a half-dozen or so randomly selected first manuscript pages submitted by registrants. A brochure will be available in early spring 2007. Details will also be available on our Web site at [www.hofstra.edu/ucce/childlitconf](http://www.hofstra.edu/ucce/childlitconf).

## **33RD SUMMER WRITING WORKSHOPS**

**July 9-20, 2007**

Hofstra University's Summer Writing Workshops, co-sponsored by Hofstra's English Department, Hofstra College of Liberal Arts and Sciences, and University College for Continuing Education, seek to nurture writing talent through the stimulus and creative inspiration of its writers-in-residence, authors specially chosen for the quality of their published work and skills as teachers. Register for credit or noncredit, and live on campus or commute. Details will be available in early spring at [www.hofstra.edu/ucce/summerwriting](http://www.hofstra.edu/ucce/summerwriting).

**CAN WE HELP? CALL (516) 463-5993.**



## Credit Certificate Information Session

FREE

Wednesday, March 28, 2007  
6-8 p.m.

University College Hall  
North Campus  
(516) 463-7800

## Professional Development Credit Certificates

Our Professional Development Credit Certificate Programs enable college graduates in any field to change or enhance their careers by completing 18-credit programs. Each six-course certificate program may be completed in one year during the day and/or evening, full or part time (including summer sessions), and cover a full range of possibilities in business as well as information technology. Certificate students participate in regular undergraduate courses in the Frank G. Zarb School of Business. Course schedules, tuition, fees and registration information follow the published Hofstra University Class Schedule, which may be obtained at several locations on campus. Students may start in any semester in which a course is scheduled, including the spring, summer, fall and January semesters. Descriptions of these programs are on the pages that are referenced. If one or several interest you, attend our Credit Certificate Information Session on March 28, 2007, where representatives and advisers from each program will be on hand to describe the programs and answer questions. Students who expect to enter the program should first contact the Professional Development Department at (516) 463-7800.

### The following credit certificate programs are available:

Accounting Certificate, see page 23.

CBIS Credit Certificate, see page 24.

Finance Certificate, see page 25.

General Management Certificate, see page 25.

Human Resources Management Certificate, see page 26.

International Business Certificate, see page 26.

Labor Studies Certificate, see page 27.

Marketing Certificates, see page 28.

Advanced Graduate Business Program, see page 28.

Legal Nurse Consultant Certificate Program, see page 41.

# Certificate Programs

## Make the move to a better career!

Hofstra University's credit and non-credit certificate programs enable students to change or enhance their careers and lives.



## Non-Credit Certificates

### Program Requirements:

CERTIFICATE PROGRAMS ARE FEATURED THROUGHOUT THIS *BULLETIN*. THE FOLLOWING PROGRAM TERMS APPLY ONLY TO THE FOLLOWING NON-CREDIT CERTIFICATE PROGRAMS:

Deaf Studies, see page 51.

Microsoft Database Design, see page 34.

Object-Oriented Programming, see page 37.

Oracle 10G Certified Associate, see page 33.

Oracle 10G Certified Professional, see page 33.

Paralegal Studies, see page 30.

Personal Trainer, see page 40.

Project Management and Implementation, see page 32.

Web Site Development and Design, see page 35.

### Program Terms\*:

- Certificate students are expected to satisfy those requirements specified in the Bulletin in effect during their first certificate course registration at UCCE.
- Program administrators may authorize substitutions of specified courses in certain situations (maximum of one course substitution for a four-course certificate program; two course substitutions for more than four-course certificate program).
- All courses to be applied to a given certificate program must be completed with a passing grade. Students must achieve at least a C average. See individual course descriptions for details.
- Certificate programs must be completed within a period of three academic years, or according to specific program requirements. See individual course descriptions for details.
- Regular class attendance is required in order for a course to be applied to a certificate program.
- Courses taken only at Hofstra's University College may be applied to a certificate program at University College. No transfer work or waiver of the total number of courses required is permitted.
- A course can only be applied toward one certificate program.
- In rare situations, more than one certificate may be issued to an individual in a given semester.
- To receive a certificate, students must submit a request in writing to the University College Registration Office within one year of program completion.
- Approval for exception to any of the above requirements must be obtained in advance and in writing. Please consult the department through which your certificate program is offered.

Note: Students meeting the admission requirements are welcome to register for any certificate course without participating in a certificate program.

\* Students enrolled in certificate programs that require undergraduate or graduate credit courses follow a different set of guidelines.



**A Choice  
That Can  
CHANGE  
YOUR LIFE!**

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# Professional Development

## Insurance/Licenses

### INSURANCE BROKERS AND AGENTS QUALIFYING COURSE

Approved by New York State Insurance Department  
B7110-02 Staff 33 sessions \$870  
Mon, Thu Feb 12-Jun 21 6:30-9:30 p.m.  
(No classes Feb 19, Apr 2, 5, 9, May 28)

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

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

Approved by New York State Insurance Department  
B7100-02 Staff 10 sessions \$295  
Wed Feb 7-Apr 18 6-9 p.m.  
(No class Apr 4)

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

## Continuing Education

### CONTINUING EDUCATION CREDITS FOR INSURANCE AGENTS, BROKERS AND CONSULTANTS

The Insurance Law of 1992 requires that agents, brokers and consultants satisfactorily complete 15 credits of continuing education during each biennial licensing period. If you are renewing your license in 2006 or 2007, the continuing education credits described below are a condition of your license renewal.

#### NOTES:

Hofstra University is an approved provider organization (approval number NYPO-100009) in the New York Insurance Department Continuing Education Program.

All New York state-approved classroom courses will be eligible for use in satisfying the 50-percent classroom instruction requirement. But choose your courses carefully; not all courses are applicable to every license.

If you are unsure, it is your responsibility to check with the New York State Insurance Department at (518) 474-6630 or [www.ins.state.ny.us](http://www.ins.state.ny.us) to verify which courses are required for your specific licensing needs.

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

#### LICENSE EXPIRATION DATES:

Property & Casualty Consultants (C-3)	March 31, 2008
Property & Casualty Agents	June 30, 2008
Property & Casualty Brokers	October 31, 2008
Public Adjusters	December 31, 2008

#### SPECIAL PRICING:

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

#### AGENCY OPERATIONS (NYCR-210707)

B7275-01	Dennis Legg	1 session	\$170
Sat	Mar 17	9 a.m.-5 p.m.	

This course examines agency operations as they pertain to the agency analysis of information conduits, information maintenance, marketing and automations, and e-commerce. The financial considerations, client management, law and ethics are also discussed. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), LB (Life/Accident and Health Brokers), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents), and PA (Public Adjusters).

## AGENCY DEVELOPMENT (NYCR-210706)

B7280-01 Dennis Legg 1 session \$170  
Sat Mar 24 9 a.m.-5 p.m.

This continuing education course begins with, the creation of an agency including mission statements and planning. Agency valuation completes the first segment. Next, the discussion contemplates marketing, account development and agency relationships. The course closes with an in-depth look at human resources, including a discussion about the employment practices liability insurance (EPLI) policy. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), LB (Life/Accident and Health Brokers), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents), and PA (Public Adjusters).

## LONG-TERM CARE (NYCL-202899)

B7230-01 Jay Marks 1 sessions \$170  
Wed Apr 18 9 a.m.-5 p.m.

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

## LIFE AND HEALTH INSURANCE: A BUSINESS PERSPECTIVE (NYCR-203735)

B7245-01 Dennis Legg 1 session \$170  
Sat Apr 28 9 a.m.-5 p.m.

This course presents an opportunity to life and health professionals who are working the individual market to equip themselves with the terminology and practice of the business market. Additionally, it assists the professional in becoming more familiar with the products that afford them a place in the market. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), and PA (Public Adjusters).

## UNDERSTANDING EMPLOYEE BENEFITS (NYCR-209007)

B7247-01 Robert Unger 2 sessions \$270  
Sat Jun 2-9 9 a.m.-5 p.m.

This course provides professionals with a greater understanding of employee benefit plans. This course covers the significance of employee benefits; health care options; managed health care plans; alternative funding methods; prescription drug, vision and hearing care plans; long-term care; and group dental plans. It also touches on group life insurance, group term life insurance, group universal plans, corporate owned life insurance, dependent care programs and family and medical leave programs. Approved for BR (Brokers), C1 (Life Consultants), and LA (Life/Accident and Health Agents).



## EMPLOYEE DISABILITY: A MANAGEMENT OVERVIEW (NYCR-204638)

B7230-01 Dennis Legg 2 sessions \$270  
Sat Jun 16-23 9 a.m.-5 p.m.

This course provides professionals with the tools necessary to understand insurance and management and the interactivity of the programs presented. It covers the interdisciplinary skills of the property and casualty professional in juxtaposing appropriate governmental, insurance and non-insurance programs benefiting the employee from a management perspective. Information provided is not company-specific and therefore provides the professional with an arsenal to be used industry-wide. No examination. Approved for LA (Life/Accident and Health Agents), C1 (Life Consultants), BR (Brokers), C3 (General Consultants), PC (Property/Casualty Agents) and PA (Public Adjusters).

**New Courses,  
Programs  
and Events ...**

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to our free e-Newsletter:  
[www.hofstra.edu/uccenewsletters](http://www.hofstra.edu/uccenewsletters)



# Chartered Property Casualty Underwriters (CPCU)

To enroll in this program, you should have some experience with and/or be knowledgeable about insurance practices (i.e., you've had some formal study of insurance principles). This includes anyone who has completed an IIA associate designation program and/or who is a risk manager, a safety professional, an accountant, an attorney, a professor of finance and insurance, a recent business school graduate, or a professional whose job requires an understanding of insurance contracts and functions.

## Program Overview

Focusing on education, ethics and experience, the eight-part **CPCU** program requires that you pass eight national examinations. In the process, you'll gain a broad understanding of property-casualty insurance in addition to either a commercial or personal risk-management and insurance concentration.

## CPCU Curriculum

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

### Foundation courses (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 commercial or personal (all three required).

#### 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 1 (800) 644-2101. For up-to-date information about changes to the **CPCU** program visit [www.aicpcu.org](http://www.aicpcu.org).

## CPCU 553: SURVEY OF PERSONAL RISK MANAGEMENT, INSURANCE AND FINANCIAL PLANNING

B7335-01 Dennis Legg 10 sessions \$425  
Wed Jan 17-Mar 21 6-9 p.m.

If you're a commercial-lines specialist, this course will provide you with a valuable background in personal risk management and insurance. You'll study risk management, property-liability, and life and health insurance, while learning about financial planning for families and individuals.

## CPCU 552: COMMERCIAL LIABILITY RISK MANAGEMENT AND INSURANCE

B7330-01 Robert Bambino 15 sessions \$425  
Wed Feb 7-May 23 6-8 p.m.

(No class Apr 4)

Prepare yourself with a solid foundation in commercial-liability risk management and insurance. You'll explore a wide range of commercial-liability loss exposures and the insurance coverages and non-insurance techniques used to manage them, including professional liability insurance and workers' compensation.

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

B7310-01 Ken Pagliughi 15 sessions \$425  
Thu Feb 1-May 17 6:30-8:30 p.m.

(No class Apr 5)

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

## CPCU 556: PERSONAL FINANCIAL PLANNING

B7345-01 Effie Belegrios 10 sessions \$425  
Thu May 31-Aug 9 6:30-9:30 p.m.

(No class Jul 5)

This course is both timely and essential for personal-lines specialists. You'll study in depth a wide range of financial-planning principles and the investment techniques appropriate for individuals and families.

**Reserve  
your classes  
online now!**

Use the UCCE Online Shopping Cart:  
[www.hofstra.edu/ucce/shoppingcart](http://www.hofstra.edu/ucce/shoppingcart)

## Associate in Risk Management (ARM)

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

**Note:** Study materials for ARM courses should be ordered from the American Institute by calling 1 (800) 644-2101

### ARM 55: ESSENTIALS OF RISK CONTROL

B7925-01 George Massowd 12 sessions \$400  
Tue Feb 6-May 8 6-8 p.m.

(No classes Feb 20, Apr 3)

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

## Associate in Claims (AIC)

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

**Note:** Study materials for AIC courses should be ordered from the American Institute by calling 1 (800) 644-2101.

### AIC 33: THE CLAIMS ENVIRONMENT

B7905-01 Roy Probeyahn 13 sessions \$425  
Mon Feb 5-May 14 7:30-9:30 p.m.

(No class Feb 19, Apr 2)

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

**A Choice That  
Can Change Your LIFE!**

### CORPORATE DISCOUNTS

Your organization can enjoy a 10-percent discount by enrolling three or more people in a combination of programs or courses. Call (516) 463-5993 for more information.

## Associate in Commercial Underwriting (AU) Program

To be a successful commercial-lines underwriter, you must understand not only your business, but also the businesses of those whose accounts you write. The AU program complements your current underwriting skills and gives you information on the various resources and options available to you. Whether you're a new or a veteran underwriter, you'll get a solid foundation in practices – including fresh perspectives and thought processes – to better serve your clients.

**Note:** Study materials for AU courses should be ordered from the American Institute by calling 1 (800) 644-2101.

### AU 65: COMMERCIAL UNDERWRITING: PRINCIPLES AND PROPERTY

B7906-02 Brian Kilgannon 10 sessions \$425  
Wed Feb 7-Apr 11 6:30-9:30 p.m.

A full range of topics are covered, including fundamentals of underwriting, underwriting the commercial organization, underwriting information, financial analysis, pricing the insurance product, construction, occupancy, protection and external exposure, underwriting direct exposures, indirect loss underwriting and commercial crime insurance.

# Program in General Insurance (INS)

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



## INS 21: PROPERTY AND LIABILITY INSURANCE PRINCIPLES

B7940-02 Helen Henner 11 sessions \$325  
Mon Feb 5-Apr 30 5:30-7:30 p.m.

(No class Feb 19, Apr 2)

Get an overview of the nature and operation of the insurance business and an introduction to insurance contracts. In the process, you'll learn what insurance actually is, how it's regulated, who provides it, and how the financial performance of insurers is measured. You'll also gain a basic understanding of: claims; insurance contracts; property loss exposures and policy provisions; liability loss exposures and policy provisions; underwriting; managing loss exposures, including risk management; and marketing.

**Note:** Study materials for the INS 21 program should be ordered from the American Institute by calling 1 (800) 644-2101.

## INTRODUCTION TO CLAIMS

B7935-01 Roy Probeyahn 8 sessions \$285  
Mon Feb 5-April 16 5:30-7:30 p.m.

(No class Feb 19, Apr 2)

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

**Note:** Study materials for the Introduction to Claims program should be ordered from the American Institute by calling 1 (800) 644-2101.

**Have a  
suggestion for  
a new course?**

Call (516) 463-5993 or  
e-mail [ucce@hofstra.edu](mailto:ucce@hofstra.edu).

# Real Estate

## Real Estate Appraisal

The Columbia Society of Real Estate Appraisers Program consists of six 30-hour modules – Residential R-1, R-2 and R-3, and General G-1, G-2 and G-3 – plus three 15-hour modules – Residential R-4, Uniform Standards of Professional Appraisal Practices (ES-1) and Fair Housing/Fair Lending Environmental Issues (AQ-1). To pass, you must earn a minimum grade of 70 on each module's examination.

These courses are recommended for people who have some real estate background and want to develop their skills in real estate appraisal, as well as those without experience who want to start a new career. The program is also useful, if you want to broaden your knowledge base for making real estate investments.

The state of New York, through the Board of Real Estate Appraisal and the Department of State, has established the criteria for appraisers within New York state. An Appraiser Assistant License has the same educational requirements as a Licensed Residential Appraiser; however, there is no experience requirement. A Licensed Residential Appraiser must complete R-1, R-2, ES-1 and AQ-1. A Certified Residential Appraiser must complete R-1, R-2, R-3, R-4 and ES-1. A Certified General Appraiser must complete R-1, R-2, G-1, G-2, G-3, ES-1 and AQ-1.

All courses must be taken in sequence, except ES-1 and AQ-1. A Department of State examination and satisfactory real estate appraisal experience are also required.

Richard C. Berntsen, CSA-R, IFA, is director of education for the Columbia Society of Real Estate Appraisers. With his guidance, you'll be taught by faculty members who are leaders in the appraisal profession.

## COLUMBIA SOCIETY: RESIDENTIAL PROPERTY EVALUATION - CASE STUDIES (RESIDENTIAL R-3)

B5102-01 The Columbia Society Staff 11 sessions \$350  
Tue,Thu Feb 6-Mar 15 6:30-9:30 p.m.  
(No class Feb 20)

Required subjects include: review of basic valuation procedures (URAR form and narrative report); neighborhood data and analysis; site and property description; highest and best-use analysis; site analysis and valuation; direct-sales comparison approach; new/replacement cost; accrued depreciation; gross multiplier analysis and valuation; review and reconciliation process; and final-value estimate/report writing.

## COLUMBIA SOCIETY: INTRODUCTION TO ONE-TO-FOUR FAMILY INCOME CAPITALIZATION (RESIDENTIAL R-4)

B5103-01 The Columbia Society Staff 7 sessions \$225  
Tue,Thu Mar 20-Apr 17 6:30-9:30 p.m.  
(No class Apr 3, 5)

This final course in the residential sequence provides a review of the appraisal process, as well as, a full discussion of economic principles, investor objectives, highest and best-use, income and expense statement, and the small-residential income property form with comparable rent schedules. You'll become familiar with the financial calculator and tables of the six functions of the dollar. More than 50 percent of the course is devoted to the income-capitalization approach.

## INTRODUCTION TO INCOME PROPERTY APPRAISAL (G-1)

B5104-01 The Columbia Society Staff 11 sessions \$385  
Wed Jan 17-Mar 28 6:30-9:30 p.m.

Highlighted are the basic concepts, principles and definitions of widely used terms and their appropriate application in a practical setting. Required subjects include: an overview of the appraisal process; a review of mathematics as it applies to appraising; an introduction to compounding and discounting and its application to appraising; income capitalization review; estimating income through the use of cash flows and revisions; real estate financing and equity analysis; the application of yield rates, using both discount and capital recovery rates; and the use of overall capitalization rates.

## PRINCIPLES OF INCOME PROPERTY APPRAISING (G-2)

B5105-01 The Columbia Society Staff 11 sessions \$385  
Wed Apr 11-Jun 20 6:30-9:30 p.m.

Introduce yourself to the techniques of appraising and analyzing various types of income-producing properties. Required subjects include: equity and physical residual models; mortgage-equity analysis and models; application and sensitivity analysis; valuation of partial interests; leasehold/leased fee; site valuation; land-development analysis; cost approach; direct-sales comparison approach; and appraisal standards and ethics.

## COLUMBIA SOCIETY: UNIFORM STANDARDS OF PROFESSIONAL PRACTICE (USPAP ES-1)

B5107-01 The Columbia Society Staff 2 sessions \$310  
Sat Jan 6-13 8:30 a.m.-5 p.m.

B5107-02 The Columbia Society Staff 2 sessions \$310  
Sat Apr 14-21 8:30 a.m.-5 p.m.

Mandatory for New York state appraisers. Required subjects include: preamble competency and departure provision; jurisdictional exception; definitions; Standards 1-10, including real-estate appraisal reports; review appraisal; real-estate analysis; reporting mass appraisal; personal-property appraisal/reporting; and business-appraisal/reporting.

## FAIR HOUSING/FAIR LENDING ENVIRONMENTAL ISSUES (AQ1)

B5108-01 The Columbia Society Staff 2 sessions \$210  
Sat Jan 27-Feb 3 8:30 a.m.-5 p.m.

B5108-02 The Columbia Society Staff 2 sessions \$210  
Sat May 12-19 8:30 a.m.-5 p.m.

What are fair housing and lending? Learn from case studies in housing discrimination, fair-housing enforcement, the role of the appraiser as an institution-affiliated party, and USPAP regulations. Other topics include common environmental and contemporary concerns, environmental legislation, comprehensive environmental response, Compensation Liability Act, appraisers and contamination, and liability of lenders.

# Real Estate Licensing

## REAL ESTATE SALESPERSON'S QUALIFYING COURSE (APPROVAL NUMBER S/B S-117)

B5125-05 Tue,Thu	Staff Jan 9-Feb 15	12 sessions 6-10 p.m.	\$275
B5125-06 Sat, Sun	Staff Jan 27-Feb 11	6 sessions 9 a.m.-5 p.m.	\$275
B5125-07 Sat, Sun	Staff Mar 10-25	6 sessions 9 a.m.-5 p.m.	\$275
B5125-08 Tue,Thu	Staff Apr 10-May 10	12 sessions 6-10 p.m.	\$275
B5125-09 Sat, Sun	Staff May 5-20	6 sessions 9 a.m.-5 p.m.	\$275
B5125-10 Tue,Thu	Staff Jun 12-Jul 19	12 sessions 6-10 p.m.	\$275

Fulfilling the requirements established by the State of New York, Department of State, Division of Licenses, this course consists of 45 hours of lecture, a review and a final examination. To earn a certificate, you must attend a minimum of 40.5 hours in the lecture portion of each course and pass the final exam. If you do not meet the 40.5-hour minimum, you must repeat the entire course. (New York state specifically denies the right to fulfill attendance by attending only "makeup" lectures.)

**(Note:** you must also be 18 years or older.)



The salesperson's course is required by the Department of State as a prerequisite for its licensing exam (required by all persons wishing to become real estate salespeople). After completing this course and passing the school and state exams, 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.

## REAL ESTATE BROKER'S QUALIFYING COURSE

B5126-02 Sat, Sun Apr 21-May 6	Staff	6 sessions 9 a.m.-5 p.m.	\$300
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Fulfilling the requirements established by the New York State Department of State, Division of Licenses, this course consists of 45 hours of lecture, a review and a final examination. Studies include: real-estate office procedures and management; taxes; property management; appraisal; valuation; leases; interest rates and sources of funds; secondary-mortgage markets; mortgage banking; subdivisions; developments and condominiums; public housing; urban renewal and rehabilitation; zoning; and city real-estate appraisal.

To obtain a real estate brokers license, you must: 1) be at least 19 years old; 2) have successfully completed the salesperson's course; 3) attend all 45 hours of the broker's course, 4) pass the school and state exams, and 5) show satisfactory experience as a salesperson for one year, under the sponsorship of a broker.

This course is also approved for 45 hours of continuing education for salespeople. For the complete licensing requirements, contact the New York State Department of State, Division of Licensing, at (518) 474-4429.

**Prerequisite:** Real Estate Salesperson's Qualifying Course.

**CAN WE HELP?  
CALL  
(516) 463-5993.**

# Real Estate Title Closing

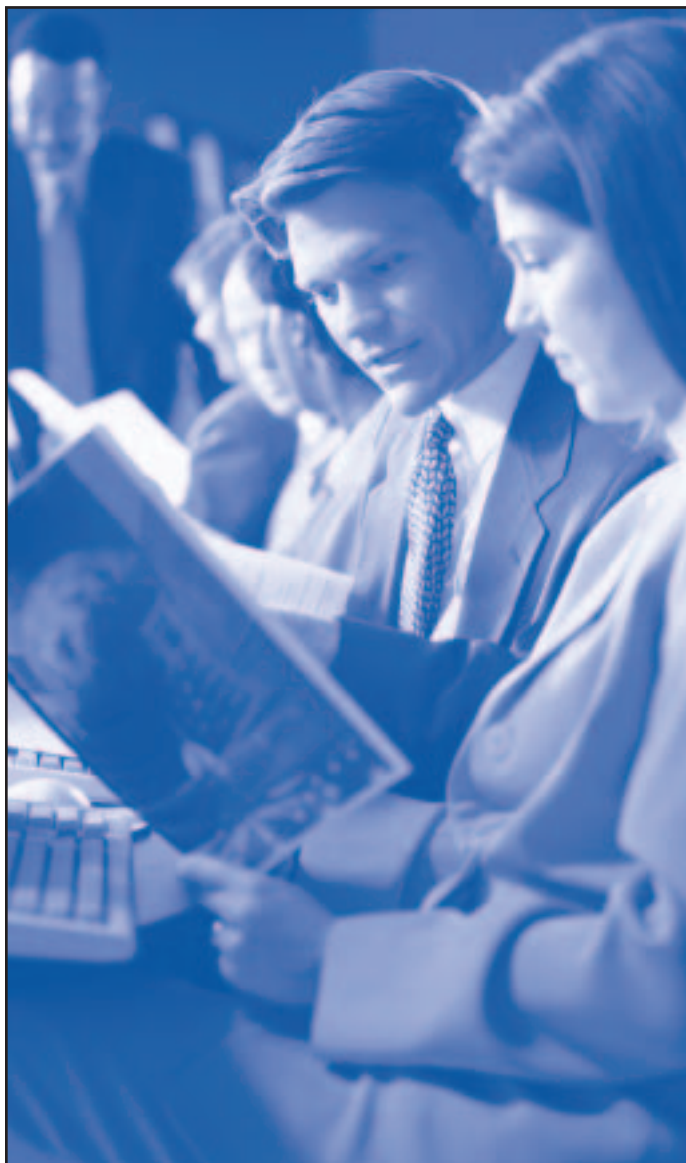
## TITLE CLOSING FOR BEGINNERS

B5135-02 Chris Wittstruck 6 sessions \$425  
Wed Feb 7-Mar 14 6:30-9:30 p.m.

B5135-03 Chris Wittstruck 6 sessions \$425  
Mon-Wed Jul 9-18 6:30-9:30 p.m.

To become a competent and successful real estate title closer, you must be knowledgeable about the industry. Designed for people with no real estate or legal background, this course will familiarize you with the relevant terms, as well as the background and responsibilities of a real estate title closer.

**Note:** Price includes Real Estate Title Closing Manual.



## HOW TO BECOME A REAL ESTATE TITLE CLOSER

B5140-03 Ira Zankel 5 sessions \$350  
Tue Feb 27-Mar 27 7-9:30 p.m.

B5140-04 Marc Ziropiannis 4 sessions \$350  
Wed Apr 11-May 2 6:30-9:30 p.m.

B5140-05 Marc Ziropiannis 4 sessions \$350  
Wed June 6-27 6:30-9:30 p.m.

A successful real estate or mortgage closing is often the result of knowledgeable and competent title closers working together with the legal profession. As an essential party to a closing, a title closer can often earn hundreds of dollars a day without having obtained a professional degree. This practical course familiarizes you with the documents, procedures and problems that arise in a title search, along with the varying fees, transfer and mortgage taxes and other charges collected by the title company at a closing.

## NOTARY PUBLIC TEST REVIEW

B3410-03 Chris Wittstruck 1 session \$90  
Sat Mar 3 10 a.m.-2:30 p.m.

B3410-04 Chris Wittstruck 1 session \$90  
Sat May 12 10 a.m.-2:30 p.m.

Becoming a notary public makes you a more valuable employee to your company, for although the work of a notary is often unheralded, it is crucial to most legal transactions.

Surprisingly, however, to earn a notary license, you are only required to pass an easy-to-prepare-for test. This short course teaches you everything you need to know about the law – both statutes and judicial decisions – governing the practice of the notary public in New York state. (If you're already a notary, taking this course can be a helpful review of your rights and responsibilities.)

## New Courses, Programs and Events ...

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# How to Succeed in Business

## SMALL BUSINESS MANAGEMENT

### STARTING YOUR OWN BUSINESS

B1160-02 Sandra Johnson 2 sessions \$99  
Tue Apr 24-May 1 7-9 p.m.

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

### PREVENTING EMPLOYEE THEFT IN YOUR BUSINESS

B1169-01 Sandra Johnson 1 session \$59  
Mon Apr 30 7-9 p.m.

White-collar crime is one of the fastest-growing crimes in America. The sad fact is very few white-collar criminals repay any of the money stolen or spend any time in prison. While there is no fail-proof solution to this problem, implementing certain controls within a business can help prevent employee theft. This course offers instruction in basic internal controls such as separation of duties, proper authorization, processing, recording and monitoring of transactions, tracking of receipts and disbursements, and other valuable tips in helping avoid employee theft. Sandra G. Johnson, CPA, is a certified fraud examiner and an enrolled agent with the IRS.

### HOW TO BUY AND SELL BUSINESSES (THE PROCESS AND CAREER OPPORTUNITIES)

B1168-01 A.J. Caro and Steve Distant 1 session \$69  
Wed April 25 6-9 p.m.

If you are considering a career in the business brokerage industry – or are interested in how to buy or sell a business – this course is a great resource for you. You'll learn about what's involved in being a business broker, including how and where to seek employment and the various types of compensation programs. You'll receive valuable advice on what to look for when searching for a business and getting top dollar for your existing business. Additionally, we will discuss ways to finance your purchase or sale.

### THE NUTS AND BOLTS OF ACCOUNTING

B2105-02 Paula DeScisciolo 3 sessions \$129  
Tue Mar 6-20 6:30-9:30 p.m.

The language of business, accounting helps leaders and managers plan, direct, control, evaluate and modify operations and processes. If you're looking to grow your career, you must be at least familiar with accounting for transactions, elements of the accounting equation, basic accounting concepts, financial analysis, and the three financial statements (balance sheet, income statement and statement of cash flows). Concepts presented are reinforced through group exercise and discussion.

## FINANCE: DOLLARS AND SENSE!

B2110-02 Paula DeScisciolo 3 sessions \$129  
Tue Apr 10-24 6:30-9:30 p.m.

No matter what your area of expertise, the use of financial-analysis tools can yield major benefits for a company's bottom line. This course focuses on basic tools (e.g., budgeting and financial ratios) that can be easily applied by anyone to better understand business dynamics. Topics include simple approaches to developing a business budget and key indicators used to analyze the balance sheet, income statement and statement of cash flows.

## COMMUNICATION IN BUSINESS

### HOW TO BECOME A MORE EFFECTIVE AND CONFIDENT NEGOTIATOR

B1455-02 Vincent Apicella 1 session \$85  
Sun Apr 22 1-5 p.m.

Empower yourself with negotiation strategies and tactics that work. Develop skills that you can immediately apply, as you avoid common mistakes and stay in control. Areas to be covered include: how and when to make concessions to your advantage, gaining leverage over your opponent, the power of questions, effective listening and problem solving.

## GRANT WRITING

Decreasing government support, increased demand for very limited funding, growing competition... it's no longer enough to just be able to write a grant. You have to understand the entire grant process. What are the essential critical elements and how do you negotiate the mazes of requirements and regulations? Learn the secrets to success in finding your funding from both government and private sources.

### CERTIFICATE IN GRANT SEEKING AND WRITING

These requirements include successful completion of five one-day seminars:

- GW-1 Grant and Proposal Preparation Basics
- GW-2 Foundations and Corporate Giving: Fundraising Basics
- GW-3 Grant Writers Workshop: Budgeting Basics
- GW-4 Developing a Fundraising Plan: Strategies for Success
- GW-5 Finding Funding on the Web: A Hands-On Workshop

This certificate – and the individual courses themselves – are valuable specifically for anyone responsible for finding grant and funding opportunities and/or creating applications and proposals for funding ... and generally for organizations seeking funding and/or support for any projects, programs or related activities. The courses span various vertical markets, including: nonprofit organizations, faith- and community-based organizations, government agencies and municipalities, and for-profit organizations.

*continued on page 16*

## CERTIFICATE IN GRANT SEEKING AND WRITING continued from page 15

It is strongly recommended that once you complete this certificate series of courses, you also seek the advanced certificate by completing one of the specific-interest Grant Bootcamps:

- GB-1 Grant Bootcamp: Preparing Funding Proposals for Individuals and Organizations
- GB-2 Grant Bootcamps for Nonprofits
- GB-3 Grant Bootcamp for Faith- and Community-Based Organizations
- GB-4 Grant Bootcamp for Public Officials and Agencies
- GB-5 Grant Bootcamp: Doing Business With Government Agencies and Not-for-Profit Organizations
- GB-10 Grant Bootcamp for Educators

### INTRODUCTION TO GRANTS GS-1

B1940-03 Ray Knab 1 session \$45  
 Wed Mar 7 6:30-8 p.m.

What is a grant? Why do grants get awarded? You'll gain a greater understanding of what, where and how much is available ... and for what reasons. Learn how to qualify for potential "free" money.

### BASIC GRANT TOOLS GS-2

B1941-03 Ray Knab 1 session \$45  
 Wed Mar 7 8-9:30 p.m.

Here's what you need to know to create a grant topic, where to find the grant sources and the essentials for starting the process. Governmental agencies, foundations and corporations are literally "giving away" money and other resources. Find out what it takes to participate in the process.

### THE GRANT PROPOSAL GS-3

B1942-03 Ray Knab 1 session \$45  
 Wed Mar 14 6:30-8 p.m.

Learn the skills, tools, methods and tactics necessary to create an effective, formal grant proposal. Find the right source, create the proper proposal and get the money!

### BUDGETING BASICS FOR GRANTS GS-4

B1943-03 Ray Knab 1 session \$45  
 Wed Mar 14 8-9:30 p.m.

The basics of budget preparation and presentation. You'll cover: matching funds, writing budget justifications and narratives, how to handle professional fees and consultants, and overhead per diem and capital costs.

**Discounted Bootcamp Rates:**  
**(3 or more people from the same school or district):**  
**\$495 per person**

## GRANT AND PROPOSAL PREPARATION BASICS GW-1

B1944-02 Ray Knab 1 session \$175  
 Fri Mar 2 9 a.m.-5 p.m.

Whatever your skill level – from novice fundraiser to nonprofit executive – you'll build, strengthen and polish your proposal-writing skills at this popular, full-day seminar. Explore the latest techniques with professionals who have built their careers on writing successful proposals.

## FOUNDATIONS AND CORPORATE GIVING: FUNDRAISING BASICS GW-2

B1945-02 Ray Knab 1 session \$175  
 Fri Mar 9 9 a.m.-5 p.m.

New to fund raising? This full-day workshop gives you an excellent introduction to the world of foundations and teaches you how to prepare your organization to seek grants and identify potential funders. Through a series of presentations, a case study and group exercises, you'll learn how to assess your organizations' fundraising readiness.

## GRANT WRITERS WORKSHOP: BUDGETING BASICS GW-3

B1946-02 Ray Knab 1 session \$175  
 Fri Mar 16 9 a.m.-5 p.m.

Designed for beginners or fundraisers with limited budgeting experience, this full-day workshop shows you how to think strategically about the presentation of your organization's program budgets. We'll walk you through all the elements of a detailed budget and show you the worksheets necessary to organize the details of your funding needs. We'll also focus on case studies that will enable you to put your knowledge to practical use.

## DEVELOPING A FUNDRAISING PLAN: STRATEGIES FOR SUCCESS GW-4

B1947-02 Ray Knab 1 session \$175  
 Fri Mar 23 9 a.m.-5 p.m.

Need help creating and implementing a plan to assure the long-term financial viability of your organization? We'll show you how to take stock of your current financial situation and develop a comprehensive funding plan that includes a variety of sources, ranging from individuals to institutions.

## FINDING FUNDING ON THE WEB: A HANDS-ON WORKSHOP GW-5

B1948-02 Ray Knab 1 session \$175  
 Fri Mar 30 9 a.m.-5 p.m.

Working under the guidance of experts in a hands-on, interactive training setting, you'll quickly learn how to develop an organized, focused approach to using the Web to find and evaluate potential funding sources. No matter what your experience level, you'll gain invaluable insider tips and strategies that you can easily apply to your particular needs.



## GRANT BOOTCAMP: PREPARING FUNDING PROPOSALS FOR INDIVIDUALS AND ORGANIZATIONS GB-1

B1949-02 Ray Knab 3 sessions \$625  
Tue-Thu Apr 10-12 8 a.m.-4 p.m.

This intensive, fact-packed series of presentations covers all aspects of the grant process. Topics include: research, qualification of both the seeker and the potential funder, the approach, proposal-generating activities, writing convincing arguments and justification statements, budgeting, negotiation techniques ... all the “secrets” of successful grant acquisition. Come with an idea or concept and leave with a working draft of a potentially fundable proposal. You’ll also receive a comprehensive grant-related resource kit, including templates, flowcharts, samples, examples, references and tools.

## GRANT BOOTCAMP FOR NONPROFITS GB-2

B1950-02 Ray Knab 3 sessions \$625  
Tue-Thu Apr 17-19 8 a.m.-4 p.m.

This specially tailored bootcamp is intended for people charged with operation and delivery of programs, services and other items to their constituencies. Enter with a specific project/idea and prepare a draft for actual submission. You’ll receive a comprehensive grant-related resource kit, including templates, flowcharts, samples, examples, references and tools you can use in your grant-related activities. Enrollment is limited to nonprofit staff and executives.

## GRANT BOOTCAMP FOR FAITH- AND COMMUNITY-BASED ORGANIZATIONS GB-3

B1951-02 Ray Knab 3 sessions \$625  
Tue-Thu Apr 24-26 8 a.m.-4 p.m.

In three days, you’ll learn all the tricks, tips and traps. Explore the various programs, how to qualify for them, and how to seek and acquire funding. Learn about the specific post-award activities that occasionally cause problems for faith- and community-based organizations. You’ll also receive a comprehensive grants-related resource kit, including templates, flowcharts, samples, examples, references and tools.

## GRANT BOOTCAMP FOR PUBLIC OFFICIALS AND AGENCIES GB-4

B1952-02 Ray Knab 3 sessions \$625  
Tue-Thu May 1-3 8 a.m.-4 p.m.

Whether you’re a senior-level official, an operating department head or just generally responsible for funding, this intensive bootcamp will give you the insight, suggestions and practice you need to prepare effective proposals and applications for local, state, federal and multi national funding sources. Registration is open only to current public officials, including school district superintendents and principals, public works departments, public-safety officials, city/town council members, legislators, mayors and senior staffers. You’ll also receive a comprehensive grant-related resource kit, including templates, flowcharts, samples, examples, references and tools.

## GRANT BOOTCAMP: DOING BUSINESS WITH GOVERNMENT AGENCIES AND NOT-FOR-PROFIT ORGANIZATIONS GB-5

B1953-01 Ray Knab 1 session \$350  
Tue May 8 8:30 a.m.-4:30 p.m.

The governmental marketplace – including local, regional, state and federal governmental agencies and organizations, the international marketplace and the entire not-for-profit marketplace – is the largest buyer of goods and services in the world. Doing business with these agencies is not only potentially lucrative, but also involves many rules, regulations and pitfalls. Learn what you need to know so that you can successfully take advantage of the many opportunities available to you.

This comprehensive bootcamp is particularly helpful for small- and medium-sized business owners (especially those with innovative products and services), women- and minority-owned business owners, and organizations that have products and services of special interest to either the federal government or to primary contractors of the federal government.

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your classes  
online now!**

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[www.hofstra.edu/ucce/shoppingcart](http://www.hofstra.edu/ucce/shoppingcart)

## GRANT BOOTCAMP FOR EDUCATORS GB-10

B1954-02 Ray Knab 3 sessions \$625  
Tue-Thu Jun 26-28 8 a.m.-4 p.m.

To keep receiving federal funding, schools must (among other things) increase student performance, boost teacher quality and training, track parental involvement, implement “choice” programs, offer supplemental educational services for students in failing schools, and guarantee proficiency for English language learners. This is a special opportunity for educators – from district superintendents to department chairs and classroom teachers – to learn the newest tips, tricks and traps in the world of funding for education, research, personal and group projects, field trips, equipment, educational services, videoconferencing and more. Museum curators and librarians should also attend.

**Discounted Rate:** \$495 per person, three or more people from the same school or district.

## PAYROLL PROFESSIONAL LEARNING SERIES

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

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

### Testing Windows:

Spring: March 31-April 28, 2007

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

### ADVANCED PAYROLL SKILLS

B6330-01 Dominick Giordano 8 sessions \$425  
Sat Feb 3-Mar 31 9:30 a.m.-12:30 p.m.

(No class Feb 17)

Advanced Payroll Skills includes more complex payroll applications. The course is designed for employees seeking advanced-level payroll knowledge and application skills. Participants include recently promoted payroll supervisors or managers and benefits administrators and financial officers with new responsibility for payroll. Professionals interested in earning the CPP designation may find this course an excellent way to study for the CPP examination. Topics include benefits and tax implications for complex hires, penalties related to errors and noncompliance, immigration and naturalization, complex tax issues, federal unemployment tax, payroll and supporting systems, financial statements, IRS inquiries and notices, and management.

## CERTIFIED EMPLOYEE BENEFITS SPECIALIST (CEBS)

In the employee benefits and compensation field, the oldest and most respected professional credential is CEBS. It was established in 1977 through a partnership between the International Foundation of Employee Benefit Plans and the Wharton School of the University of Pennsylvania. The largest educational organization in the employee benefits field, the International Foundation is responsible for the overall administration of the program. The Wharton School, one of the preeminent business schools in the United States, oversees academic content and standards.

CEBS offers you the opportunity to earn designations in the three distinct areas of specialization that form the core of the curriculum: the Group Benefits Associate (GBA), Retirement Plans Associate (RPA), and the Compensation Management Specialist (CMS). At the same time, you'll receive qualifying credit toward earning the CEBS designation (six required courses, plus two electives). For more information visit [www.ifebp.org/cebs](http://www.ifebp.org/cebs). NOTE: A class can be scheduled at any off-site location for five or more students.

## CEBS 4: RETIREMENT PLANS: DEFINED BENEFIT APPROACHES AND PLAN ADMINISTRATION

B6220-01 Dominick Raneri 8 sessions \$199  
Mon Feb 26-Apr 30 6-8 p.m.

(No class Apr 2, 9)

This course begins with an analysis of defined benefit features and an analysis of the differences between defined benefit and defined contribution plans. An overview of the retirement aspects of Social Security and Medicare is also presented. Other topics are plan design, actuarial aspects, investments of plan assets and plan termination insurance. In addition, complex issues such as hybrid plans, early retirement incentives and special retirement plans for executives are discussed.

## CEBS 8: HUMAN RESOURCES AND COMPENSATION MANAGEMENT

B6230-01 Dominick Raneri 8 sessions \$199  
Tue Mar 6-May 2 8-8 p.m.

(No class Apr 3)

Here's an excellent framework for understanding compensation. You'll view a pay model that outlines strategic compensation objectives, policies that form the foundation of a compensation system, and alternate techniques that can be used in paying employees. Then, learn to distinguish between job-based and person-based pay structures and the ongoing management functions that maintain internal alignment, enhance organizational competitiveness, and create employee incentives. Explore methods for decision-making regarding pay level, pay mix and pay structures. Additionally you will study various pay-for-performance plans, backed by research evidence concerning their effectiveness in motivating employees and achieving business objectives, and examine the compensation of special groups, external market forces that impact compensation, the collective bargaining process, and the role of government and legal compliance issues in determining compensation practices.

## PROGRAM IN COACHING CERTIFICATION FOR NEW YORK STATE

The New York State Board of Regents requires that all public school coaches be certified as teachers of physical education. Hofstra University is an approved certifying institution and offers the state-mandated courses in:

- Philosophy, Principles and Organization of Athletics
- Health Sciences Applied to Coaching and Theory
- Techniques of Coaching

For details, visit: [www.emsc.nysed.gov/ciai/pe/pub/app.html](http://www.emsc.nysed.gov/ciai/pe/pub/app.html).

**Note:** Schedules can be made to accommodate administrative and district needs. For more information or to request an onsite program see the contact information listed below.

### Additional Requirement

New York state requires that all applicants for teaching, coaching, counseling and administrative certification (provisional and permanent) successfully complete a certified course in child abuse recognition and reporting.

**Call:** (516) 463-5993

**E-mail:** uccebusiness@hofstra.edu

**Visit:** www.hofstra.edu/ucce/coaching

### PHILOSOPHY, PRINCIPLES AND ORGANIZATION OF ATHLETICS IN EDUCATION

B1050-02 Staff 12 sessions \$300  
Tue, Thu Feb 6-Mar 22 6-10 p.m.

(No class Feb 20, 22)

Learn the basic philosophy and principles as integral parts of physical education and general education, in addition to state, local and national regulations and policies related to athletics; legal considerations; function and organization of leagues and athletic associations in New York state; personal standards for the responsibilities of the coach as an educational leader; public relations; general safety procedures; general principles of school budgets, records, purchasing and use of facilities.

### THEORY AND TECHNIQUES

B1052-02 Staff 10 sessions \$200  
Tue, Thu Apr 10-May 10 6-9 p.m.

This course includes a history of interschool athletics in New York state; objectives, rules, regulations and policies; teaching methods; performance skills; technical information (offense, defense, strategy, etc); organization and management of practices; special training and conditioning of athletes in a specific sport; care and fitting of equipment; special safety precautions; and officiating methods.

### HEALTH SCIENCES APPLIED TO COACHING

B1051-01 Staff 12 sessions \$300  
Tue, Thu May 22-Jun 28 6-10 p.m.

Topics include: selected principles of biology, anatomy, physiology, kinesiology, psychology and sociology related to coaching, human growth and development, safety, first aid and care of injuries and training and conditioning of athletes. This course also meets the first-aid requirement – as an alternative to the Standard Red Cross course – if taken prior to starting to coach.

**A Choice That  
Can Change Your LIFE!**

## SPORTSCASTING SUMMER INSTITUTE

Ever fantasize about conducting a locker-room interview with the newly crowned Super Bowl champs or announcing the World Cup competition? Now in its fifth consecutive year, Hofstra's intensive, hands-on institute will help you determine whether you have what it takes to make it as a sports broadcaster.

**Teen Workshop will run July 23-July 27.  
Adult Workshop will run July 30-August 4.**

**Note:** The Sportscasting Information Session is free, but requires a reservation. To reserve your place, call (516) 463-5993 or register online at uccebusiness@hofstra.edu.

### Sportscasting Information Sessions for 2007

B1013-01 Ed Ingles & Staff 1 session  
Wed Jan 10 6-8 p.m.

**FREE**

B1013-02 Ed Ingles & Staff 1 session  
Tue Mar 20 6-8 p.m.

**FREE**

B1013-03 Ed Ingles & Staff 1 session  
Thu May 17 6-8 p.m.

**FREE**

**Call:** (516) 463-7300

**E-mail:** uccebusiness@hofstra.edu

### Sportscasting Institutes

#### INTRODUCTION TO SPORTSCASTING FOR TEENS

B1014-01 Ed Ingles & Staff 5 sessions \$700  
(includes lunch)

Mon-Fri Jul 23-27 8:30a.m.-5:30 p.m.

Taught by current professional sportscasters – with decades of experience in New York television and radio broadcasting – this interesting (and fun) institute will teach you the fundamentals of the “game”: writing, announcing and professional presence.

You'll work hard and gain hands-on experience with in-depth critiques of your work both in the classroom and in the field, as you hone your skills in TV and radio play-by-play, anchoring and reporting. Upon completion of the course, you'll receive an honest evaluation of your potential and recommendations for the next steps you should take. Your instructors will provide you with valuable insight into the college and university search processes to help you pursue a career in broadcasting.

Ed Ingles, a well-respected CBS radio and television sportscaster for 30 years, is the coordinator of this program.

**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

B1015-01 Ed Ingles & Staff 6 sessions \$1,000  
 Mon-Sat Jul 30-Aug 4 8:30-5:30 p.m.

Thinking about an exciting new career in sports broadcasting?

Taught by recognized broadcasters and executives – including Ed Ingles, Joel Blumberg, Mike Breen, Barry Landers, Ann Liguori and Pete Silverman – this hands-on institute emphasizes the development of your skills in television and radio reporting, anchoring, play-by-play and commentative broadcasting techniques. You will receive instruction in talk radio and such multimedia applications as Web site sports writing and reporting and the related use of the Internet. And you'll have the opportunity to listen to and rub elbows with veteran broadcasters and producers, perhaps picking up some additional tricks of the trade.

Through the use of in-class remote assignments, reinforced by sustained practice sessions, you'll notice a significant growth in your sportscasting and communication skills. Best of all, in addition to a certificate, you'll leave the course with that all-important television and radio audition tape, which encompasses virtually all aspects of the profession.

Ed Ingles, a well-respected CBS radio and TV sportscaster for 30 years, is the coordinator of the program.



## Introduction to the Radio-Television Broadcast Industry Information Sessions

B1025-01 Ed Ingles & Staff 1 session  
 Tue Jan 16 6-8 p.m.

**FREE**

B1025-02 Ed Ingles & Staff 1 session  
 Wed Feb 7 6-8 p.m.

**FREE**

B1025-03 Ed Ingles & Staff 1 session  
 Thu Mar 8 6-8 p.m.

**FREE**

**Call:** (516) 463-7800

**E-mail:** [uccebusiness@hofstra.edu](mailto:uccebusiness@hofstra.edu)

**Note:** The Radio-Television Information Sessions are free, but require a reservation. To make a reservation, call (516) 463-5993 or register online at [uccebusiness@hofstra.edu](mailto:uccebusiness@hofstra.edu).

## INTRODUCTION TO THE RADIO-TELEVISION BROADCAST INDUSTRY

B1019-01 Ed Ingles & Staff 8 sessions \$500  
 Sat Mar 24-May 19 9 a.m.-Noon

(No class Apr 7)

Are you interested in the broadcast industry? This eight-session intensive workshop taught by seasoned professionals will teach you the important aspects of TV and radio news broadcasting, weather-casting, and talk show hosting.

Each student will experience how to assemble a newscast, including anchoring, writing, editing and reporting. We will not be teaching meteorology, but we will teach you what it takes to put together and deliver weather-casting. Over the last decade there has been considerable growth in TV and radio talk shows and we will prepare you for those assignments.

The experience includes writing and performing in front of the camera and behind the microphone. The workshop is open to students ages 14 to adult using the state-of-the-art facilities at Hofstra University. This class includes instruction by experienced weathercasters, news reporters and talk show hosts from radio and TV.

**Have a  
 suggestion for  
 a new course?**

Call **(516) 463-5993** or  
 e-mail [ucce@hofstra.edu](mailto:ucce@hofstra.edu).

# Financial Planning

## 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 “America’s Leading Harness Track,” The Meadowlands Racetrack in East Rutherford, New Jersey. This geographic advantage enables us to provide you with special opportunities 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 nights and weekends. Each offering presents “the good, the bad and the muddy” in a balanced format. Please be assured: the Institute is an educational experience dedicated to the serious informational needs of both prospective and seasoned racehorse owners of both breeds. It’s not an infomercial. 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 those lines, keep in mind that racehorses are a highly speculative investment ... and not for everyone. You are highly encouraged to discuss ownership with your attorney, accountant, certified financial planner, and/or other investment advisor.

### ABOUT THE COORDINATOR

Chris E. Wittstruck, coordinator of the Institute, is – a successful attorney, licensed thoroughbred and standardbred owner, award-winning racing writer, much-in-demand media commentator, and a seasoned continuing-education instructor. He draws upon his vast study, research and experience to provide presentations that are intensive, intellectual, current and practical. For more information about Mr. Wittstruck visit [www.hofstra.edu/ucce/bios](http://www.hofstra.edu/ucce/bios).

## INTRODUCTION TO RACEHORSE OWNERSHIP FOR THE SMALL INVESTOR

B4221-02	Chris Wittstruck	2 sessions	\$175
Sat, Sun	Mar 10-11	9:30 a.m.-4:30 p.m.	
		at Hofstra	

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

B4221-03	Chris Wittstruck	2 sessions	\$175
Sat, Sun	Jun 23-24	Sat, 9:30 a.m.-4:30 p.m.	
		Sun, 9:30 a.m.-1:30 p.m.	
		at Belmont	

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

## PERSONAL INVESTMENTS

Fundamentals of Real Estate Investing: A Legal Perspective			
B1402-02	Vincent Apicella	1 session	\$85
Sun	Mar 18	1-5 p.m.	

Designed for beginning and intermediate real estate investors, this course addresses what you need to know to become successful and avoid costly mistakes in building a portfolio of residential investment properties. Topics include: building your personal team of experts, developing an appropriate investment philosophy, effective negotiation strategies, pre-contract due diligence, key contract provisions, zoning, financing, title reports, appraisals, closings and closing fees, effective tenant selection, evictions and alternatives to evictions.

## FINANCIAL PLANNING

Hofstra University, in association with Certified Financial Planner Board of Standards, 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 a professional career in financial planning.

### CERTIFIED FINANCIAL PLANNER (CFP)

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. For information call (888) 237-6275 or visit [www.cfp.net](http://www.cfp.net).

**Note:** Students are responsible for obtaining required materials and registering for the national examinations directly with CFP Board of Standards.

If you have questions about the program or would like to register please call Colleen Slattery at (516) 463-5998.

### FUNDAMENTALS OF FINANCIAL PLANNING

B4131-02      Anne Kehoe      12 sessions      \$495  
Tue              Jan 23-Apr 17      6:30-9:40 p.m.

(No class Apr 3)

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

### INCOME TAX PLANNING

B4134-01      Maryann Capone      12 sessions      \$495  
Tue              Jan 23-Apr 17      6:30-9:40 p.m.

(No class Apr 3)

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

## RISK MANAGEMENT AND INSURANCE PLANNING

B4132-02      Jack Chite      12 sessions      \$495  
Thu              Jan 25-Apr 19      6:30-9:40 p.m.

(No class Apr 5)

This course introduces students to the application of insurance planning and risk management in personal financial planning. The course 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's benefits, social insurance, insurance regulation and principles of insurance taxation.

### INVESTMENT PLANNING

B4133-02      Gary Zucker      12 sessions      \$495  
Wed              Jan 24-Apr 11      6:30-9:40 p.m.

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

### EMPLOYEE BENEFITS AND RETIREMENT PLANNING

B4135-01      Hugo Lawton      12 sessions      \$495  
Wed              Jan 24-Apr 11      6:30-9:40 p.m.

This course introduces students to the application of retirement planning and employee benefits in personal financial planning. The course construct is based on the learning objectives specified by Certified Financial Planner Board of Standards, Inc, and is designed to provide students with an understanding of the concepts of the 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

B4135-01      Diane Wilkie      12 sessions      \$495  
Thu              Jan 25-Apr 19      6:30-9:40 p.m.

(No class Apr 5)

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

# Credit Certificate Programs

## Business Credit Certificate Programs Information Session

Wednesday, March 28, 2007

6-8 p.m.

University College Hall, North Campus

FREE

### Information-Session Codes

#### BUSINESS AND COMPUTERS

- B3100-01 Accounting Certificate
- B3200-01 Finance Certificate
- B3300-01 Marketing Certificates
- B3400-01 General Management Certificate
- B3500-01 Human Resources Management Certificate
- B3600-01 International Business Certificate
- B3700-01 Labor Studies Certificate
- B3800-01 Certificate in Business Information Systems

#### ADVANCED GRADUATE CERTIFICATE PROGRAMS

- B3001-01 Advanced Investment Management Certificate
- B3101-01 Advanced Taxation Certificate
- B3201-01 Advanced Corporate Finance Certificate
- B3301-01 Advanced Marketing Certificate
- B3401-01 Advanced General Management Certificate
- B3501-01 Advanced Human Resources Management Certificate
- B3601-01 Advanced International Business Certificate
- B3701-01 Advanced Accounting Certificate
- B3801-01 Advanced Business Computer Information Systems Certificate
- B3901-01 Advanced Banking Certificate

**Note:** There is no fee to attend our Business Credit Certificate Programs Information Session; however, a reservation is required.

**Make a reservation today!**

**Call: (516) 463-5993**

**Fax: (516) 463-4833**

**E-mail: [uccebusiness@hofstra.edu](mailto:uccebusiness@hofstra.edu)**

**For full course descriptions, visit:**

**[www.hofstra.edu/uccebusinessstudies](http://www.hofstra.edu/uccebusinessstudies)**

**A Choice That  
Can Change Your LIFE!**

## ACCOUNTING

Certificate

Hofstra University's Frank G. Zarb School of Business is accredited by AACSB International - The Association to Advance Collegiate Schools of Business. There are approximately 1,400 American institutions with degree programs in business, but only 10 percent – including Hofstra – have earned this organization's prestigious accounting accreditation, the highest standard of achievement in business schools worldwide.

If you have a bachelor's degree in any major, you can retrain as an accountant in our one-year, 18-credit Accounting Certificate Program (ACP). Upon graduation, you'll be eligible for a position as an accountant, or you can use these courses toward fulfilling prerequisites for Hofstra University's M.B.A. program and/or for meeting some of the state requirements for taking the CPA exam. This fast-track program is also extremely useful if you want to add significant accounting knowledge to jumpstart or redirect your career.

Adviser: Dr. Steven Petra, (516) 463-4178

### REQUIRED COURSES:

- ACCT 101. Financial Accounting
- ACCT 102. Managerial Accounting
- ACCT 123. Financial Accounting Theory and Practice I
- ACCT 124. Financial Accounting Theory and Practice II

### THE FOLLOWING ELECTIVES ARE ALSO AVAILABLE WITH THE APPROVAL OF YOUR ADVISER

**(Not all electives are offered each semester):**

- ACCT 125. Accounting Entities (Advanced)
- ACCT 131. Cost Accounting Systems
- ACCT 133. Auditing Theory and Practice
- ACCT 134. Advanced Auditing
- ACCT 135. Accounting Information Systems
- ACCT 136. Fraud Prevention and Detection
- ACCT 137. Forensic and Investigative Accounting
- ACCT 143. Income Tax Accounting I
- ACCT 144. Income Tax Accounting II
- ACCT 145. Advanced Tax Topics
- LEGL 024. Legal Aspects of Business Organizations and Activities

**For full course descriptions, visit:**

**[www.hofstra.edu/ucce/accounting](http://www.hofstra.edu/ucce/accounting)**

**Note:** Prerequisites may be waived depending on your academic background.

## Expanded and dynamic program.

This accredited certificate program is designed to provide hands-on practical training in the use and application of information technologies. Personal computers, local and wide area networks, software programs, e-mail and multimedia are tools used to manage information and communication. This program will assist managers, who are confronted with the challenge of processing information quickly and effectively, in staying competitive. Participants learn how to analyze business needs and apply technologies to increase productivity and efficiency.

Additionally, the CBIS program offers accredited business certificates that will prepare college graduates for career opportunities in the specialized fields of database management systems, networking and security, and Web development. The advanced certificate in business information systems can be earned for careers in systems analysis and design and information resource management. Learn how to analyze business processes and design a system of computer-based tools to increase productivity, and provide access to information and knowledge for decision making.

This program accepts students with no prior experience in computers.

Adviser: Dr. Elaine Winston, (516) 463-5352

## The expanded CBIS program requirements:

### CERTIFICATE IN BUSINESS INFORMATION SYSTEMS - ASSOCIATE LEVEL.

This program will add tremendous value to current career experience in all disciplines.

#### Two required courses (6 credits).

BCIS 14. Computer Concepts and Software Tools in Business  
BCIS 30. Power Tools for End-User Support

### CERTIFICATE IN BUSINESS INFORMATION SYSTEMS - INTERMEDIATE LEVEL.

This extension enables you to choose a specialization for further study: Networking and Security, Database Management, or Web Development.

Two or three required courses (6 or 9 credits), in addition to the associate-level requirements noted above.

#### NETWORKING AND SECURITY

BCIS 122. Networking Technologies Utilizing Microsoft Software  
BCIS 123. Networking Technologies Utilizing Novell Software

#### DATABASE MANAGEMENT

BCIS 117. Database Management Systems  
BCIS 118. Intermediate Database Management Systems

#### WEB DEVELOPMENT

BCIS 35. Multimedia Concepts Software and Application  
BCIS 76. Introduction to E-commerce  
BCIS 95. Introduction to Java

### CERTIFICATE IN BUSINESS INFORMATION SYSTEMS - ADVANCED LEVEL.

**Six required courses (19 credits); associate and intermediate certificate requirements may be applied.**

BCIS 14. Computer Concepts and Software Tools in Business  
BCIS 30. Power Tools for End-User Support  
BCIS 116. Structured Business Information Systems  
BCIS 117. Database Management Systems  
BCIS 120. Connectivity in the Business Environment

#### Elective Course:

BCIS elective with adviser approval.

#### Admission Requirements:

Bachelor's degree.

#### Completion Requirements:

Students must demonstrate proficiency in each course before proceeding to the next.

(Certificate students see general certificate requirements.)



#### Individual Advisement:

All prospective students should call UCCE at (516) 463-5993. Following your initial contact, you will meet with the CBIS adviser, who will help define a course sequence and schedule to meet your individual needs. Students must maintain a "C" average or better in the program to earn the certificate.

For full course descriptions, visit: [www.hofstra.edu/ucce/cbis](http://www.hofstra.edu/ucce/cbis)

#### Note:

Prerequisites may be waived depending upon student's academic background. Many certificate program courses may be taken for general interest without enrolling in a certificate program. To speak with an adviser, please call (516) 463-5993.



You don't need a business background to take this one-year, 18-credit program for college graduates ... just the desire to advance your current career in – or redirect it toward – the exciting field of finance, including positions at banks, insurance companies, stock brokerages, corporations and government agencies (e.g., the Securities and Exchange Commission).

Adviser: Dr. Andrew Spieler, (516) 463-5334

## REQUIRED COURSES

### (FOR ALL CONCENTRATIONS):

FIN 101. Introduction to Finance, Financial Markets and Institutions

FIN 110. Fundamentals of Corporate Finance

FIN 132. Security Analysis

### ELECTIVE COURSES:

**Choose your area of concentration, then three electives within that area. (Not all electives are offered each semester.)**

### INVESTMENT CONCENTRATION

FIN 133. Portfolio Management

FIN 135. Options and Futures

FIN 141. Money and Capital Markets

FIN 165. Principles of International Financial Management

FIN 166. International Financial Markets and Investments

### CORPORATE CONCENTRATION

FIN 111. Working Capital Management

FIN 150. Commercial Bank Administration, Policies and Practices

FIN 160. Corporate Financial Policy

FIN 165. Principles of International Financial Management

### BANKING CONCENTRATION

FIN 123. Money and Financial Institutions

FIN 141. Money and Capital Markets

FIN 150. Commercial Bank Administration, Policies and Practices

FIN 165. Principles of International Financial Management

**For full course descriptions, visit:**

**[www.hofstra.edu/ucce/finance](http://www.hofstra.edu/ucce/finance)**

**Note:** Prerequisites may be waived depending on your academic background.

**Coming soon...**  
**Online programs at UCCE.**

Whatever your bachelor's degree, you can enhance your career by developing your competencies as a manager. The GMCP is especially beneficial if you're responsible for coordinating the work of others, or preparing for a promotion to a supervisory position. Upon completion of the program, you may also apply some of these courses toward the admittance prerequisites for an M.B.A. program.

Adviser: Dr. Janet Lenaghan, (516) 463-6574

## REQUIRED COURSES:

MGT 101. Introduction to Management

MGT 130. Human Relations in Organizations

MGT 179. Managerial Skill Development

## ELECTIVE COURSES

**(Three required; not all electives are offered each semester):**

MGT 110. Introduction to Operations Management

MGT 114. Management Systems

MGT 118. Litigation and Alternate Dispute Resolution (ADR)

MGT 121. Human Resources Management

MGT 122. Advanced Topics in Recruitment and Selection

MGT 123. Managing Employee Benefits

MGT 142. Production Management

MGT 145. Purchasing Management

MGT 157. A-Z. Seminars: Special Topics in Management

MGT 160. Managing Nonprofit Organizations

MGT 171. International Strategic Management

MGT 172. Collective Bargaining

MGT 175. Management of Change and Innovation in Organizations

**For full course descriptions, visit:**

**[www.hofstra.edu/ucce/genmanagement](http://www.hofstra.edu/ucce/genmanagement)**

**Note:** Prerequisites may be waived depending on your academic background.

## STAY IN TOUCH WITH UCCE

We invite you to explore our updated and exciting Web site. View the most up-to-date details on our course offerings, seminars, special events and information sessions. Remember, you can save time by reserving space online for most classes. Keep in touch with what's new and exciting at UCCE by visiting our Web site often ([www.hofstra.edu/ucce](http://www.hofstra.edu/ucce)) and also by subscribing to our free monthly University College Highlights e-Newsletter.

## HUMAN RESOURCES MANAGEMENT

Certificate

This one-year, 18-credit program will enable you – whatever your bachelor's degree – to retrain for a new career in the very important field of human resources management.

Human resource managers help organizations maximize their employees' skills and provide the essential link between employees and management. They recruit and select the best people, maintain EEO compliances, supervise compensation policies and evaluation systems, coordinate employee benefits, design training programs, and play an active role in labor-relations activities.

This fast-track program is also extremely useful if you want to stay in and enhance your current career by developing significant, additional knowledge in this area.

Whether you're interested in working in a corporation, a nonprofit institution or a government agency, you can play a key role in that organization's operations and growth with your HRMCP background. You may also apply some of these courses toward the prerequisites for an M.B.A. program.

Adviser: Dr. Janet Lenaghan, (516) 463-6574

### REQUIRED COURSES:

MGT 101. Introduction to Management  
MGT 121. Human Resources Management

### ELECTIVE COURSES

**(Choose four; not all electives are offered each semester):**

MGT 118. Litigation and Alternate Dispute Resolution  
MGT 122. Advanced Topics of Organizational Recruitment and Selection  
MGT 123. Managing Employee Benefits  
MGT 130. Human Relations in Organizations  
MGT 172. Collective Bargaining  
MGT 175. Management of Change and Innovation in Organizations

**For full course descriptions, visit:**  
[www.hofstra.edu/ucce/hrmanagement](http://www.hofstra.edu/ucce/hrmanagement)

**Note:** Prerequisites may be waived depending on your academic background.

**CAN WE HELP?  
CALL (516) 463-5993.**

## INTERNATIONAL BUSINESS

Certificate

The one-year, 18-credit International Business Certificate Program (IBCP) enables college graduates with bachelor's degrees in any major to retrain for the growing field of international business. Six credits (two courses) may be waived if an individual took equivalent classes as an undergraduate student during the last five years. Graduates of the program are eligible to work in a variety of exciting and interesting positions in international business (depending on previous training and experience), including jobs abroad as financial managers, import/export managers, foreign subsidiary managers, human resources managers, marketing managers, trade managers and many others.

Adviser: Dr. Keun Lee, (516) 463-5332

### REQUIRED COURSES:

IB 150. Introduction to International Business

### BUSINESS ON FOREIGN CONTINENTS:

**Must take one of four; a second course may be taken as an elective.**

IB 160. African Business  
IB 161. Asian Business  
IB 162. European Business  
IB 163. Latin-American Business

### ELECTIVE COURSES:

**Must take any three of the following (Not all electives are offered each semester).\***

IB 154. Analysis of the International Environment and Global Business Research  
IB 157. A-Z. Seminar: Special Topics in International Business  
IB 160., 161., 162. or 163. (Second IB 160s class)  
IB/MKT 170. International Marketing  
IB 175. Global Business Policies, Planning and Strategies  
FIN 165. Principles of International Financial Management  
FIN 166. International Financial Markets and Investments  
MGT 171. International Strategic Management  
MKT 172. Export/Import Marketing

**\*One of the following can be used as one of the three electives:**

FIN 110. Fundamentals of Corporate Finance  
MGT 101. Introduction to Management  
MKT 101. Principles of Marketing

**For full course descriptions, visit:**  
[www.hofstra.edu/ucce/intlbusiness](http://www.hofstra.edu/ucce/intlbusiness)

**Note:** Prerequisites may be waived depending on your academic background.

The world of work has, throughout history, been as controversial as it is crucially important in most people's lives. Labor Studies is an interdisciplinary program designed to offer students a broad background in the multiple perspectives on and different analytical approaches to labor issues in an international context. The program coordinates courses from departments throughout the University, and includes opportunities for independent course work and internships with business firms, nonprofit agencies and labor unions. It prepares students for graduate programs in labor and industrial relations and in related areas of business, education, law, public administration and the social sciences, as well as for a wide range of careers in business, government, law, teaching and labor unions. A Certificate in Labor Studies consists of the successful completion of only six courses (with at least two taken at Hofstra) – five required courses and one elective chosen from the following list:

**REQUIRED COURSES:**

LABR 1. Introduction to Labor Studies  
LABR 141C. or ECO 141C. Labor Economics  
MGT 101. Introduction to Management  
MGT 114. or LEGL 114. Labor and Employment Law  
MGT 172. Collective Bargaining

**ELECTIVE COURSES:**

ECO 121. Economics of Discrimination  
ECO 133. Health Economics  
HIST 157. History of Labor  
HIST 178. Comparative Labor History  
LABR 120., AFST 120. or ECO 120. African Labor Economics  
LABR 155. Special Topics in Labor Studies  
PSY 33. Industrial Psychology  
SOC 34. Ethnicity and Minority Group Relations  
SOC 134. Race Relations in the U.S.

An **Advanced Certificate in Labor Studies** can be earned by successful completion of four additional courses (with at least two in residence) beyond the six courses required for the Certificate in Labor Studies. Students may choose from among all the required and elective courses listed for the Labor Studies B.A. degree. Eligibility for the Advanced Certificate requires prior completion of either a Certificate in Labor Studies or a B.A. in Labor Studies.

**Advantages:**

- Outstanding courses taught by a distinguished full-time faculty.
- Students attend late afternoon and evening undergraduate courses.
- Undergraduate credit option toward B.A. degree available.
- Prepares students for a wide range of careers in business, education, government, human resources, labor law, labor-management relations, labor unions and public administration.

**Tuition and Fees:**

Students have two options in pursuing the Labor Studies Certificate: non-credit or credit courses. The non-credit certificate is available at a special rate of just \$450 per course, under special arrangement between Hofstra University College for Continuing Education and Hofstra College of Liberal Arts and Sciences. The Credit Certificate Program is open to students who already have a bachelor's degree. The Credit Certificate Program is available for the normal undergraduate tuition rate. Students are billed directly from the Student Accounts Office with the latest published per credit hour tuition plus the published University fees.

**For full course descriptions, visit:**

[www.hofstra.edu/ucce/labor](http://www.hofstra.edu/ucce/labor)



The Marketing Management Certificate takes students through six courses that prepare them for jobs in a variety of settings, including direct and international marketing, sales and retail management, marketing research and advertising. The Marketing Media Certificate focuses on television and print advertising. Six credits (two courses) may be waived if an individual took equivalent classes as an undergraduate student during the last five years.

Adviser: Dr. Keun Lee, (516) 463-5332

### MARKETING MANAGEMENT CERTIFICATE PROGRAM REQUIRED COURSES:

MKT 101. Principles of Marketing  
 MKT 124. Consumer Behavior  
 MKT 175. Marketing Planning and Product Strategies

### ELECTIVE COURSES

**(Three courses required; not all electives are offered each semester):**

MKT 126. Sports Marketing  
 MKT 131. Principles of Advertising  
 MKT 132. Integrated Marketing Campaigns  
 MKT 140. Sales Management  
 MKT 141. Retail Management  
 MKT 144. Marketing Research  
 MKT 145. Electronic Marketing  
 MKT 149. Public Relations  
 MKT 157. A-Z. Seminar: Special Topics in Marketing  
 MKT 168. Business-to-Business Marketing  
 MKT 169. Marketing of Services  
 MKT 170. International Marketing

### MARKETING MEDIA CERTIFICATE PROGRAM REQUIRED COURSES:

MKT 101. Principles of Marketing  
 MKT 124. Consumer Behavior  
 MKT 131. Principles of Advertising  
 MKT 132. Integrated Marketing Campaigns

### ELECTIVE COURSES

**(Two courses required; not all electives are offered each semester):**

AVF 24. Fundamentals of Video: Studio Production  
 FA 27. Computer Graphics  
 SCO 4. Visual and Sound Aesthetics

**For full course descriptions, visit:**  
[www.hofstra.edu/ucce/marketing](http://www.hofstra.edu/ucce/marketing)

**Note:** Prerequisites may be waived depending on your academic background.

If you already have a graduate degree in business or a profession (e.g., medicine or law) – and you want to refocus your career or update/develop specific business skill sets – this is the way to go. Choose from one of 10 areas of specialization: accounting, banking, business computer information systems, corporate finance, general management, human resources management, international business, investment management, marketing, and taxation.

Taught by Hofstra's highly respected Zarb School of Business faculty, each of these Advanced Graduate Certificates in Business programs consists of six graduate-level courses (18 total credits).

For admission to a program, you are required to submit proof of having earned either an M.B.A. (or equivalent) or other graduate or professional degree (e.g., J.D. or M.D). Generally, if your M.B.A. was obtained from a program that was not or is not currently accredited by AACSB International – The Association to Advance Collegiate Schools of Business – or if your graduate degree is in a non-business discipline, you are required to present Graduate Management Admission Test (GMAT) scores.

Two letters of recommendation, transcripts of all undergraduate and graduate course work, a statement of professional objectives, and a completed application for graduate admission are also required.

A maximum of six credits (two courses) may be waived if equivalent courses have been taken at Hofstra or another accredited graduate management program.

Upon admission, you are required to meet with a faculty adviser from the appropriate Zarb School department to define a course sequence and schedule.

You must complete a minimum of 12 of the total 18 required credits in residence at Hofstra University while you are enrolled in the program.

To be awarded a certificate, you must earn a minimum cumulative average of "B."

**For more information visit:**  
[www.hofstra.edu/ucce/advgradcert](http://www.hofstra.edu/ucce/advgradcert)

# Corporate Training

## CENTER FOR EXECUTIVE LEADERSHIP AND CORPORATE TRAINING

Hofstra's University College for Continuing Education is the largest provider of continuing education courses on Long Island with more than 20,000 participants and 1,500 course offerings. The Center for Executive Leadership and Corporate Training was organized to customize professional development programs for corporations, small businesses, and nonprofit and governmental agencies.

The Center for Executive Leadership and Corporate Training provides our clients with business solutions that integrate management and technology in the context of their environment while maintaining excellence, quality and respect for each other and our clients.

### Why Partner With the Center for Executive Leadership and Corporate Training at Hofstra?

- Our client relationships are business partnerships, which enable us to deliver services that maximize productivity and enhance workflow.
- Our instructors have in-depth knowledge of key industries, including financial, insurance, real estate and much more.
- We are extremely service oriented: "what" we do is as important as "how" we do it.
- We offer a variety of services to provide a "Total Solution – Single Source."

### We have the ability to ...

- Offer seminars in technology and management topics.
- Teach management techniques that utilize technology tools.
- Facilitate executive meetings with technology considerations.
- Develop education materials and seminars that model business and management workflow.

Our access to experienced instructors is unprecedented. We can customize a program to meet almost any corporate training need. For more information, please call (516) 463-5993 or e-mail [uccebusiness@hofstra.edu](mailto:uccebusiness@hofstra.edu).

**Reserve  
your classes  
online now!**

Use the UCCE Online Shopping Cart:  
[www.hofstra.edu/ucce/shoppingcart](http://www.hofstra.edu/ucce/shoppingcart)



# Legal Studies

## Paralegal Studies Information Session

PSO10H1

Wednesday, January 10, 2007  
6-7 p.m.

An in-depth examination of the **Paralegal Studies Certificate Program**, detailing the varied opportunities that exist in this profession.

For reservations or more information:

Call: (516) 463-7900

E-mail: [uccelegal@hofstra.edu](mailto:uccelegal@hofstra.edu)



### PARALEGAL STUDIES CERTIFICATE PROGRAM



If you have an interest in law and have a minimum of 60 college credits – or at least two years of relevant work experience – consider becoming a paralegal. You'll find employment opportunities in law firms, corporations, banks, insurance companies, government agencies, and the courts; in fact, the U.S. Department of Labor cites this as one of the fastest growing professions.

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.

Hofstra's **Paralegal Studies Certificate Program** is a recognized leader in this field, so employers contact us daily to request résumés of our graduates. Since the program's inception, more than 85 percent of those actively seeking positions in the paralegal profession have found employment. Attorneys who teach in the program maintain active practices outside the classroom – and we regularly survey employers and program graduates – to keep the curriculum current.

What's more, if you're interested, you can earn hands-on, real-world legal experience through our internship program.

Four-month day classes or nine-month evening classes: choose which works best for you! For more information:

Visit: [www.hofstra.edu/ucce/legalstudies](http://www.hofstra.edu/ucce/legalstudies)

Call: (516) 463-7900

E-mail: [uccelegal@hofstra.edu](mailto:uccelegal@hofstra.edu)

Spring classes begin February 2007.

**Curriculum:** 10 required courses.

#### 1110 Introduction to Law

The American legal system, law office procedure, legal ethics, and the laws of torts. The course also introduces you to the paralegal field, effective résumé writing, interviewing techniques and job search planning. (30 hours)

#### 1111 Legal Research and Writing

Statutory and case law sources, digests and the key number system, and Shepardizing (enables you to find, read and update case law). You'll also learn to prepare legal correspondence. (30 hours)

#### 1112 Civil Litigation I

A general survey from the client interview through the filing of a complaint, motions, discovery, trial preparation, and trial and post-trial activities. (30 hours)

#### 1113 Contracts

An overview with the emphasis on practical considerations, especially drafting and interpreting contracts. You'll also study the law governing sales. (30 hours)

#### 1114 Real Estate I

A survey that includes types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens and landlord/tenant law. (30 hours)

#### 1115 Business Organizations I

A survey that includes sole proprietorships, partnerships and corporations. You'll learn the application of the basic principles of business formation, as well as the tax law impacting business organizations. (30 hours)

#### 1116 Bankruptcy

A survey that includes all forms of bankruptcy, concerns of both debtors and creditors, the formation of debt, secured transactions law, statutory liens and collection of debt. (30 hours)

#### 1117 Family Litigation

The formation and dissolution of marriages, primarily focusing on divorce: grounds for divorce, spousal maintenance, child support, custody/visitation, property division and tax consequences. You'll also study the law on adoption. (30 hours)

#### 1118 Criminal Litigation

A survey that includes fundamental criminal law concepts and the basics of criminal procedure, from arrest and bail through indictment, arraignment, motions, trial and appeal. (30 hours)

## 1210 Estates, Trusts and Wills

A survey of probate law, including the laws of intestacy, requirements for all types of wills and trusts, the different forms of probate (both testate and intestate), and the procedure for each, as well as the tax consequences regarding estates, trusts and wills. (30 hours)

For information about tuition, fees, schedule of classes and registration:

Call: (516) 463-7900  
E-mail: [uccelegal@hofstra.edu](mailto:uccelegal@hofstra.edu)

## LEGAL NURSE CONSULTANT CERTIFICATE PROGRAM

Certificate

### New Online Program Coming Fall 2007!

Be sure to get on our email notification list to quickly receive dates and details of this new and exciting online program. For more information:

Visit: [www.hofstra.edu/ucce/LNC](http://www.hofstra.edu/ucce/LNC)  
Call: (516) 463-7900  
E-mail: [uccelegal@hofstra.edu](mailto:uccelegal@hofstra.edu)

NEW

### Be sure to ask about our tuition discounts for early registrants!

## Listen to what our graduates have to say about Hofstra's Paralegal Studies Program ...

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

— Stephanie Schwartz

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

— Barry Lace

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

— Henretta Splain

If you have a current license as an RN, NP, PA or MD, and at least three years of clinical experience, this intensive program gives you the specialized training necessary to collaborate successfully with attorneys and others involved in medical-legal matters.

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

With a curriculum designed and developed by experienced nurse-attorneys, attorneys and medical legal consultants, Hofstra's certificate program offers you opportunities for intellectual challenge as well as professional growth.



# Information Technology and Applications

Whether you want to develop your expertise in a particular software application, or wish to acquire new knowledge and skills to redirect your career, you'll find a course of study that suits your individual needs.

You may take most courses on an individual basis, but several Certificate Programs are also offered. Student advisement is available – Monday through Friday, by phone or in person. Please call (516) 463-5993 to schedule an appointment.

**Completion Requirements:** You must demonstrate proficiency in each course before proceeding to the next.

## CERTIFICATE: PROJECT MANAGEMENT AND IMPLEMENTATION



There is a significant lack of technical people with formal training in project/program management. For this certificate, you'll learn the tools and techniques of good project management, program management and general work management.

### Program benefits:

- Earn your certificate in one semester.
- Learn how to manage your workload more efficiently.
- Become familiar with the “knowledge areas” of the Project Management Institute’s PMBOK (Project Management Body of Knowledge) – a minimum requirement for obtaining certification as a Project Management Professional (PMP).
- Immediately apply what you’ve learned in a specially prepared class project.

**Certificate requirements:** Four required courses

**Admission requirements:** Basic knowledge of Microsoft Excel (no project management or programming experience necessary).

### Required courses:

- Project Management
- Microsoft Excel for Project Managers
- Microsoft Project
- Capstone Course in Project Management and Implementation

## PROJECT MANAGEMENT AND IMPLEMENTATION COURSES

### PROJECT MANAGEMENT

M8010-02	John Cronin	10 sessions	\$663
Tue, Thu	Jan 30-Mar 1	6:30-9:30 p.m.	

M8010-03	John Cronin	10 sessions	\$663
Tue, Thu	May 15-Jun 14	6:30-9:30 p.m.	

Start here if you're a project manager who has been promoted to a project/program-management position, or you're thinking about seeking such a position. Or you simply want to learn how to manage your own workload and time more efficiently.

With a curriculum based on the PMBOK, this course covers the processes and phases of the project/program lifecycle – with anecdotal discussion and examples added – to help you understand the applicability of project-management tools and techniques. Topics include project-management processes; the project plan; and management of a project's scope, time, cost, quality, human resources, communications, risk, procurement and contracts/contractors.

**Prerequisites:** Basic PC skills, knowledge of Excel.

### MICROSOFT EXCEL FOR PROJECT MANAGERS

M8020-02	John Cronin	2 sessions	\$133
Tue, Thu	Mar 6-8	6:30-9:30 p.m.	

M8020-03	John Cronin	2 sessions	\$133
Tue, Thu	Jun 19-21	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 including project-status reports, Gantt charts and meeting-minute templates, to reinforce what you've learned. Additionally, you'll be introduced to (and provided with) templates and other resources to help you drive projects that are on time and under budget.

**Prerequisite:** Project Management.

## Have a suggestion for a new course?

Call (516) 463-5993 or e-mail [ucce@hofstra.edu](mailto:ucce@hofstra.edu).



## MICROSOFT PROJECT

M8030-02	John Cronin	3 sessions	\$199
Tue, Thu	Mar 13-20	6:30-9:30 p.m.	
M8030-03	John Cronin	3 sessions	\$199
Tue, Thu	Jul 5-12	6:30-9:30 p.m.	

Microsoft Project is one of the most commonly used project-management tools for planning moderately sized projects and multi-project programs. This hands-on course teaches you 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 together to make a program plan.

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

## CAPSTONE COURSE IN PROJECT MANAGEMENT AND IMPLEMENTATION

M8040-02	John Cronin	8 sessions	\$533
Tue, Thu	Apr 10-May 3	6:30-9:30 p.m.	
M8040-03	John Cronin	8 sessions	\$533
Tue, Thu	Jul 17-Aug 9	6:30-9:30 p.m.	

Put into action the skills you've learned in the previous three courses. As part of a team, you'll develop and complete a plan for a five-week project. As the course progresses your team will provide updates to "management." At the end of the course, your team will formally present the project deliverables you've produced.

**Prerequisite:** Microsoft Project.

**CERTIFICATES: ORACLE 10G DBA  
CERTIFIED ASSOCIATE/  
ORACLE 10G DBA  
CERTIFIED PROFESSIONAL**



Earn the industry-coveted certification that is becoming a prerequisite for employment as a database administrator. Each course is a preparation for a specific Oracle-administered certification exam. Complete the first course and exam to receive Oracle Certified Associate (OCA) status; the second to receive Oracle Certified Professional (OCP) status.

### Program Benefits:

- A very affordable way to earn a highly valued credential.
- Courses use Oracle-certified books and materials (included with tuition).
- Prepares you for Oracle-administered certification exams and Oracle certification.

- Provides hands-on experience with the leading corporate database system.

**Certificate requirements:** One required course (OCA); two required courses (OCP).

**Admission requirements:** Introduction to Relational Database Systems and SQL Programming.

### Required courses:

Oracle 10g Certified Associate: Oracle 10g Database: Administration I  
Oracle 10g Certified Professional: Oracle 10g Database: Administration II

## ORACLE CERTIFICATION

### ORACLE 10G DATABASE: ADMINISTRATION I

M5525-02	Chris Pendergast	12 sessions	\$1,695
Tue, Thu	Jan 30-Mar 8	6:30-9:30 p.m.	
M5525-03	Chris Pendergast	12 sessions	\$1,695
Tue, Thu	May 15-Jun 21	6:30-9:30 p.m.	

Learn the Oracle database architecture, how its components work and interact with one another, and 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.

**Prerequisite:** Introduction to Relational Database Systems and SQL Programming.

### ORACLE 10G DATABASE: ADMINISTRATION II

M5615-02	Chris Pendergast	12 sessions	\$1,695
Tue, Thu	Mar 13-Apr 26	6:30-9:30 p.m.	
No class Apr 3, 5			
M5615-03	Chris Pendergast	12 sessions	\$1,695
Tue, Thu	Jul 10-Aug 16	6:30-9:30 p.m.	

In this class, you'll learn how to configure an Oracle database for multilingual applications and practice various methods of recovering the database, using RMAN, SQL, and Flashback technology. You'll also learn how to use not only the tools necessary to monitor and improve database performance, but also the various database technologies, such as Resource Manager, the Scheduler, and Automatic Storage Management (ASM).

**Prerequisite:** Oracle 10g Database Administration I.

## CERTIFICATE: MICROSOFT DATABASE DESIGN



This program trains you in the theory and practice of database-management systems. Relational databases are essential for data storage, access and report generation and are indispensable for managing large quantities of data. Learn how to design and implement a database, as well as how to program a user interface, maintain data integrity and generate appropriate reports. Systems studied include both the SQL Server and Access databases.

### Program Benefits:

- Learn how to use the most powerful tools in corporate software.
- Hands-on experience with the leading database systems.

**Certificate requirements:** Eight required courses.

**Admission requirements:** Knowledge of PC environment.

### Required Courses:

- Introduction to Relational Database Systems and Database Design
- SQL Programming
- Introduction to Microsoft Access
- Advanced Applications of Microsoft Access
- Introduction to Microsoft SQL Server
- Advanced Microsoft SQL Server
- Introduction to Visual Basic.NET (see page 37.)
- Advanced Visual Basic.NET (see page 37.)

## MICROSOFT DATABASE DESIGN COURSES

### INTRODUCTION TO RELATIONAL DATABASE MANAGEMENT SYSTEMS AND DATABASE DESIGN

M5201-02 Michael Devlin 4 sessions \$330  
Mon, Thu Jan 25-Feb 5 6:30-9:30 p.m.

M5201-03 Michael Devlin 4 sessions \$330  
Tue, Thu May 15-24 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.

**Prerequisite:** PC Basics and Internet Skills or equivalent.

### SQL PROGRAMMING

M5141-02 Michael Devlin 7 sessions \$578  
Mon Thu Feb 8-Mar 1 6:30-9:30 p.m.

M5141-03 Michael Devlin 7 sessions \$578  
Tue, Thu May 29-Jun 19 6:30-9:30 p.m.

Structured Query Language (SQL) is the native programming language of all relational-database management systems. Explore such topics 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; correlated subselects; inner and outer joins; unions; functions; expressions; and data processing. You'll also receive an overview of report processing with SQL.

**Prerequisite:** Introduction to Relational Database-Management Systems and Database Design.

### INTRODUCTION TO MICROSOFT SQL SERVER

M5311-02 Michael Devlin 7 sessions \$578  
Mon, Thu Mar 8-29 6:30-9:30 p.m.

M5311-03 Michael Devlin 7 sessions \$578  
Tue, Thu Jul 10-31 6:30-9:30 p.m.

Microsoft SQL Server is the fastest-growing database-management system. This introductory course starts by describing the SQL Server architecture, then goes on to review SQL and discuss the management of files and databases, including determining resource requirements and the planning and implementation of security and database permissions. Other topics include: backing up/restoring database strategies; monitoring and optimizing SQL Server performance; and transferring and migrating data into databases.

**Prerequisite:** SQL Programming.

### ADVANCED MICROSOFT SQL SERVER

M5321-02 Michael Devlin 5 sessions \$412  
Mon, Thu Apr 9-23 6:30-9:30 p.m.

M5321-03 Michael Devlin 5 sessions \$412  
Tue, Thu Aug 2-16 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

M1401-02 Staff 5 sessions \$412  
Mon, Wed Mar 12-26 6:30-9:30 p.m.

M1401-03 Staff 5 sessions \$412  
Mon, Wed Jul 9-23 6:30-9:30 p.m.

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

**Prerequisite:** SQL Programming.

## ADVANCED APPLICATIONS OF MICROSOFT ACCESS

M1421-02 Staff 4 sessions \$330  
Mon, Wed Apr 16-25 6:30-9:30 p.m.

M1421-03 Staff 4 sessions \$330  
Mon, Wed Jul 25-Aug 6 6:30-9:30 p.m.

Expanding on Introduction to Microsoft Access, this course 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.

## CERTIFICATE: WEB SITE DEVELOPMENT AND DESIGN

Certificate

Make a place for yourself on the Internet by learning how to design and create a professional Web site. This program covers the technical and aesthetic issues involved, including programming tools (e.g., HTML, JavaScript) and premier software packages (e.g., Photoshop, Dreamweaver, Flash). Be sure to also explore the advanced elective courses that will enhance your knowledge of the basic tools.

### Program benefits:

- Earn your certificate in less than a year.
- Work in a supportive and comfortable environment for learning new skills.

**Certificate requirements:** Four required courses, plus three approved electives.

**Admission requirements:** PC Basics and Internet Skills or equivalent.

### Required courses:

- Web Site Development Using HTML
- Introduction to JavaScript
- Introduction to Dreamweaver
- Introduction to Flash

## WEB SITE DEVELOPMENT AND DESIGN COURSES

### WEB SITE DEVELOPMENT USING HTML

M4001-02 Staff 8 sessions \$563  
Mon, Wed Feb 5-Mar 5 6:30-9:30 p.m.  
No class Feb 19

M4001-03 Staff 8 sessions \$563  
Mon, Wed May 14-Jun 11 6:30-9:30 p.m.  
No class May 28

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:** PC Basics and Internet Skills or equivalent.

### CREATING WEB GRAPHICS WITH PHOTOSHOP

M4016-02 Kathy Mackenzie 8 sessions \$563  
Tue, Thu Mar 13-Apr 12 6:30-9:30 p.m.  
No class Apr 3, 5

M4016-03 Kathy Mackenzie 8 sessions \$563  
Tue, Thu Jun 19-Jul 12 6:30-9:30 p.m.

Adobe Photoshop is the primary tool that professionals use to create great 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 Site Development Using HTML.

### INTRODUCTION TO JAVASCRIPT

M4021-02 Staff 6 sessions \$496  
Mon, Wed Mar 12-28 6:30-9:30 p.m.

M4021-03 Staff 6 sessions \$496  
Mon, Wed Jun 18-Jul 16 6:30-9:30 p.m.  
No class Jul 4

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

**Prerequisite:** Web Site Development Using HTML.

## INTRODUCTION TO DREAMWEAVER

M4041-02	Kathy Mackenzie	6 sessions	\$496
Tue, Thu	Apr 17-May 3	6:30-9:30 p.m.	
M4041-03	Kathy Mackenzie	6 sessions	\$496
Tue, Thu	Jul 24-Aug 9	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 as the main development tool.

**Prerequisite:** Web Site Development Using HTML.

## INTRODUCTION TO FLASH

M4051-02	William Gravert	6 sessions	\$496
Mon, Wed	Apr 11-30	6:30-9:30 p.m.	
M4051-03	William Gravert	6 sessions	\$496
Mon, Wed	Jul 9-25	6:30-9:30 p.m.	

Macromedia 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 incorporating Flash into Web pages.

**Prerequisite:** Web Site Development Using HTML.

## ADVANCED WEB DEVELOPMENT COURSES

### ADVANCED FLASH

M4056-02	Staff	8 sessions	\$563
Mon, Wed	Jan 2-25	6:30-9:30 p.m.	

Discover how to build a fully Flash-based Web site, as well as how to integrate Flash components into hybrid sites (sites built with multiple Web technologies, combining HTML, scripting languages and Flash components).

The primary focus here is on ActionScript and building navigation, animation, interactivity, etc. This allows for rapid generation of content, opening up tremendous capabilities that are not available through timeline animation (tweening) alone. Timeline animation will also be employed, with an emphasis on creating visual effects that go beyond the basics to give your Flash work a polished, professional look.

**Prerequisites:** Introduction to Flash or equivalent knowledge.

## DEVELOPING ASP.NET WEB APPLICATIONS USING VB.NET & VISUAL STUDIO .NET

M4061-02	Oguz Alpoze	12 sessions	\$875
Mon, Wed	Feb 26-Apr 11	6:30-9:30 p.m.	
No class Apr 2, 4			

This course teaches students the fundamentals of Web site implementation by ASP.NET and VB.NET. This course focuses on using the Visual Studio .NET environment and the Microsoft .NET platform. Students will be able to create components in VB.NET, generate an ASP.NET Web Application by using Visual Studio .NET. to add server controls to an ASP.NET page, use the debugging features of VS.NET, validation controls and user controls. Students will access data by using the built-in data access tools of ADO.NET in Visual Studio .NET, like accessing SQL Server 2000 and Extensible Markup Language (XML) data and reading them into DataSets.

**Prerequisite:** Advanced Visual Basic .NET Course

## GAME PROGRAMMING FOR TEENS

### INTRODUCTION TO VIDEO GAME DEVELOPMENT

5th through 12th Grade			
S6314-01	Staff	10 sessions	\$410
Sat	Feb 24-May 12	10 a.m.-12 p.m.	

Students gain a working knowledge of the skills and tools necessary to design and develop video games. Students also learn how to use Game Maker and graphics programs such as Adobe Photoshop. They are introduced to the fundamentals of animation for use in their games while they gain a perspective of the importance of both technology and art design. At least two full working video games are created during the 10 sessions.

### INTERMEDIATE VIDEO GAME DEVELOPMENT

6th through 12th Grade			
S6320-01	Staff	10 sessions	\$410
Sat	Feb 24-May 12	12:15-2:15 p.m.	

Students who have taken Introduction to Video Game Development continue to build their knowledge of Game Maker, learning and employing more advanced game development techniques. They are also introduced, in a very fun way, to writing computer programming code and the basic math concepts that are used in video game development. Students create at least one complex, multi-level game and a number of software "toys," such as a virtual piano that can be played on the computer.

**Coming soon...**  
**Online programs at UCCE.**

## CERTIFICATE: OBJECT-ORIENTED PROGRAMMING



This certificate is highly recommended for mainframe and COBOL professionals who are retraining and upgrading their skills. To earn a certificate, you should have a thorough knowledge of PC operations and usage. Some computer programming experience is recommended.

### Attention High School Students

Are you preparing for the AP exam in computer science? Take our Java courses and learn the language at the level of a professional programmer. Call (516) 463-5993 for more information. (Minimum age: 14.)

### Program benefits:

- Make the transition from procedural to object-oriented programming.
- Receive your certificate in one year.
- Learn new skills in a supportive and comfortable environment.

**Certificate requirements:** Eight required courses.

**Admission requirements:** Some programming knowledge is helpful.

### Required courses:

- Introduction to C++ Programming
- Advanced C++ Programming
- Introduction to Java Programming
- Advanced Java Programming
- Introduction to Visual Basic.NET
- Advanced Visual Basic.NET
- Two approved electives

## PROGRAMMING LANGUAGES

### INTRODUCTION TO VISUAL BASIC.NET

M3061-02	Anthony DeLouise	6 sessions	\$673
Sat	Feb 10-Mar 17	9 a.m.-1 p.m.	

M3061-03	Oguz Alpoge	8 sessions	\$673
Mon, Wed	Apr 16-May 9	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.

### ADVANCED VISUAL BASIC.NET

M3081-02	Anthony DeLouise	5 sessions	\$505
Sat	Mar 24-Apr 21	9 a.m.-12:40 p.m.	
No class Apr 7			

M3081-03	Oguz Alpoge	6 sessions	\$505
Mon, Wed	May 14-Jun 4	6:30-9:30 p.m.	
No class May 28			

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

**Prerequisite:** Introduction to Visual Basic.NET.

### INTRODUCTION TO C++ PROGRAMMING

M3051-02	Staff	8 sessions	\$673
Mon	Feb 5-Mar 27	6:30-9:30 p.m.	

This course facilitates your transition from procedural to object-oriented programming. Topics include: objects, classes, inheritance, overloading, virtual functions, files, streams, class libraries, and software design using object-oriented programming in C++.

**Prerequisite:** Some programming knowledge.

### ADVANCED C++ PROGRAMMING

M3071-02	Staff	6 sessions	\$505
Mon	Apr 9-May 14	6:30-9:30 p.m.	

Building on the material covered in Introduction to C++ Programming, topics include: inheritance; polymorphism; virtual base classes; templates; and additional abstract data types, including stacks, queues and trees.

**Prerequisite:** Introduction to C++ Programming.

## New Courses, Programs and Events ...

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### INTRODUCTION TO JAVA PROGRAMMING

M3161-02	Engin Yalt	8 sessions	\$673
Wed	Feb 7-Mar 29	6:30-9:30 p.m.	
M3161-03	Staff	8 sessions	\$673
Mon, Wed	Jun 4-27	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 or extending applets. Other topics include writing/using/managing/extending Java applications and protocol handlers.

**Prerequisite:** Some programming knowledge.



### ADVANCED JAVA PROGRAMMING

M3181-02	Engin Yalt	6 sessions	\$505
Wed	Apr 11-May 16	6:30-9:30 p.m.	
M3181-03	Staff	6 sessions	\$505
Mon, Wed	Jul 9-25	6:30-9:30 p.m.	

This course explores advanced programming techniques with Java. Topics include: threading and multi-threading 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.

### INTRODUCTION TO C# PROGRAMMING

M3021-02	Staff	8 sessions	\$673
Mon	Feb 5-Mar 27	6:30-9:30 p.m.	
M3021-03	Staff	8 sessions	\$673
Mon, Wed	Jun 4-27	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:** Introduction to C++ or Introduction to Java.

### ADVANCED C# PROGRAMMING

M3021-02	Staff	8 sessions	\$673
Mon	Apr 9-May 14	6:30-9:30 p.m.	
M3021-03	Staff	8 sessions	\$673
Mon, Wed	Jul 9-25	6:30-9:30 p.m.	

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

**Prerequisite:** Introduction to C# Programming.

## CERTIFICATE: CISCO NETWORKING

Certificate

### INTERCONNECTING CISCO NETWORK DEVICES

M7097-02	Randy Graves	7 sessions	\$895
Thu	Jan 18-Mar 1	6-10 p.m.	
M7097-03	Randy Graves	7 sessions	\$895
Mon	Jun 18-Jul 30	6-10 p.m.	

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

**Note:** Passing the associated Cisco exam (640-607) earns you CCNA certification.

**Prerequisite:** PC Basics and Internet Skills or equivalent.

## NETWORK AND WIRELESS SECURITY

### NETWORK SECURITY

M7070-02 William Gravert 8 sessions \$673  
Mon, Wed Feb 26-Mar 21 6:30-9:30 p.m.

M7070-03 William Gravert 8 sessions \$673  
Mon, Wed Jun 4-27 6:30-9:30 p.m.

From the latest virus, trojan or hijacker, to hackers, malicious scripts, and information & identity theft, your network is at constant risk. Whether it's the wireless network in your home office or your business's wired network, an understanding of the Internet and online security is crucial for its safe administration. This course will cover network architecture, local vs. domain security, data encryption, login options, share permissions / access denial, network ports, configuration of firewall(s), malware, and anti-virus software as well as the comprehensive "security suites" currently available. Wireless systems will be discussed in depth. While we work to secure your network, we'll explore intrusion detection, and legal and regulatory issues that impact businesses and individuals.

**Prerequisite:** Prior knowledge of local area networks.

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### 'N SYNC - EMERGING MOBILE TECHNOLOGIES

M7071-01 William Gravert 4 sessions \$337  
Mon, Wed Feb 5-14 6:30-9:30 p.m.

M7071-02 William Gravert 4 sessions \$337  
Mon, Wed May 14-23 6:30-9:30 p.m.

You have all the latest equipment to stay connected on the road: laptop, cell phone, Blackberry for text-messaging, and a Palm Pilot(PDA) to record your memos and appointments. But when you try to "synchronize" them with your computer back home, it's "device not found," or "no bluetooth devices in range," or it asks you the "field-map" between databases.

This course is designed to increase your knowledge of emerging mobile technologies by discussing devices such as smart phones, PDAs, Blackberries and iPods. Embracing these gadgets sounds great, but often these new technologies can be tough to configure. Topics include: synchronizing with MS Outlook (e-mail & calendar/time management, etc.), accessing your home or office computer from your laptop, wireless protocols, mobile searching, and security of mobile devices. We'll explore impediments to file sharing, such as firewalls, incompatible file formats, even how to "map" those info fields while importing address books or contact lists. Synchronizing methods via firewire and bluetooth will be explored, hands-on and in depth.

#### Objectives:

- Learn to troubleshoot synchronizing problems on YOUR equipment.
- Identify and discuss current and future mobile technologies.
- Compare different wireless protocols and their uses at work, home and on the road.
- Discuss security issues for mobile technologies.
- Identify sources to keep up-to-date with mobile technologies.

## Personal Trainer/Health Fitness Instructor Certificate Information Session

### SPRING 2007 PROGRAM:

**L1970-02 Vincent Carvelli 1 session**   
**Wed Jan 10 7-8:30 p.m.**

### SUMMER 2007 PROGRAM:

**L1970-03 Vincent Carvelli 1 session**   
**Thu Mar 15 7-8:30 p.m.**

Thinking about earning your Personal Trainer/Health Fitness Instructor Level 1 certificate? Learn more at one of these helpful, free information sessions.

*V. Carvelli, R.T.S.2, P.F.S., Director*

**To register call (516) 463-5993 or visit [www.hofstra.edu/ucce/personaltrainer](http://www.hofstra.edu/ucce/personaltrainer)**

## HUMAN ANATOMY AND PHYSIOLOGY

### Spring 2007:

**L1881-02 Sharon Borzone 6 sessions \$211**  
**Thu, Tue Feb 1-20 6:20-8:10 p.m.**

### Summer 2007:

**L1881-03 Sharon Borzone 6 sessions \$211**  
**Tue, Thu Apr 10-26 6:20-8:10 p.m.**

This course gives you a basic overview of the skeletal, nervous and muscular systems. Explore aspects of motion using a functional and biomechanical approach to help you relate theoretical principles to the way the body actually works.

*S. Borzone, D.C., chiropractor*

## STAY IN TOUCH WITH UCCE

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

Certificate

### Spring 2007:

**L1971-02 Vincent Carvelli 10 sessions \$729**  
**Mon, Wed Feb 26-Mar 28 7-10 p.m.**

Three lab dates: Sat, Sun Mar 3, 4 12:30-6:30 p.m.  
 Sat Mar 10 1:30-6:30 p.m.

Written exam review: Sat Mar 24 9a.m.-Noon

Written and practical exam: Wed Mar 28 6-8:15 p.m.;  
 8:30-9:15 p.m.

### Summer 2007:

**L1971-03 Vincent Carvelli 10 sessions \$729**  
**Mon, Wed May 2-Jun 6 7-10 p.m.**  
 (No class May 28)

Three lab dates: Sat, Sun May 5, 6 12:30-6:30 p.m.  
 Sat May 12 1:30-6:30 p.m.

Written exam review: Sat Jun 2 9 a.m.-Noon

Written and practical exam: Wed Jun 6 6-8:15 p.m.;  
 8:30-9:15 p.m.

Hofstra's certificate program is offered in academic affiliation with the Academy of Applied Personal Training Education (AAPTE) and is also recognized by IDEA Fitness and Wellness Insurance Program.

Featuring both practical (hands-on) training and theoretical educational modules, this comprehensive program covers personal training/health and fitness instruction and performing fundamental health and fitness assessments, as well as designing and implementing fitness programs for the healthy population.

During the 27 hours of classroom study, you are provided with the most relevant scientific information available regarding the assessment, design and implementation of safe, effective and efficient client-centered exercise instruction. The program covers a broad range of studies, including client assessment and evaluation. In addition, at a state-of-the-art, private training center, you are taught practical aspects of resistance-training exercise and assessment skills. Optional review classes are offered weekly and before the written and practical examinations.

Upon successful completion, you earn the credential of Certified Personal Fitness Trainer/Health Fitness Instructor (CPFT/HFI).

Prerequisites: L1881-02 or L1881-03 Human Anatomy and Physiology (or a university-level course in human anatomy, to be verified by official transcript from the institution) and CPR certification (which may be acquired simultaneously with the personal trainer course).

**NOTE:** Register for L1881 and L1971 in the same semester, and you'll receive a discounted tuition of \$876.

*V. Carvelli, R.T.S.2, P.F.S., Director*



## PERSONAL TRAINER SPECIALTY CERTIFICATE: LEVEL 2

Certificate

### SPECIAL POPULATIONS ASSESSMENT AND EXERCISE PROGRAM

L1991-02 Vincent Carvelli 8 sessions \$525  
Wed, Fri Apr 11-May 4 7-9:45 p.m.

If you're a certified fitness professional, you'll definitely want to earn your Level 2 Specialty Certificate, which qualifies you to assess clients and design exercise programs for special populations and those with chronic diseases.

You study the factors associated with a variety of conditions – as well as the scope of your responsibility – that may come into play in this increasingly important, emerging specialty area. Specifically, you are taught the theoretical and practical skills necessary to assess needs and design client-specific exercise programs for special populations, including those dealing with:

rheumatoid arthritis, osteoarthritis, hypertension, multiple sclerosis, fibromyalgia, diabetes mellitus, asthma, chronic fatigue syndrome, pregnancy, HIV, cancer, obesity, female triad syndrome, joint function, bone and muscle disease and dysfunction, as well as structural, postural and muscular integrity assessments. Level 2 also gives you a deeper look into the kinesio mechanics of resistance training and its applications to special populations.

**Prerequisite:** Personal Trainer Level 1 or equivalent.

**Note:** Services provided by a Level 2 Certified Health Fitness Instructor are not a form of treatment or a substitute for the services provided by a medical doctor, chiropractor, physical therapist or musculoskeletal specialist. Services of a health fitness instructor begin when the above-mentioned services have concluded and when the health-care practitioner documents that a functional fitness program may commence.

*V. Carvelli, R.T.S.2, P.F.S., Director*





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# Career Preparation

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for Young People department at  
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## THE CAREER SUCCESS SERIES

These six courses will help you clarify and achieve your professional goals. They'll also support organizations in their development initiatives, so that management and leadership staff can build the critical competencies required for today's work environment. Take all six or just the ones that work best for you.

### WHAT WERE YOU BORN TO DO?

B1161-02 Susan Eckert 3 sessions \$129  
Wed Apr 11-25 6-9 p.m.

Sad but true: 80 percent of Americans are unhappy in their current jobs/line of work. Often these individuals feel they were meant to do something else ... or that they missed their golden opportunity to be something else. The challenge often lies in wanting to make a change, but not knowing what to pursue. In this eye-opening workshop, you will actively explore: how personality type provides clues (utilizing Meyers-Briggs Type Inventory); 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

B1162-02 Susan Eckert 1 session \$45  
Wed May 2 6-9 p.m.

Have you ever wondered how some people manage to climb the corporate ladder so easily? For one thing, they've learned to take charge of their own career development, proactively seeking out the resources, development and tools they need to advance. Here you'll explore: your role in optimizing your company's performance-management process, steps to a productive relationship with bosses/organizational leaders, how to identify/find opportunities for career development (internally/externally), the keys to professional success, and how to know when it's time to move on.

### PLANNING AND MANAGING FOR A SUCCESSFUL CAREER TRANSITION

B1163-02 Susan Eckert 1 session \$45  
Wed May 9 6-9 p.m.

Career transition used to be associated with a midlife event and/or the shifting priorities and values that come with maturity and new life stages. But these days, more and more individuals of all ages are seeking career fulfillment, purpose and a work environment to nurture personal and professional growth. Here you'll learn: why it's never too late (or too early) to make a shift; how to find and pursue new opportunities; how to clearly define and express what you have to offer; the critical distinction between passive and proactive search methods; and how to decide whether to make the move to start your own business.

## BUILDING A POWERFUL JOB SEARCH TOOLBOX

B1164-02 Susan Eckert 1 session \$45  
Wed May 16 6-9 p.m.

To be successful and minimize time between jobs in an increasingly competitive, automated job market, job seekers must have up-to-date search knowledge and skills. In this fast-paced workshop, you'll: create a clear vision for your next move; craft a pitch to your support network, a headhunter and a hiring manager; plan and organize a search; build and tap into a network; and create effective marketing tools (e.g., cover letters, résumé, thank-you letters).

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

B1165-02 Susan Eckert 2 sessions \$99  
Wed May 23-30 6-9 p.m.

For every job posting, there are hundreds of résumés waiting to be reviewed ... which means that hiring managers and recruiters will initially give each one only about 10 seconds. How do you make yours stand out and demand to be read? Susan Eckert, a certified professional résumé writer and published author, will guide you through the process of strategically conceptualizing, designing and writing your very best résumé – one that will ensure you get the attention you deserve and a shot at the ideal opportunities you seek.

## ACE THE INTERVIEW

B1166-02 Susan Eckert 2 sessions \$99  
Wed Jun 6-13 6-9 p.m.

Interviewing can be considered an art form; fortunately it's one that can be learned relatively quickly. The challenge is to weave the same key messages – competencies, skills and qualifications – throughout the interview, while providing sufficient examples of specific accomplishments to support these messages. Here you'll learn and practice: building confidence; establishing rapport; understanding the components of the interview experience; eloquently answering the four types of interview questions; acing the challenging questions; appropriately responding to inappropriate questions; crafting the key questions you should be sure to ask; distinguishing yourself and putting your best foot forward; understanding the importance of non-verbals; and negotiating the offer you want.

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**PSAT, SAT, GRE, GMAT, LSAT,  
LAST (TEACHER’S EXAM), MCAT,  
CATHOLIC HIGH SCHOOL  
ENTRANCE EXAM**

Planning for the next phase of your education (or career) includes important tests ... but no one course is right for everyone. So Hofstra offers you two options to prepare:

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For more information or advisement, call (516) 463-7600 or e-mail: [ucelibarts@hofstra.edu](mailto:ucelibarts@hofstra.edu). To register directly, call (516) 463-5993 or visit [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce).

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**CATHOLIC HIGH SCHOOL ENTRANCE EXAM  
PREPARATION**

X3110-01	Staff	7 sessions	\$299
Fri	Aug 24-Oct 19	4:30-6:30 p.m.	
(No classes Aug 31 and Sept 21)			
X3110-02	Staff	7 sessions	\$299
Sat	Aug 25-Oct 20	9:30-11:30 a.m.	
(No classes Sept 1 and 22)			

Textbook included. This annual exam determines entrance for September 2008. Exam date is October 27, 2007. Limited enrollment; register early.

# Test Preparation

## PSAT AT HOFSTRA

X3111-01 Staff 8 sessions \$339  
 Sun Aug 5-Sept 30 5-7 p.m.  
 (No class Sept 2)

Textbook included. For test registration information, call (609) 771-7070, or visit [www.collegeboard.com](http://www.collegeboard.com). PSAT test dates are October 17 and 20, 2007.

**Note:** For high school juniors.

## SAT AT HOFSTRA

X3112-02 Staff 8 sessions \$475  
 Sat Jan 6-Mar 3 9 a.m.-Noon  
 (No class Feb 17)

X3112-03 Staff 8 sessions \$475  
 Sun Feb 25-Apr 22 5-8 p.m.  
 (No class Apr 8)

X3112-04 Staff 8 sessions \$489  
 Sun Aug 5-Sept 30 5-8 p.m.  
 (No class Sept 2)

Textbook included. For test registration information, call (609) 771-7600, or visit [www.collegeboard.com](http://www.collegeboard.com). SAT test dates: March 10, May 5, June 2, October 6, November 3 and December 1, 2007.

**Note:** For high school juniors and seniors only.

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 Sat/Sun mornings: Apr 7-May 20

Contact The Princeton Review directly at 800-2Review (800-273-8439), or visit [www.PrincetonReview.com](http://www.PrincetonReview.com).

## GRE AT HOFSTRA

X3113-02 Staff 6 sessions \$499  
 Mon Feb 5-Mar 19 6:15-9:30 p.m.  
 (No class Feb 19)

Textbook and CD-ROM included. For test registration and other information, visit [www.ets.org/gre](http://www.ets.org/gre). Or call (866) 473-4373. GRE test dates: Year-round.

## THE PRINCETON REVIEW GRE PREPARATION

8 sessions/\$1,099  
 Sat mornings: Jan 6-Feb 24  
 Sun afternoons: Mar 4-Apr 29

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## GMAT AT HOFSTRA

X3114-03 Staff 6 sessions \$549  
 Thu Feb 8-Mar 15 6:15-9:30 p.m.

X3114-04 Staff 5 sessions \$549  
 Sun Feb 25-Mar 25 9 a.m.-1 p.m.

X3114-05 Staff 5 sessions \$549  
 Sat Jun 2-30 9 a.m.-1 p.m.

Textbook and CD-ROM included. For test registration and further information about the GMAT, visit: [www.gmac.com](http://www.gmac.com), or call (800) GMAT-NOW (800-463-8669). GMAT test dates: Year-round.

## THE PRINCETON REVIEW GMAT PREPARATION

8 sessions/\$1,249  
 Sun mornings: Jan 7-Feb 25  
 Sat mornings: Feb 10-Mar 31  
 Sun afternoons: Mar 4-Apr 29

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## LSAT AT HOFSTRA

X3115-03 Staff 6 sessions \$549  
 Mon, Wed Jan 8-29 6:15-9:30 p.m.  
 (No class Jan 15)

X3115-04 Staff 5 sessions \$549  
 Sat Apr 14-May 12 9 a.m.-1 p.m.

X3115-05 Staff 6 sessions \$565  
 Tue, Thu Sept 4-Sept 25 6:15-9:30 p.m.  
 (No class Sept 13)

Textbook and CD-ROM included. For test registration, dates and other information, call (215) 968-1001, or visit [www.lsac.org](http://www.lsac.org). LSAT test dates: February 10, June 11, September 29 and December 1, 2007.

## THE PRINCETON REVIEW HYPERLEARNING LSAT PREPARATION

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Sat/Sun

Mar 10-Jun 3

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## LAST TEACHER'S EXAM

X3116-03	Staff	5 sessions	\$499
Sun	Jan 14-Feb 11	9 a.m.-1 p.m.	

X3116-04	Staff	5 sessions	\$499
Sat	Jun 16-Jul 14	9 a.m.-1 p.m.	

Textbook included. For test registration, dates and other information, call (413) 256-2882, or visit [www.nystce.nesinc.com](http://www.nystce.nesinc.com). LAST test dates: February 24, April 14, June 9 and July 21, 2007.

## THE PRINCETON REVIEW MCAT PREPARATION (FOR THE NEW MCAT CBT)

41 sessions/\$1,699

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Sat/Sun

Jan 13-Jun 9

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## TUTORING

### HOFSTRA INDIVIDUAL TEST PREP TUTORING

X3117-02	Staff	\$80 per one-hour session
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Would you like to be able to complete a book or a standardized test in only a fraction of the time it now takes you? Would you like to learn a simple, easy method to master your textbook and lecture materials? Speed Reading and A+ Study System are two courses designed for your success – whether for school, work, career or professional advancement.

**Register for both courses and receive a 10-percent discount!**

### SPEED READING

L3220-02	Richard Feldman	2 sessions	\$135
Tue, Thu	May 22-24	6:45-9:45 p.m.	

Success today depends on being able to absorb information quickly, whether you're college-bound, already in college, or in the business and professional world. Learn a revolutionary system that allows you to dramatically cut your reading and study time. Sharpen your concentration so that you can recall what you read in greater detail than ever before. Continue to boost your reading speed by applying new skills to your everyday reading at home, work or school. You must double your reading speed or additional training is provided free of charge by Learning Techniques®. Manual and MP3 download included.

**Note:** Minimum age for high-school students is 14 years old and in the 9th grade. You must be at, or above, grade level in reading, since this course is developmental, rather than remedial.

Bio: *R. Feldman, Ph.D., Columbia University. President, Learning Techniques®.*

### A+ STUDY SYSTEM

L3221-02	Richard Feldman	2 sessions	\$135
Tue, Thu	May 29-31	6:45-9:45 p.m.	

The A+ Study System is a major educational breakthrough for high-school and college students of all ages, as well as for students in medical, law, business and graduate schools. Discover how to apply a powerful new system of understanding, analyzing and remembering to help you learn and study efficiently (and improve test scores). This method emphasizes learning rather than rote memory, subsequently reducing mental effort and study time. Boredom is eliminated through “focused learning.” The system is applicable to all types of study materials and has proven so effective that you are guaranteed to improve your grades or additional training is provided free of charge by Learning Techniques®. Bring any textbook to class; a manual is provided.

**Note:** Minimum age is 14 years old and in the 9th grade.



# Corporate Training

## Center for Executive Leadership and Corporate Training

With more than 20,000 participants and 1,500 course offerings, Hofstra's University College for Continuing Education is the largest provider of continuing education on Long Island.



Within the College, Hofstra's Center for Executive Leadership and Corporate Training (CELCT) was established to *customize* professional development programs for corporations, small businesses, and nonprofit and governmental agencies. It provides business solutions that integrate management and technology in the context of your environment, while maintaining excellence, quality, and mutual respect.

### Why partner with Hofstra's CELCT?

- Your business partnership with us will be focused on delivering services that maximize productivity and enhance workflow.
- Your instructors will have in-depth knowledge of key industries, including financial, insurance, real estate, to name just a few.
- You will be partnering with an extremely service-oriented institution: "what" we do is as important as "how" we do it.
- A variety of services are available to you ... "Total Solution – Single Source."

### Working closely with you, we can:

- Provide seminars in technology and management topics.
- Teach management techniques that utilize technology tools.
- Facilitate executive meetings with technology considerations.
- Develop educational materials and seminars that model business and management workflow.

Let's talk about how Hofstra's unique CELCT can customize an all-encompassing management program that meets your precise training/development needs.

For more information:

Call: (516) 463-7800

E-mail: [uccebusiness@hofstra.edu](mailto:uccebusiness@hofstra.edu)

[uccebusiness@hofstra.edu](mailto:uccebusiness@hofstra.edu)

## UCCE Online Shopping Cart

**Reserve Your Classes Easily and Quickly.**

The UCCE Online Shopping Cart is available for you to reserve space in many of our classes and programs – directly from your computer – at any time. The process is fast, easy and secure.

To access the UCCE Online Shopping Cart, visit our UCCE Web site at [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce) to find courses of interest to you. Then click on the title of a course within our site to view detailed information about the course. For those courses available through the Shopping Cart, you'll see the Shopping Cart options above the description. From there, it's just a few clicks to reserve your space in the class or classes that you desire.

Remember, many of our classes fill quickly. The UCCE Shopping Cart is a great way to make sure you reserve the classes you want – right from your own computer!

**Visit the UCCE Online Shopping Cart Information Web site:  
[www.hofstra.edu/ucce/shoppingcart](http://www.hofstra.edu/ucce/shoppingcart)**

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# Personal Enrichment

## DEAF STUDIES

Certificate

Hofstra's Deaf Studies Certificate is awarded to students who successfully complete the eight required courses listed below, plus an additional 36 classroom hours of elective courses and workshops. Leading to a clear level of competence in American Sign Language – and taught by both hearing and deaf instructors – the non-credit courses and workshops in this program are continuously updated and rotated. You may take courses on an individual basis without participating in the actual certificate program.

If you have advanced standing, you may substitute additional elective courses to meet the UCCE 10-course certificate requirement. For pre-registration details, please call: (516) 463-7600 or e-mail [ucce@hofstra.edu](mailto:ucce@hofstra.edu). To register directly, please call (516) 463-5993.

### Required Courses:

ASL 1  
ASL 2  
ASL 3  
ASL 4  
ASL 5  
ASL 6

Conversational ASL or Hands-On Interpreting Practice  
Issues and Trends in Deaf Culture

### Elective Courses:

ASL 7 (18 elective hours)  
Fingerspelling (18 elective hours)  
Advanced Fingerspelling (18 elective hours)  
Technical Signs and Human Behavior (18 elective hours)  
Use of Classifiers and Space in ASL (18 elective hours)  
Deaf Heritage: A Narrative History of Deaf America (18 elective hours)  
Conceptual Signing (18 elective hours)  
Visual Gestural Communication (6 elective hours)  
Communication With Persons Who Are Deaf-Blind (4 elective hours)  
Sign Language Fun and Games (4 elective hours)  
Silent Weekend for Students of Sign Language (21 elective hours)  
No Voice Allowed: A Silent Day for Students of Sign Language (8 elective hours)

**A Choice That  
Can Change Your LIFE!**

## Deaf Studies Information Session

**L2110-01** Staff **1 session**  
Mon Jan 29 **6:30-8 p.m.**

**FREE**

**L2110-02** Staff **1 session**  
Mon May 7 **6:30-8 p.m.**

**FREE**

Attend one of these free events to find out whether pursuing a Deaf Studies Certificate is right for you. You'll get an overview of American Sign Language – including its history and present practice in this country – as well as examples of fingerspelling and interpreting. If you already have ASL experience, you can be evaluated for advanced placement in the program. Call (516) 463-5993 to register for this free event.

### ASL 1

L2111-02 Staff 9 sessions \$192  
Mon Feb 26-Apr 30 6:20-8:10 p.m.  
(No class Apr 2)

### ASL 2

L2112-02 Staff 9 sessions \$215  
Mon Feb 26-Apr 30 6:20-8:10 p.m.  
(No class Apr 2)

### ASL 3

L2113-02 Staff 9 sessions \$215  
Wed Feb 28-May 2 6:20-8:10 p.m.  
(No class Apr 4)

### ASL 4

L2114-02 Staff 9 sessions \$215  
Tue Feb 27-May 1 6:20-8:10 p.m.  
(No class Apr 3)

### ASL 5

L2115-02 Staff 9 sessions \$215  
Tue Feb 27-May 1 6:20-8:10 p.m.  
(No class Apr 3)

### ASL 6

L2116-02 Staff 9 sessions \$215  
Thu Mar 1-May 3 6:20-8:10 p.m.  
(No class Apr 5)

### ASL 7

L2117-01 Staff 9 sessions \$215  
Wed Feb 28-May 2 6:20-8:10 p.m.  
(No class Apr 4)

Gain confidence and ease in communication through the development of basic vocabulary and grammar with games, role-playing and other exercises. Each course builds on the one before and is designed to help you gently make the transition from beginning to more sophisticated levels. Using VISTA, Signing Naturally, published by Dawn Sign Press, as the basic text, your instructors will incorporate additional materials to create a dynamic classroom environment.

**Note:** Counts as 18 elective hours.

### HANDS-ON INTERPRETING PRACTICE

L2133-01	Staff	9 sessions	\$215
Wed	Feb 28-May 2	6:20-8:10 p.m.	

(No class Apr 4)

Oriented to the beginning interpreter, this course highlights such topics as language analysis, vocabulary selection and preparation for interpreting assignments. Students in the Deaf Studies Certificate program should note that they are required to make two off-campus observations as well as conduct research and write a report.

**Prerequisite:** 100 hours of sign language instruction or permission of the instructor.

### TECHNICAL SIGNS AND HUMAN BEHAVIOR

L2334-02	Lori Lawrence	9 sessions	\$215
Mon	Feb 26-Apr 30	4:30-6:15 p.m.	

(No class Apr 2)

Recommended for teachers, counselors, mental health therapists, medical and paramedical professionals, firefighters, police, rehabilitation personnel, and anyone who needs accurate information quickly when a Deaf person is involved in a serious or life-threatening situation. At those times when it is critical 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. Because serious health issues affect all segments of our society, signs related to the body, sex and drugs are covered in a thorough and informative manner. Participants build a specialized vocabulary through interactive role-playing exercises as well as readings, handouts and audiovisual material.

**Prerequisite:** ASL 2 or equivalent. **Note:** Counts as 18 elective hours.

### NO VOICE ALLOWED: A SILENT DAY FOR STUDENTS OF SIGN LANGUAGE


L2251-01	Sally Christophides	1 session	\$69
Sat	Mar 3	9 a.m.-3 p.m.	

A retreat from the hearing world is a "must" experience for all those serious about developing and maintaining their sign language skills. In this one-day workshop, you have the opportunity to immerse yourself in the visual world of sign language. Vocabulary and grammar sessions for both intermediate and advanced levels will be mixed with socialization and games. Join us for a wonderful and enjoyable learning experience. Continental breakfast is included. Lunch is on your own, but you may decide to join other participants at the Hofstra Student Center to continue practicing your sign language skills.

**Note:** Counts as 6 elective hours.

## Summer Schedule:

### Summer 2007 Information Session

<b>L2110-03</b>	<b>Staff</b>	<b>1 session</b>	
<b>Mon</b>	<b>May 7</b>	<b>6:30 -8 p.m.</b>	

#### ASL 1

L2111-03	Staff	9 sessions	\$192
Mon	May 21-Jul 23	6:20-8:10 p.m.	

(No class May 28)

#### ASL 2

L2112-03	Staff	9 sessions	\$215
Mon	May 21-Jul 23	6:20-8:10 p.m.	

(No class May 28)

#### ASL 3

L2113-03	Staff	9 sessions	\$215
Wed	May 23-Jul 25	6:20-8:10 p.m.	

(No class Jul 4)

#### ASL 4

L2114-03	Staff	9 sessions	\$215
Tue	May 22-Jul 17	6:20-8:10 p.m.	

#### ASL 5

L2115-03	Staff	9 sessions	\$215
Tue	May 22-Jul 17	6:20-8:10 p.m.	

#### ASL 6

L2116-03	Staff	9 sessions	\$215
Thu	May 24-Jul 19	6:20-8:10 p.m.	

Gain confidence and ease in communication through the development of basic vocabulary and grammar with games, role-playing and other exercises. Each course builds on the one before and is designed to help you gently make the transition from beginning to more sophisticated levels. Using VISTA, Signing Naturally, published by Dawn Sign Press, as the basic text, your instructors will incorporate additional materials to create a dynamic classroom environment.



## DEAF HERITAGE: A NARRATIVE HISTORY OF DEAF AMERICA

L2235-01 Staff 9 sessions \$215  
Thu May 24-Jul 19 8:15-10:05 p.m.

This course introduces the concepts underlying cultural anthropology and uses a cross-cultural approach to examine issues that include transmission and preservation of culture, cultural change and transformation, concepts of marginality, and majority and minority cultures. Deaf culture is examined and compared with other cultures, using comparative studies and cultural constructs such as norms, values and beliefs. The relationship between education and culture is discussed, and the nature of this relationship with respect to Deaf culture is studied. Lectures are taught in American Sign Language. Prerequisite: ASL 3 or equivalent. Note: Counts as 18 elective hours.

## FINGERSPELLING

L2232-02 Staff 9 sessions \$215  
Wed May 23-Jul 25 8:15-10:05 p.m.  
(No class Jul 4)

Fingerspelling is not only a necessity, it is an art. Even if you know the basics, the key to communication is becoming quick and easily understood by others. In this course, you focus on clarity, rhythm, speed and receptive practice, while participating in discussions of loan signs and numbers. Additionally, students are presented with various ideas on how to read fingerspelling. **Note:** Counts as 18 elective hours.

## NO VOICE ALLOWED: A SILENT DAY FOR STUDENTS OF SIGN LANGUAGE

L2251-02 Sally Christophides 1 session \$89  
Sat Jul 14 9 a.m.-5 p.m.

A retreat from the hearing world is a “must” experience for all those serious about developing and maintaining their sign language skills. In this one-day workshop, you have the opportunity to immerse yourself in the visual world of sign language. Vocabulary and grammar sessions for both intermediate and advanced levels will be mixed with socialization and games. Join us for a wonderful and enjoyable learning experience. Continental breakfast is included. Lunch is on your own, but you may decide to join other participants at the Hofstra Student Center to continue practicing your sign language skills.

**Note:** Counts as 8 elective hours.

**Coming soon...**  
**Online programs at UCCE.**

## STUDIO ARTS

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

L5301-02 Eric Kubinyak 10 sessions \$380  
Thu Feb 1-Apr 12 7-10 p.m.  
(No class Apr 5)

More than other artists, potters feel their material respond to the touch as they squeeze, pound and mold form out of what was once 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 the advanced student, with everyone working at a comfortable pace. (Glazing material and kiln firings included; clay is extra.) Limited enrollment.

Bio: *E. Kubinyak, potter, Hofstra Art Department.*

### MAJOLICA POTTERY

L5305-01 Eric Kubinyak 6 sessions \$230  
Tue Apr 10-May 15 7-10 p.m.

Majolica, faience and Delftware all refer to Italian and other decorated tin-glazed earthenware where the artist applies colorants or colored glazes on a raw glazed surface. The decoration melts into the glaze during firing and results in a glossy surface that maintains the line quality of the surface decoration. In majolica, the potter has access to a lively palette of colors (pinks, oranges, yellows and purples) that add luster to the work. If the glaze moves or flows when molten, the design is distorted. Done right, the brushwork stays crisp, small handling errors are forgiven, kiln firings are more predictable, and the artist has a beautifully designed and colored piece. Limited enrollment.

## PHOTOGRAPHY

### PHOTOGRAPHY STUDIO: BLACK AND WHITE FOR BEGINNER TO INTERMEDIATE

L5410-02 Steve Gravano 8 sessions \$275  
Fri Feb 9-Mar 30 6:45-9:15 p.m.

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

Bio: *S. Gravano, professional photographer, recipient, University College Teacher of Excellence Award.*

## INTRODUCTION TO DIGITAL PHOTOGRAPHY AND IMAGE EDITING

L5420-02 Sally Rosenberg 8 sessions \$240  
Wed Feb 7-Mar 28 7:30-9:30 p.m.

Digital photography opens up a whole new world to amateur and serious photographers. Using Adobe Photoshop CS2, this course introduces you to the basics of image editing: selection techniques, layers, image adjustments and masks. (Techniques are applicable to Photoshop Elements, as well as most other image editing software.) Using *The Photoshop CS2 Book for Digital Photographers*, by Scott Kelby, you'll learn: tricks for fixing the most common digital photo problems fast; sharpening techniques used by professional photographers; basic color corrections; and how to process Camera Raw images. Since this course concentrates on how to "fix" digital photographs – not how to use a digital camera – you must have a working knowledge of computers, including new-folder creation, word processing and folder navigation. Limited enrollment.

**Note:** Class is taught in a computer lab, providing hands-on instruction.

Bio: S. Rosenberg, M.A., NYIT. Graphics instructor, *CiroCenter Computer Education*.

## FILM

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

L6500-03 Hollywood Film Institute 2 sessions \$400  
Sat, Sun Feb 17-18 9 a.m.-6 p.m.

L6500-04 Hollywood Film Institute 2 sessions \$400  
Sat, Sun Apr 14-15 9 a.m.-6 p.m.

L6500-05 Hollywood Film Institute 2 sessions \$400  
Sat, Sun Jun 9-10 9 a.m.-6 p.m.

This acclaimed course helped launch the careers of Quentin Tarantino, Robert Rodriguez, Guy Ritchie and 20 Sundance entrants, including *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 conclusion 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.

## SOCIETY AND CIVILIZATION

Archaeological Institute of America, Long Island Society  
Lecture Series

### WAR AND CONQUEST

L5941-05 Long Island AIA Society Members 1 session Free  
Sun Jan 28 2-3:30 p.m.

### THE THREE GORGES DAM AND ARCHAEOLOGY

L5941-06 Dr. Rowan Flad 1 session Free  
Sun Feb 18 2-3:30 p.m.

### TROY: NEW REFLECTIONS ON AN OLD SITE

L5941-07 The Rev. Dr. Donald Easton 1 session Free  
Sun Mar 11 2-3:30 p.m.

### COURTLY ART OF THE MAYA: UNVEILING MYSTERIES OF AN ANCIENT CIVILIZATION

L5941-08 Dr. Mary Miller 1 session Free  
Sun April 29 2-3:30 p.m.

The Archaeological Institute of America (AIA) is dedicated to the protection of the world's cultural heritage through the encouragement and support of archaeological research and publication. A non profit cultural and educational organization, the AIA is the oldest and largest archaeological organization in the United States. Their monthly lectures provide members and the public with an opportunity to learn the latest developments from archaeologists, as well as others who are developing knowledge in this field. Please pre-register for each free event by calling (516) 463-5993.

## WRITING

### THE STRUCTURE OF ENGLISH: PRACTICAL GRAMMAR

L6416-02 Silvia Montemurro 10 sessions \$270  
Thu Feb 22-May 3 6:20-8:10 p.m.  
(No class Apr 5)

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

## WRITING SKILLS FOR THE BUSINESS WORLD

L6415-01 Silvia Montemurro 8 sessions \$160  
Thu Feb 22-Apr 19 8:15-9:45 p.m.

(No class Apr 5)

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

Bio: *S. Montemurro, Hofstra University adjunct professor.*

**Take both L6416-02 and L6415-01 in the same semester for \$399.**

## SAVE THE DATE!

### 23RD ANNUAL CHILDREN'S LITERATURE CONFERENCE

**Saturday, April 28, 2007**

**9:30 a.m.-4 p.m.**

Co-sponsored by the Society of Children's Book Writers and Illustrators (SCBWI)

Here's an opportunity for published and aspiring writers and illustrators to gather with librarians, educators, editors, booksellers and all others who wish to create or share good children's books. The program features: two general-session speakers; six special-interest groups (from which you may choose two); and a panel of two children's book editors, who will critique a half-dozen or so randomly selected, first-manuscript pages submitted by registrants. Be inspired to begin or complete that children's book you've always wanted to write!

## Have a suggestion for a new course?

Call **(516) 463-5993** or  
e-mail **ucce@hofstra.edu**.

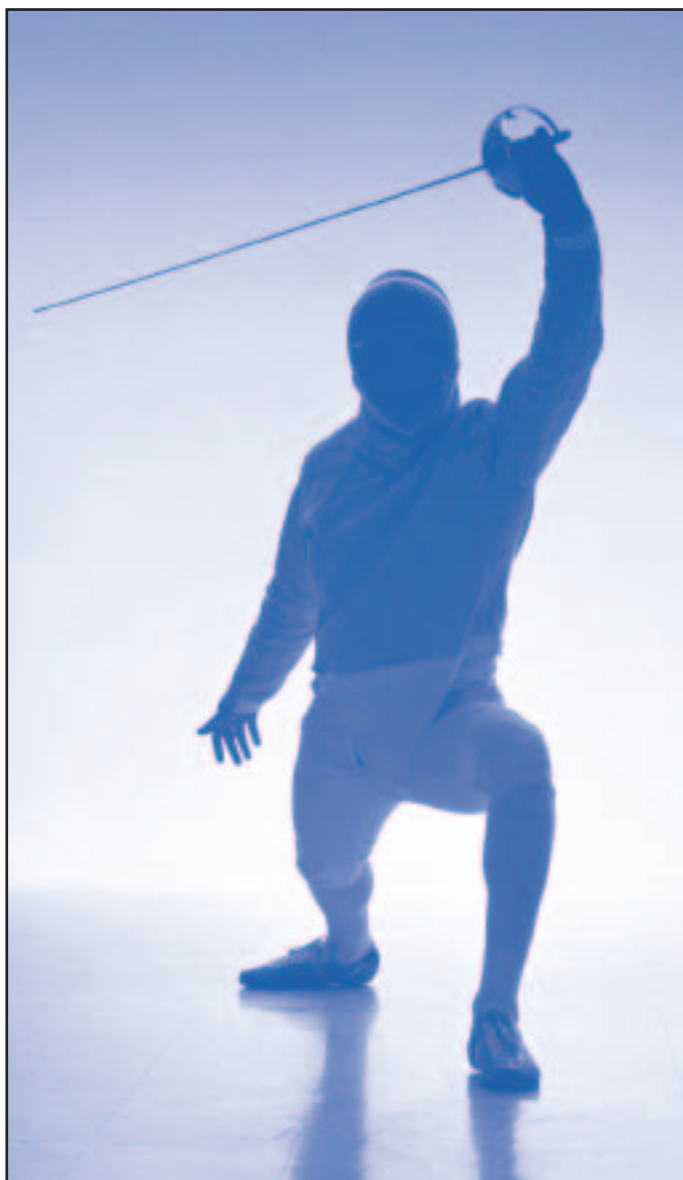
## LEISURE

### EN GARDE! THE ART OF FENCING

L7315-02 Enid Friedman 10 sessions \$239  
Tue Feb 27-May 8 6:20-7:50 p.m.

(No class Apr 3)

Experience the beauty and skill of fencing, a wonderful form of conditioning and exercise. Open to both beginner and intermediate students, this course introduces you to fencing within a safe, controlled atmosphere. You'll learn how to advance, retreat, lunge, attack and parry as you improve your stamina, reaction time, speed, accuracy and coordination. Equipment included. Limited enrollment.





# PEIR

## Personal Enrichment in Retirement

R9411-01	Single Membership	\$420 annual fee
R9412-01	Husband/Wife Membership	\$760 annual fee
Oct-May	Mon, Tue, Thu, Fri	10 a.m.-2 p.m.
Jun-Aug	Tue, Thu	10 a.m.-2 p.m.

Personal Enrichment in Retirement (PEIR) offers an exciting educational experience for retired persons. More and more attention is being given to the intellectual, social and cultural interests of retirees. Recognizing this trend and its impact on this specific population, Hofstra University launched a program for Personal Enrichment in Retirement (PEIR) in 1977 to meet the needs of lifelong learners. PEIR is based on cooperative member involvement. Members assume responsibility for sharing their knowledge and experience with others. The primary goal of this program is to continue to learn. PEIR members design, develop and present their own curricula to one another. More than 90 interdisciplinary courses representing more than 600 presentations are developed by PEIR members, who then serve as course leaders and presenters. Among the many diverse disciplines explored by PEIR members are literature, politics, public opinion, economics, philosophy, geography, fine arts, music, computers, travel, foreign policy, medicine and law.

In addition, Hofstra University faculty members frequently offer their unique perspectives as participants or guest speakers.

Members may attend many Hofstra University concerts, exhibits and lectures (some involve a discounted fee); utilize recreational facilities; and enjoy library privileges. There is an additional charge for use of the pool.

For more information about the PEIR program please contact Janice Sawyer at (516) 463-7400, 463-6919 or 463-5373.



# Youth Programs



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## Stay in touch with UCCE

We invite you to explore our updated and exciting Web site. View the most up-to-date details on our course offerings, seminars, special events and information sessions. Remember, you can save time by reserving space online for most classes. Keep in touch with what's new and exciting at UCCE by visiting our Web site often and also by subscribing to our free monthly University College Highlights e-newsletter.

[www.hofstra.edu/ucce](http://www.hofstra.edu/ucce)

## SUMMER CAMP OPEN HOUSE

Saturday, January 20, 2007

1:30-4:30 p.m.

Physical Fitness Center  
North Campus

## Parent Courses Offered

Classes are conveniently scheduled to coincide with Young People's programs:

**Pottery ...Tennis ... Dancercise**

For information, call the Saturday Classes for Young People department at  
**(516) 463-7400** or visit

[www.hofstra.edu/ucce/parents](http://www.hofstra.edu/ucce/parents)

## Mark Your Calendars!

Saturday Classes will offer some very popular courses during President's Week (February 2007) ...  
Young Artists ... Cartoon Sculpture ... How to Create Your Own Comic Book ... just to name a few!



# Hofstra University's programs offer opportunities for youth year-round.

## Saturday Classes for Young People

Influencing Lives from a Young Age!  
Winter – Spring – Summer – Fall Sessions

### Programs include:

- Preschoolers Prepare to Read
- Kindergartners Prepare to Read
- Beginning to Write
- Calling All Writers
- English Grammar and Composition
- Cartooning
- Introduction to Video Game Development
- Roving Robotics
- CSI: Forensic Science
- Pottery
- Regents Review Classes
- Aquatics

## Hofstra Summer Camps

Specializing in Academics, Athletics and the Arts!  
Tuition includes transportation and lunch.  
July 2 – August 17

### Hofstra Specialty Camps:

- Actor's Workshop
- Adventure Education
- Athletic Development
- Baseball
- Basketball
- Cheerleading
- Computers
- Cub Camp
- Dance
- Fine Arts
- Golf
- Reading, Writing and Math Assistance
- Musical Theater
- Science
- Soccer
- Tennis
- Video Game Development

## Hofstra Sports Academy:

- Chris Dotolo Baseball
- Tom Pecora Boys Basketball
- Krista Kilburn-Stevesky Girls Basketball
- Seth Tierney Boys Lacrosse

## Hofstra Institute for the Gifted

Challenging the Student with Special Gifts and Talents!  
Spring & Fall – Saturdays  
Summer Camp – Two-week Sessions

## Pre-Collegiate Institute

Exploring Career Options Early!

### Institutes include:

- Sports Broadcasting
- Video Game Programming
- Health Services
- Leadership
- College Preparation

## Test Preparation

Providing the Extra Edge!  
Spring, Summer & Fall

### Programs include:

- Regents Prep
- Catholic High School Entrance Exam
- PSAT, SAT
- GED
- Speedreading and A+ Study System

Learn about these and all youth and adult programs at University College for Continuing Education at Hofstra University.

Call (516) 463-5993

E-mail [ucce@hofstra.edu](mailto:ucce@hofstra.edu)

Visit [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce)



**HOFSTRA**  
UNIVERSITY.

# Saturday Classes for Young People ... Especially You!

## SATURDAY CLASSES SPRING 2007 DATES: FEBRUARY 24-MAY 12

TENNIS:	March 24-May 12
EN GARDE:	February 27-May 8 (Tuesday)
REGENTS PREPARATION:	February 24-June 2

No classes March 31, April 3, 7, and May 26

## SATURDAY CLASSES FOR YOUNG PEOPLE OFFERS COURSES IN: LANGUAGE ARTS, STUDIO ARTS, SCIENCE, MATHEMATICS, PERFORMING ARTS, AQUATICS, FENCING AND CARTOONING ... IN ADDITION TO SPECIALIZED CLASSES FOR THE GIFTED STUDENT

Saturday Classes for Young People, for children ages 3 through 18, is in its 39th year and offers more than 100 courses in Language Arts, Enrichment Programs, Computers, Science, Studio Arts, Cartooning/Animation, Performing Arts, Communication Arts, Career Choices for Young Adults, Regents Preparation Programs, Fencing, Athletics and Aquatics. Each course is offered on a 10-week per session basis (except Tennis, which is offered on a 6-week basis and Regents Preparation Courses, which are offered on an 8-week basis in the fall and 12-week basis in the spring). Parent courses are also offered, conveniently scheduled to coincide with your child's schedule.

### WHAT'S NEW

- CSI: Forensic Science
- Young Writers Club
- Math Mania
- Young Science Investigators
- Roving Robotics
- Advanced Chess
- Lifeguarding

### CALL EARLY, AS ENROLLMENT IS LIMITED!

- Create Your Own Movie
- First Splash/Aquatics
- Special Classes for the Gifted
  - Roving Robotics
  - The Sea Around Us
  - Discover the Stars
- Math Made Easy
- En Garde: Fencing
- Musical Theater
- Saturdays on Stage
- Video Game Development

### CAN WE HELP?

**Please contact:**  
**Janice Sawyer, Ed.D.**  
**Director of Saturday**  
**Classes for Young People**

**Telephone: (516) 463-7400**  
**E-mail: ucceyouth@hofstra.edu**

### CARTOONING/ANIMATION

This popular certificate in animation is composed of a series of courses that enables students to develop a base-level proficiency in cartooning/animation. Individual attention is given to each student in order to maximize skills and develop the creative imagination. Coordinator Frank Giella is an artist on "Mary Worth" cartoon for King Features Syndicate and has been an art teacher for more than 14 years. He and other notable instructors have developed the following series of courses for the serious cartoonist. In order to be awarded Hofstra's Certificate in Cartooning/Animation, students must complete five of the following courses.

- Cartooning: Beginner
- Cartooning: Intermediate
- Cartooning: Advanced
- Computer Animation 1
- Computer Animation 2
- Heroes and Monsters
- Cartoon Sculpture
- Introduction to Video Game Development
- Intermediate Video Game Development

**Note:** Courses may also be taken on an individual basis without enrolling in the certificate program.

## SATURDAY CLASSES SUMMER 2007 DATES: JULY 7-AUGUST 11

In order to meet the varied needs of our students and accommodate their summer schedules, University College for Continuing Education is happy to offer a variety of courses on Saturdays. Our flexible summer schedule of early morning sessions will provide the opportunity for your child to attend our program this summer. Please check the course offerings for specific details.

This is only a small sampling of what you will find when you visit our Web site at [www.hofstra.edu/youth](http://www.hofstra.edu/youth). Parents courses are also offered, conveniently scheduled to coincide with the Young People's programming. For questions or more information call (516) 463-7400.

# HOFSTRA UNIVERSITY SUMMER CAMPS

*Our goal is to assist in the development of the total child ...  
educationally, athletically, artistically and socially.*

## CAMP FACILITIES

- Air-conditioned indoor gyms, classrooms and lecture halls
- Premier dining facilities
- Indoor, heated, Olympic-sized swimming pool
- Fully equipped infirmary staffed by RNs

## HOFSTRA GIFTED CAMP

The Hofstra Gifted Camp is a full-day program for academically gifted students who are entering grades K-6 with a period of recreation. Campers may participate in the gifted program as a specialty for two, four or six weeks. Please visit the Hofstra Summer Camp Web site, [www.hofstra.edu/camp](http://www.hofstra.edu/camp), for more details under the specialty camps.

## HOFSTRA UNIVERSITY SPECIALTY CAMPS

*Specializing in athletics, academics and the arts!*

*A half day in a specialty and a half day of instructional swim and recreational sports!*

*For boys and girls entering grades K-9.*

*Tuition includes transportation and lunch.*

Hofstra University has developed a broad spectrum of coed specialty camps ranging from a Cub Camp for children entering kindergarten or first grade by September 2007, to those appropriate for campers through high school age. Campers choose one specialty each two-week session. Campers may participate in the specialty camps for two, four or six weeks. Campers spend one-half of each day participating in their area of specialization and the other half in planned recreational activities, which includes a period of instructional swim in an Olympic-sized pool. Additionally, a special end-of-the season, one-week program is offered for youngsters who wish to engage in a full-day camp program.

## HOFSTRA SPECIALTY CAMPS OFFERS SPECIALTIES IN:

- Actors' Workshop
- Adventure Education
- Athletic Development
- Baseball
- Basketball
- Cheerleading
- Computers
- Cub Camp
- Dance
- Fine Arts
- Gifted Camp
- Golf
- Reading, Writing and Math Assistance
- Science
- Soccer
- Tennis
- Video Game Development



## HOFSTRA SPORTS ACADEMY CAMPS

*A full day in the sport - featuring Hofstra Coaches!*

*For boys and girls entering grades 2-12.*

*Tuition includes transportation and lunch.*

Chris Dotolo Baseball Camp

Tom Pecora Boys' Basketball Camp

Krista Kilburn-Steveskey Girls' Basketball Camp

Seth Tierney Lacrosse Camp

Hofstra University Summer Camps offers Sports Camps designed for young athletes who wish to immerse themselves in a chosen sport for the full day. These programs offer expert instruction from Hofstra University's Division I coaching staff, as well as participation and professional lectures in a fun and exciting atmosphere. The facilities used by the campers are state-of-the-art, college-level playing fields, stadiums and arenas.

It is our mission to provide an enriching experience through the development of competitive spirit, athletic skill and good sportsmanship.

You may choose a different Sports Camp each session or combine your camper's registration with one or more of Hofstra's Specialty Camps.

## CALL NOW or REGISTER ONLINE!

For details on all our exciting programs, visit our Web site at [www.hofstra.edu/camp](http://www.hofstra.edu/camp) or call (516) 463-CAMP for a free Hofstra Summer Camps brochure.



# PRE-COLLEGIATE INSTITUTES

Make this a meaningful, memorable year!  
Your future can start now at one of Hofstra University's  
Pre-Collegiate Institutes.

## Opportunities That Will Make a Difference in Your Life!

Designed specifically for high-school students, Hofstra UCCE's unique Pre-Collegiate programs will give you the essential skills needed to succeed during your school years and beyond. In ways that are both fun and focused, you'll challenge your creative and critical-thinking ability in an exciting, academically fulfilling environment. Health Sciences, Finance, Journalism, Sports Broadcasting, and Video Game Programming and Design just to name a few. You can start exploring career options now that can give you a valuable head start on achieving lifetime goals.

For more information, visit the UCCE Pre-Collegiate Institutes Web site: [www.hofstra.edu/ucce/precollege](http://www.hofstra.edu/ucce/precollege), call (516) 463-7300, or e-mail us at [ucceprecollege@hofstra.edu](mailto:ucceprecollege@hofstra.edu)

# READING/WRITING LEARNING CLINIC (516) 463-5805

in the Joan and Arnold Saltzman Community Services Center

Affiliated with the Department of Literacy Studies

## Reading/Writing Support for Struggling Learners

Individual or small group instruction available for school age children and adults who seek to develop their abilities and confidence as readers and writers in an enjoyable, relaxed atmosphere.



### At Hofstra University's Reading/Writing Learning Clinic

- All classes are taught by New York State certified Literacy Specialists
- Classes feature meaning-centered strategies that help to improve reading comprehension
- Writing opportunities are designed to be both fun and relevant to the student
- Consultations offer parents straightforward advice about how to support their children's literacy growth
- Instruction builds on each child's strengths and encourages positive feelings toward learning

### SPRING SESSION

Classes begin: January, 2007

#### • SMALL GROUP INSTRUCTION

Fee: \$500 14 sessions  
Two-hour class meets weekly

#### • INDIVIDUAL SESSIONS

Fee: \$ 560 14 sessions  
One hour class meets weekly

### SUMMER SESSION - JULY, 2007

Classes meet:

#### • MONDAY THROUGH THURSDAY

8:30-10:30 a.m. or 11:00 a.m.-1:00 p.m.  
Individual Sessions available

### LITERACY EVALUATIONS

Evaluations are 'child friendly' and focus on identifying specific literacy strengths and needs

Fee \$425.00

By appointment only

#### What our students are saying:

*"You might be wondering if this program is appealing to you, and after three months of being in the writing program I can tell you that it is a lot of fun.."*

*"... you feel you are special, and (the teacher) shows you are a good reader."*

### FOR MORE INFORMATION ABOUT ENROLLING YOUR CHILD AT THE READING/WRITING CLINIC OR SCHEDULING AN EVALUATION:

(516) 463-5805 OR 463-5806

RWLClinic@hofstra.edu www.hofstra.edu/com/saltzman

#### ADDITIONAL SERVICES AVAILABLE AT THE SALTZMAN COMMUNITY SERVICES CENTER

Psychological Assessment and Psychotherapy  
Speech-Language and Audiological Assessments  
Marriage and Family Therapy

# General Information

## CLASSROOM LOCATIONS:

Approximately one to two weeks after registering, you will receive a Blue and gold registration confirmation form. Buildings are shown on the campus map on the inside-front cover of this publication. Classroom locations for all UCCE courses are available at [www.hofstra.edu/ucce/classrooms](http://www.hofstra.edu/ucce/classrooms). Please refer to that site for the latest information on UCCE classroom assignments. If you cannot access this site and do not know your classroom location or meeting place prior to the first day of class, please call (516) 463-5993 during regular office hours.

## PARKING:

There are no parking restrictions after 5 p.m. Before 5 p.m., please observe the University's parking lot restrictions. If you have any questions, please call (516) 463-5993.

## LIBRARY PRIVILEGES:

As a University College student, you'll enjoy special, semester-long privileges at Hofstra's Axinn Library. You can use library materials in the library – i.e., 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. Simply register for "L9402-01 Library." (Of course, if you have overdue books, library privileges are revoked until they are returned and the fines are paid.) Call (516) 463-5952 for more information.

## CANCELLATIONS AND CHANGES:

University College reserves the right to cancel any class, change class schedules, divide a class or change instructors, if necessary. You will receive a full refund for any course for which you have enrolled that is canceled by University College.

## TUITION CREDITS AND REFUNDS:

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



## WITHDRAWALS:

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

## DISCLAIMER:

The information contained within this Bulletin, including schedules, tuition and fees, is subject to change without notice at the sole discretion of University College. For the most up-to-date information, please visit the UCCE Web site at [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce). The University is not responsible for errors or omissions contained in this Bulletin.

## REFUNDS:

All refunds are based on the date that your written notification arrives in our offices at University College Hall. You can guarantee arrival of your letter on the appropriate date by faxing your request during business hours, Monday-Friday. University College's fax number is (516) 463-4833. Withdrawals cannot be accepted via e-mail.

- Tuition is refunded in the form in which it was paid (e.g., posted to your credit card, paid by check, etc.). A \$20 processing fee per course is deducted from the refund.
- Full-Tuition Refund: A full-tuition refund (less the \$20 processing fee) is granted for most courses when a written withdrawal note is received at University College offices at least

two business days before the first class meeting. Courses involving the preorder of admission tickets or other special supplies require that written notification of withdrawal be received at University College offices no later than 10 business days prior to the first class.

- **Partial Refund:** A partial refund is available for courses that run four sessions or more. Written withdrawal must be received at University College offices prior to the second scheduled class meeting. Thirty (30) percent of tuition is deducted from the refund, plus the cost of special materials.

## **PROGRAM-SPECIFIC REFUNDS:**

### **Legal Studies Certificate Programs:**

Call (516) 463-7900 for details.

### **Summer Camps:**

Call (516) 463-CAMP for details.

### **Test Preparation Programs:**

- **Hofstra Test Preparation:** Call (516) 463-7600. University College withdrawal policies apply.
- **Princeton Review:** Contact the Princeton Review offices at (516) 921-2805.

## **CONTINUING EDUCATION UNITS (CEUS):**

The Continuing Education Unit is a uniform and nationally accepted unit of measurement applicable to non-credit continuing education. One CEU is given for every 10 contact hours of participation.

## **IN-SERVICE CREDIT:**

Participants desiring in-service credit must make arrangements with individual school district, library or employer. University College will provide verification upon request.

## **FINANCIAL AID:**

University College makes a number of financial-aid options available to you. For more information, call (516) 463-5993.

## **EXCLUSION FROM UNIVERSITY COLLEGE:**

University College reserves the right to exclude any student at any time for conduct regarded by University College as undesirable or disruptive without assigning any other reason. It is understood and agreed that neither Hofstra University, University College, nor any of its officers, faculty or lecturers shall be held liable in any way for such exclusion. An appeals procedure is available. Contact University College at (516) 463-5993.



## **TAX DEDUCTION:**

Please check with the Internal Revenue Service or your tax adviser for regulations regarding tuition tax deductions.

## **ATTENTION VETERANS:**

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

## **WEATHER EMERGENCY:**

University College may cancel courses due to a weather emergency ... even when Hofstra University remains open. Call University College offices at (516) 463-5993, Public Safety at (516) 463-6606 or Hofstra's Weather Hotline at (516) 463-SNOW, to get accurate information.



## REGISTRATION INFORMATION

### PROCEDURES:

You may register by Internet, telephone, fax, mail or in person. For registration discount eligibility, see Page 66. To request placement in a wheelchair-accessible classroom, call the Registrar at (516) 463-5993 at least five business days prior to the start of class.

### TO REGISTER

#### ONLINE:

Just use UCCE's ShoppingCart. Visit [www.hofstra.edu/ucce](http://www.hofstra.edu/ucce), select an eligible course, and provide your contact and credit-card information. A registration confirmation will be e-mailed to you (typically within two business days). Or you can download a registration form from the site and mail it to us.

#### BY TELEPHONE:

Call (516) 463-5993 to register with a major credit card. Please have your credit card number and expiration date ready when you call, as well as the priority code listed on the registration form.

#### BY FAX:

Simply complete the registration form as described below; be sure to include your credit-card number and expiration date. UCCE's fax number is (516) 463-4833.

#### BY MAIL:

A separate registration form is required for each person taking courses. Registration forms are provided in this publication; photocopies are acceptable. Please print legibly in pen and include your daytime phone number and e-mail address so that we can inform you of any last-minute cancellations or changes. Please also double-check that you have indicated the correct course code number(s).

Include any applicable discount(s) in calculating the amount due. You may pay by check – made payable to Hofstra University – or by major credit card. The cardholder's name, address and telephone number must be provided if different from the student. Credit-card number and expiration date must be indicated on the registration form. The full amount is due at the time of registration.

Cut the registration form along the dotted line and mail it with your full payment to:

University College  
250 Hofstra University  
Hempstead, New York 11549-2500



#### IN PERSON:

Please bring a check, money-order or credit card; we cannot accept cash. Our offices are located on the North Campus at University College Hall. (Refer to the campus map on the inside-front cover of this publication.) Regular business hours are: Monday-Thursday 9 a.m. to 6:30 p.m. and Friday from 9 a.m. to 5 p.m. (Summer office hours are Monday through Thursday, 9 a.m. to 5 p.m., and Friday from 9 a.m. to 4 p.m.)

#### CREDIT CARDS:

University College accepts American Express, Visa and MasterCard.

#### REGISTRATION CONFIRMATION:

Regardless of how you register, if you provide your e-mail address, a registration confirmation – which lists your courses, tuition, payment and classroom location(s) – will be e-mailed to you ... typically within two business days. Otherwise, you will receive a written confirmation by mail, one to two weeks after registration. If you register early, the room location(s) may not appear on your confirmation; University College will notify you separately. If you registered late, call (516) 463-5993 (weekdays) for classroom locations.

#### CONTACT BY E-MAIL:

Course confirmations, class information, room changes, instructor's messages, etc., can reach you more readily by e-mail. Please provide your e-mail address when you register.

#### HOFSTRA GIFT CERTIFICATES:

A University College course is a truly unique gift for any occasion – holidays, birthdays, graduations or anniversaries. When making a gift of a University College course, please do one of the following:

(1) Designate the course (by code and title) and send a check or credit-card information for the full amount; or

(2) Fill in the amount you would like to give toward a gift course, allowing the recipient to decide on a specific course. Gift certificates may be applied toward those courses offered during spring, summer and fall semesters. Order gift certificates by calling (516) 463-5993. If you wish to give several gifts, simply duplicate the form for each recipient. Upon receipt of your order, we will mail the recipient your gift certificate.

## **PAYMENT:**

Payment in full is due at the time of registration. You may pay by check, money-order or credit card. A \$30 processing fee is charged for checks that are not accepted by banks or for incomplete payment of tuition by the first day of class. If your tuition is being paid by your employer, you are responsible for paying tuition before the first day of class, unless the registration is accompanied by a purchase order.

## **DISCOUNT ELIGIBILITY:**

All discounts must be applied for at the time of registration.

General Discounts described below do not apply to Credit Certificates, Legal Studies\*, Summer Camps\*, Saturday Classes for Young People, Pre-Collegiate\*, PEIR program, trip courses utilizing van or bus transportation, or courses involving the preorder of admission tickets or other materials.

Only one discount may be taken per course.

(\*Special discounts apply for these programs. For further information call (516) 463-5993.)

## **GENERAL DISCOUNTS:**

- 1) Hofstra alumni, senior citizens, Hofstra matriculated students, Hofstra part-time employees, adjuncts, and spouses and children of Hofstra full-time employees: \$5 discount for each course above \$100; \$10 discount for each course above \$300.
- 2) Hofstra faculty and staff: Full-time faculty and staff may take nonwork-related courses at twice the discount rates listed in General Discount No. 1 above.

## **CORPORATE DISCOUNTS:**

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

## **Title IX:**

Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status in . including admission and employment. This statement of nondiscrimination is in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other federal, state and local laws. The Americans with Disabilities Act compliance officer in the Plant Department (516) 463-6641 is designated by the University to coordinate its efforts to comply with Section 504. The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Title IX and other equal opportunity regulations and laws. Questions or concerns regarding Title IX or other aspects of this policy (other than Section 504) should be directed to the Equal Rights and Opportunity Officer at (516) 463-6775, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549.



[WWW.HOFSTRA.EDU/UCCE](http://WWW.HOFSTRA.EDU/UCCE)

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