Career Seminars
Tuesday, January 14, 6:00 p.m. - 7:30 p.m.
Rockville Centre Campus
No Charge

Call 516.323.3550 or e-mail us at conted@molloy.edu for further information and to RSVP

Molloy College is also in Suffolk!
Online Registration Available!

Online registration is available for courses offered by the Division of Continuing Education and Professional Development at Molloy College. Students can go online and register 24 hours a day, seven days a week. You can also update your personal data, check on your registration status and see your grades.

To access the system, please visit our website at: www.molloy.edu/ce and go to “online registration.” To register for classes you will need an e-mail address and a MasterCard or Visa charge card.

If you should need assistance with the system, or if you should have any questions, please contact us by e-mail at: conted@molloy.edu or by phone at 516.323.3550.

About Molloy College

Molloy College, an independent Catholic college based in Rockville Centre, was founded in 1955. The College serves a student population of approximately 4,400 undergraduate and graduate students. The main campus is located on the South Shore of Long Island in Rockville Centre.

The College also offers off campus locations for study at the Suffolk Center in East Farmingdale, just off the Rt. 110 corridor. In addition, the College offers courses at area hospitals and schools - all designed to provide convenience for our undergraduates, graduate and continuing education students.

Molloy College offers AA degree in liberal arts; the AES degree in cardiovascular technology, nuclear medicine technology and respiratory care; and the BA or BS degree in accounting, art, biology, business management, communications, computer science, computer information systems, criminal justice, education, English, earth and environmental studies, health service leadership, history, interdisciplinary studies, mathematics, music therapy, nursing, philosophy, political science, psychology, sociology, Spanish, speech language pathology, audiology and theology, and the BSW in Social Work, and the BFA in art and music. Teacher certification programs are available in childhood (1-6), adolescence (7-12), programs are available in Accounting, Business, Criminal Justice, Education, Music-Therapy, Nursing, Speech Pathology and Personal Financial Planning, and there is a P.F.D. program in Nursing.

Over 13,000 Molloy College alumni have benefited from this combination of traditional, liberal studies and practical, professional coursework. Their personal development and professional success are a testimony to the tradition of Dominican education at Molloy College.

The Rockville Centre campus is located off the Southern State Parkway, between exits 19 and 20, the college is easily accessible from all parts of Long Island, Queens, Manhattan and Brooklyn just off the Rt. 110 corridor. The Suffolk Center is also located off of the Southern State Parkway at exit 32N on the grounds of Republic Airport. (For more specific directions to both campuses, see page 72.)

Division of Continuing Education and Professional Development

Molloy College has a strong commitment to provide education and training for adult learners. A large number of individuals want to learn throughout the life cycle. A changing world due to socioeconomic conditions has created the need for continuous education and training. Regardless of whether an individual needs to attend courses to enhance their job skills, to train for a new career or just for the joy of learning, the Division of Continuing Education and Professional Development at Molloy College offers courses and certificate programs specially designed with the adult student in mind.

At the Division of Continuing Education and Professional Development, our mission is:

“To teach others how to achieve their dreams.”

Registration is easy!

FIVE WAYS TO REGISTER:

Online Registration
Visit our website at: www.molloy.edu/ce and click on the "Registration" icon on the left hand side of the page and follow the directions.

By Phone
Call 516.323.3550 with your MasterCard® or VISA® number during the times listed under in-person registration.

By Fax
Complete the registration form and include your MasterCard or Visa number. Fax the form to 516.323.3550.

In-Person
Please come to the Continuing Education Office located in Siena Hall, Room 106 during the following office hours:

Mondays - Thursdays 8:30 a.m. - 7:00 p.m.
Fridays 8:30 a.m. - 5:00 p.m.
Satursdays 8:30 a.m. - 12:30 p.m.

A Campus Map can be found on page 72 of this catalog.

By Mail
Complete the registration form and mail it with a check, money order or credit card information to:

Molloy College
Division of Continuing Education
1000 Hempstead Avenue
P.O. Box 5002
Rockville Centre, NY 11571-5002

Refund Policies are listed on page 69 of this catalog.
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Registration is easy!

### Five Ways To Register:

#### On-Line:
Visit our website at: [www.molloy.edu/ce/registration](http://www.molloy.edu/ce/registration) and follow the directions. You will need an e-mail address and a MasterCard or Visa charge to register.

#### By Phone:
Call 516-323-3550 with your MasterCard or Visa number during the times listed under in-person registration.

#### By Fax:
Complete the registration form on the inside back cover and include your MasterCard or Visa number. Fax the form to 516-323-3560 at anytime.

#### In-Person:
Registration is available  
Mondays - Thursdays from 8:30 a.m. - 7:00 p.m.,  
Fridays from 8:30 a.m. - 5:00 p.m. and on most Saturdays from 8:30 a.m. - 12:30 p.m. at the Division of Continuing Education in Siena Hall, Room 106.

#### By Mail:
Complete the registration form on the inside back cover and mail it with a check, money order or credit card information to:  
Division of Continuing Education  
Molloy College  
1000 Hempstead Avenue  
PO Box 5002  
Siena Hall, Room 106  
Rockville Centre, NY  11571-5002

Visit us on the web at: [www.molloy.edu/ce](http://www.molloy.edu/ce)
CAREERS AND PROFESSIONAL DEVELOPMENT

CAREER SEMINARS

As you move along your career path, you may begin considering a career change. A field that was appealing at age 20 or 30 may not be as interesting later in life. If you’ve found yourself in a position where your instincts are telling you to change course, one of our free career seminars might be just what you need to help you find the right career path for you. Molloy College is offering a series of career seminars in a variety of different professions: Health Information Management (Medical Records), Addiction Counseling, Fundraising Management, Home Inspection, Human Resources, Interior Decorating, Real Estate, Pharmacy Technician and Nonprofit Management.

Our career seminars are led by experienced professionals who will offer real advice about career and academic paths and talk about both the satisfactions and challenges of their chosen careers. The Career Seminars will be offered at our Rockville Centre campus. The career seminars are 1.5 hours in length and are offered at no charge. However, you should register at least one week in advance to assure yourself of a seat. Please see the particular seminar information below for course information.

The following Career Seminars will be held on Tuesday, January 14, 2014 from 6:00 – 7:30 p.m. at Molloy’s Rockville Centre campus (for directions to the campus, please see page 72).

Although these seminars are offered at no charge, you must register for the seminar ahead of time. Registration instructions can be found on page 1.

- CREDENTIALED ALCOHOL & SUBSTANCE ABUSE COUNSELOR (Course Number: AD-9999 Section A, see page 3)
- HEALTH INFORMATION MANAGEMENT (Course Number: MR-9999 Section A, see page 35)
- HOME INSPECTION (Course Number: HI-9999 Section A, see page 29)
- HUMAN RESOURCES (Course Number: HR-9999 Section A, see page 11)
- INTERIOR DECORATING (Course Number: ID-9999 Section A, see page 31)
- NONPROFIT MANAGEMENT (Course Number: NPM-2000 Section A, see page 43)
- PHARMACY TECHNICIAN (Course Number: PT-9999 Section A, see page 55)
- REAL ESTATE (Course Number: RE-9999 Section A, see page 57)
- MEDICAL ASSISTANT (Course Number: MA-9999, see page 33)

CAREER DEVELOPMENT

JOB SEARCH, RESUME & COVER LETTER SEMINAR – 1 Session (4 Hours)

Employment is central to maintaining a desirable quality of life, affecting day-to-day activities, financial status and well-being. Those seeking employment must treat their job search as “their job,” devoting each week to that goal. Participants will learn how to plan effective job search strategies, including specific actions to take and resources to use, to achieve success. They will also learn how to create highly effective résumés and cover letters, designed to land interviews. This seminar provides a straightforward and positive approach to job hunting, regardless of the economic climate.

Instructor: KAREN MCKENNA, is an enthusiastic and creative Career Management Professional with over 25 years of experience across multiple industries. She has worked for: CAEL, DBM, Estée Lauder, JPMorgan Chase Career Services, Suffolk County Community College, Tuesday’s Children and Winthrop-University Hospital. In addition to working with individual clients, Karen also enjoys providing career counseling advice to wider audiences, as a writer. She writes a monthly column for Long Island Business News, which focuses on current job search and career planning issues. Karen also co-authored Games2Careers, a book that illustrates how recalling the activities we loved as children uncovers valuable clues that point to potential career choices.

Course Number: CD-3500 Section A Tuition: $40; No charge for Molloy CE Students and those who are unemployed.

Rockville Centre Campus
1 Saturday, January 18, 9:30 a.m. – 2:30 p.m.
(with 1/2 hour lunch)

CAREER BUILDING (NEW ONLINE COURSES)

Our instructor-facilitated online career courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night. Please see page 53 for details or visit: www.molloy.edu/ce/online.

- INTRODUCTION TO LINKEDIN CAREER NETWORKING
  Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network. Tuition: $95. Starts every month throughout the year. See page 53 for information on online courses or visit: www.molloy.edu/ce/online.

- TWELVE STEPS TO A SUCCESSFUL JOB SEARCH
  World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. Tuition: $95. Starts every month throughout the year. See page 53 for information on online courses or visit: www.molloy.edu/ce/online.

- RESUME WRITING WORKSHOP
  Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. Tuition: $95. Starts every month throughout the year. See page 53 for information on online courses or visit: www.molloy.edu/ce/online.

- INDIVIDUAL EXCELLENCE
  Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. Tuition: $110. Starts every month throughout the year. See page 53 for information on online courses or visit: www.molloy.edu/ce/online.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
New York State Office of Alcoholism and Substance Abuse Services (NYS-OASAS) has created a credential for those individuals who wish to work with the addicted population. The credential is called a Credentialed Alcohol and Substance Abuse Counselor (CASAC).* 

Molloy College, Division of Continuing Education and Professional Development, Center for Addiction Studies offers a comprehensive collection of courses to assist the individual student to document the appropriate clock hours of education for the NYS CASAC exam. 

The following educational and work experience requirements must be met prior to applying for the NYS CASAC exam: A minimum of 350 clock hours of education (see breakdown of four categories of knowledge (sections) below and on the following pages). Our courses are listed under the four sections as outlined by NYS-OASAS; however, final determination as to the appropriate categorization of these courses under each section will be made by NYS-OASAS.

**Minimum Educational Requirements are as follows:**

I - 85 clock hours related to Knowledge of Alcoholism and Substance Abuse (must include a minimum of 4 clock hours related to tobacco use and nicotine dependence); 

II - 150 clock hours related to Alcoholism and Substance Abuse Counseling (must include a minimum of 15 clock hours specific to cultural competence); 

III - 70 clock hours related to Assessment; Clinical Evaluation; Treatment Planning; Case Management; and Patient, Family and Community Education; and 

IV - 45 clock hours related to Professional and Ethical Responsibilities (must include a minimum of 2 clock hours of Child Abuse and Maltreatment Mandated Reporting and a minimum of 15 clock hours specific to ethics for addiction professionals).

**Work Experience Requirements:** In addition to 350 educational hours, an individual must document a minimum of 6000 hours of work experience. Dependent on documentation of previous education and/or employment, some of the work experience hours may be excused.

**Recredentialing Requirements:** Those students who are already CASAC’s and must renew their credential with NYS-OASAS must document 60 clock hours of education and training related to alcoholism and substance abuse. Renewal of your CASAC credential is done every three years. For clarification of exam requirements, categorization of courses, recredentialing requirements, exam schedules and/or to request an application for the CASAC exam please contact the OASAS Credentialing Unit at 1-800-482-9564 or visit them on the web at http://www.oasas.ny.gov.

There is a continuing demand in the field of chemical dependency treatment for persons with dedication, compassion, understanding, empathy and patience to provide counseling and other services for individuals whose lives have been affected by alcoholism, substance abuse, and related problems. In order to meet this ongoing demand, Molloy College offers courses of study which provide instruction in the competencies, professional activities and ethical principles of alcoholism and substance abuse counseling.

In this program, the student will be exposed to a variety of points of view. Faculty from varying clinical, administrative, academic disciplines and diversified backgrounds teach courses. This is important for the students because they receive well-rounded experiences, and contacts from our faculty in the classroom. You may choose to attend as many evenings or weekends as your time allows. Our schedule is designed to be flexible for the student who has other pressures or responsibilities, such as work, family, etc.

**College credits may be awarded for CASAC coursework.**

Upon completion of 350 clock hours of Alcoholism & Chemical Dependency Counselor Education coursework, the student may be eligible to receive college credit toward two specific degrees with Molloy College (10 college credits towards a Sociology degree and 16 college credits towards an International Peace and Justice Studies degree, a liberal arts degree which is valuable for many careers and job opportunities). 

**Accreditation**

New York State Office of Alcoholism and Substance Abuse Services, Bureau of Credentialing, Provider Number ED0021.

**Certificate**

A certificate will be awarded upon satisfactory completion of each course.

**Advisement**

Academic advisement is always available from the Division of Continuing Education. Contact our office at 516-323-3550 to speak with an advisor or to schedule an appointment.

**How to Register**

Use the registration form in this catalog. If you have any questions, please call 516-323-3550.

**IMPORTANT:** Do not discard this catalog. To assist in the application process for the CASAC exam, please keep all course descriptions and/or outlines of courses attended with Molloy College, Center for Addiction Studies.

*This program is approved for Veterans benefits. See Financial Assistance on page 69 of this catalog.*
ADDITION STUDIES

COURSES ARE OFFERED IN SUFFOLK!

Molloy College also offers courses in the Addiction Studies program at its Suffolk Center at Route 110, on the grounds of Republic Airport at 7180 Republic Airport (Grunman Lane), in East Farmingdale. The following courses will be offered this Spring:

- Physiology, Pharmacology and Addiction – see this page
- Alcoholism Treatment in Methadone Maintenance – see this page.
- Integrating Spirituality into Treatment – see this page.
- Heroin Use – see page 5
- Alternative Approaches – see page 5.
- Tobacco – see page 5
- Club Drugs – see page 5
- Urinalysis – see page 5
- Crisis Intervention – see page 7
- Enhancing Counseling Skills – see page 7
- Theories of Counseling – see page 7

Do You Hold an Undergraduate or Graduate Degree in a Related Field?

If you hold a degree in a related field you may be excused from some of the education and work experience hours required for CASAC applicants. Call NYS Office of Alcoholism and Substance Abuse Services at 1-800-482-9564 for more information.

YOUR CAREER AS A CREDENTIALED ALCOHOL & SUBSTANCE ABUSE COUNSELOR

Please see description on page 2.

Course Number: AD-9999  Tuition: No Charge
(although this seminar is offered at no charge, you must register for the seminar at least one week beforehand).

Section A  Molloy Campus 1 Tuesday, January 14; 6:00 – 7:30 p.m.

Section I - 85 Clock Hours Related to Knowledge of Alcoholism and Substance Abuse

Basic Knowledge: Physical & Pharmacological Effects; Diversity of Intervention and Treatment Approaches; Knowledge of 12 Step and Self Help Programs, Tobacco Use and Nicotine Dependence.

The courses listed in this area may be applicable to SECTION I of the educational requirements set forth by NYS-OASAS, however, final determination as to the appropriate categorization of these courses under SECTION I will be made by NYS-OASAS. For clarification, please contact the OASAS Credentialing Unit at 1-800-482-9564.

OVERVIEW OF CHEMICAL DEPENDENCY AND ITS TREATMENT*

Psychological, physiological and pharmacological overview. To be discussed: detoxification facilities, rehabilitation centers, halfway houses, day treatment and outpatient centers. Required course. (18 clock hours)

Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-1010  Tuition: $250
Section C Rockville Centre Campus 6 Tuesdays, January 28 – March 4; 6:45 p.m. – 9:45 p.m.
Section D Rockville Centre Campus 6 Tuesdays, May 13 – June 17; 6:45 p.m. – 9:45 p.m.

PHYSIOLOGY, PHARMACOLOGY AND ADDICTION*

Review of pharmacological principles, e.g., dependence and tolerance.
To be discussed: mechanisms underlying the effects of psychoactive substances, the neurobiology of addiction, and the consequences of acute and chronic use of psychoactive substances. Required course. (24 clock hours)

Instructor: THOMAS SCIMIDT, Ph.D., C.A.S.A.C.

Course Number: AD-1015  Tuition: $325
Section B Rockville Centre Campus 8 Thursdays, February 6 – April 3 (no class March 20); 6:45 p.m. – 9:45 p.m.
Section C Suffolk Center 8 Tuesdays, July 8 – August 26; 6:30 p.m. – 9:30 p.m.

The above section will be offered off campus at Molloy's Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

Self-Help Groups*

Overview of the available self-help groups in the community. Focus is on the dynamics of 12 Step groups, their history and methods with a special emphasis on the steps’ attributes. Other self-help groups will be explored. Required course. (9 clock hours)

Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-1020  Tuition: $325
Section B Rockville Centre Campus 3 Saturdays, January 11 - January 25; 9:00 a.m. - Noon
Section C Rockville Centre Campus 3 Tuesdays, March 11 – March 25; 6:45 p.m. – 9:45 p.m.

INTRODUCTION TO ADDICTIVE BEHAVIORS*

Students will develop a basic understanding of addictive behaviors, which will include multiple conceptions of addictive behavior, including the disease model, cognitive models, and psychoanalytic formulations. Family, social and cultural issues will also be explored. Required course. (24 clock hours)

Instructor: SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., CPP, A.C.S.W.

Course Number: AD-1025  Tuition: $325
Section B Rockville Centre Campus 8 Tuesdays, February 18 - April 8; 6:45 p.m. – 9:45 p.m.

ALCOHOLISM TREATMENT IN METHADONE MAINTENANCE*

Overview of methadone maintenance treatment programs; explore staff and client attitudes toward alcohol use within this treatment setting; and discuss strategies for identifying, engaging and treating the alcoholic client within a methadone maintenance treatment setting. Required course. (3 clock hours)

Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-1550  Tuition: $50
Section B Suffolk Center 1 Friday, March 7; 9:00 a.m. – Noon
The above section will be offered off campus at Molloy's Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

Section C Rockville Centre Campus Tuesday, July 8; 6:30 p.m. – 9:30 p.m.

INTEGRATING SPIRITUALITY INTO TREATMENT*

A spiritual recovery is considered essential for anyone recovering from chemical addiction/co-dependency. This seminar will show how to develop short and long term treatment goals and plans for clients; interpreting spiritual goals to clients' resistance to traditional religious concepts. Required course. (3 clock hours)

Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-1555  Tuition: $50
Section B Suffolk Center 1 Friday, March 7; 12:45 p.m. – 3:45 p.m.
The above section will be offered off campus at Molloy's Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

Section C Rockville Centre Campus 1 Tuesday, July 29; 6:30 p.m. – 9:30 p.m.

*Required course.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
HEROIN USE AND DRUG FREE TREATMENT ALTERNATIVES
Review history of opiate use in USA, review current trends in heroin/opiate use including route of administration and purity. Effects of opiates: intoxicant, overdose, and withdrawal. Review basic neurochemistry of internal and external opiates, therapeutic community methods; residential, RET and confrontation. Review street behavior and how it is counteracted in a therapeutic community. (6 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.
Course Number: AD-1560 Tuition: $95
Section B Suffolk Center
1 Friday, February 28; 9:00 a.m. – 3:45 p.m.
(45 min. lunch break)
The above section will be offered off campus at Molloy's Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.
Section C Rockville Centre Campus
1 Friday, August 1; 9:00 a.m. – 3:45 p.m.
(45 min. lunch break)

ALTERNATIVE APPROACHES TO THE TREATMENT OF NARCOTIC DEPENDENCE*
Drug free and chemotherapeutic approaches will be reviewed with an emphasis on use of medication. Cost and benefit of treatment options from patient and professional prospective will be discussed. Assessment referral and treatment planning will be addressed. Required course. (6 clock hours)
Instructor: THOMAS SCHMIDT, Ph.D., C.A.S.A.C.
Course Number: AD-1565 Tuition: $95
Section B Suffolk Center
1 Friday, March 28; 9:00 a.m. – 3:45 p.m.
(45 min. lunch break)
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.
Section C Rockville Centre Campus
1 Friday, August 8; 9:00 a.m. – 3:45 p.m.
(bring lunch – 45 min. break)

NUTRITIONAL CONSEQUENCES OF HEAVY DRINKING
The toxic consequences of long-term, heavy drinking may be exacerbated by nutritional deficiencies, which in turn are caused or complicated by heavy drinking. This course reviews the nutritional consequences, the potential behavioral manifestations of these deficiencies, and the role of the counselor in helping to ameliorate these problems. (3 clock hours)
Instructor: THOMAS SCHMIDT, Ph.D., C.A.S.A.C.
Course Number: AD-1575 Tuition: $50
Section B Rockville Centre Campus
1 Monday, March 10; 6:45 p.m. – 9:45 p.m.

TOBACCO*
This class will cover the following topics: pharmacology of tobacco as a psychoactive and addictive substance, correspondence with accepted definitions of substance abuse and dependence, prevalence rates, counseling approaches, and dealing with resistance. Required course. (6 clock hours)
Course Number: AD-1576 Tuition: $95
Section B Suffolk Center
1 Friday, March 28: 9:00 a.m. – 3:45 p.m.
(45 min. lunch break)
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.
Section C Rockville Centre Campus
1 Friday, August 8; 9:00 a.m. – 3:45 p.m.
(bring lunch - 45 min. break)

*Required course.

CLUB DRUGS AT THE RAVE SCENE*
This workshop will explore the “alcohol free” raves. Old drugs are being recycled and new drugs are making the scene; hallucinogens including LSD, MDMA, ketamine will be reviewed, the date rape drugs rohypnal and GHB as well as inhalants will be presented. To review the history, physical and psychological effects as well as the current trends of the following MDMA ‘ecstasy’, Special K (ketamine), LSD, GHB rohypnal Nitrous oxide, petro distillants and a variety of natural and man made hallucinogens. Required course. (3 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.
Course Number: AD-1580 Tuition: $50
Section B Rockville Centre Campus
1 Saturday, March 22; 9:00 a.m. – Noon
Section C Suffolk Center
1 Tuesday, June 10; 6:30 p.m. – 9:30 p.m.
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

URINALYSIS AS A THERAPEUTIC TOOL*
Review types of drug tests including urinalysis, hair samples, and saliva. The different technologies involved, e.g. on site, lab, GC/MS, TLC, immunoassay. Review possible outcomes and variants of drug testing including cross-reactive drugs, adulterants and substitutions; windows of detection. Required course. (3 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.
Course Number: AD-1585 Tuition: $50
Section B Rockville Centre Campus
1 Saturday, March 22; 12:45 p.m. – 3:45 p.m.
Section C Suffolk Center
1 Tuesday, June 17; 6:30 p.m. – 9:30 p.m.
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

DRUGS AVAILABLE OVER THE COUNTER AND UNDER THE SINK*
Cough medicines, inhalants and other over the counter medications can be the “gateway drug” for young people. The misuse of these powerful drugs can lead to a range of abuse, from intoxicating to hallucinating. This workshop will explore the abuse potential and dose related effects of everyday medicines and inhalants. Students will gain a better understanding of specific ingredients in these medications as well as how to recognize the signs and symptoms of abuse. Required course. (3 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.
Course Number: AD-1590 Tuition: $50
Section B Rockville Centre Campus
1 Friday, January 10; 9:00 a.m. - Noon

PRESCRIPTION MEDICATION ABUSE*
This workshop will explore the current patterns of abuse of several prescription drugs including stimulants and sedatives. Students will gain a better understanding of the short and long term effects of these drugs. Abuse potential and withdrawal syndromes will be reviewed. Required course. (3 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.
Course Number: AD-1595 Tuition: $50
Section B Rockville Centre Campus
1 Friday, January 10; 12:45 p.m. – 3:45 p.m.

*Required course.
ADD ICTION STUDIES

Section II - 150 Clock Hours Related to Alcoholism Counseling and Substance Abuse

Individual Counseling; Group Counseling; Effects on Family – Counseling Families and Significant Others; Counseling Special Populations; Communicable Diseases; HIV/AIDS, STDs, TB Hepatitis; Vocational Education Counseling; Relapse Prevention; Human Growth & Development), and Cultural Competence.

The courses listed in this area may be applicable to SECTION II of the educational requirements set forth by NYS OASAS, however, final determination as to the appropriate categorization of these courses under SECTION II will be made by NYS-OASAS. For clarification, please contact the OASAS Credentialing Unit at 1-800-482-9564.

VOCATIONAL REHABILITATION IN SUBSTANCE ABUSE TREATMENT*

For vocational rehabilitation counselors working with substance abusers or drug/alcohol counselors desiring knowledge of vocational counseling. Evaluating job-readiness, preparing clients for the workplace and nurturing self-esteem during training and job-hunting. Required course. (9 clock hours)

Instructor: SUSANNE SMOLLER

Course Number: AD-2010

Tuition: $130

Section B
Rockville Centre Campus
3 Mondays, May 12 – June 2
(no class May 26); 6:30 p.m. – 9:30 p.m.

WOMEN & CHEMICAL DEPENDENCY TREATMENT

Discussion of the special needs of female substance abusers; obstacles to treatment, resistances, and counter-transference issues; the implications of drug abuse during pregnancy for the mother and neonate. (3 clock hours)

Instructor: SUSANNE SMOLLER

Course Number: AD-2550

Section B
Rockville Centre Campus
1 Monday, February 24; 6:45 p.m. – 9:45 p.m.

INFECTIOUS DISEASE ISSUES FOR SUBSTANCE ABUSE PROVIDERS*

Introduction of infectious disease and infectious disease issues that impact on substance abuse counselors and work practice. The clinical definition of Hepatitis A, B and C, Tuberculosis and HIV will be covered. Overview of transmission, exposure control. Discussion on health strategies and work practice controls. Required course. (12 clock hours)

Instructor: CHRISTINE HUNTER

Course Number: AD-2555

Section B
Rockville Centre Campus
4 Mondays, January 13 – February 10
(no class January 20); 6:45 p.m. – 9:45 p.m.

HIV & CHEMICAL DEPENDENCY*

Clinical issues pertaining to counseling clients who have HIV virus. Issues of creating appropriate treatment goals specific HIV and other communicable diseases and related counseling issues. Required course. (9 clock hours)

Instructor: SUSANNE SMOLLER

Course Number: AD-2015

Section B
Rockville Centre Campus
3 Wednesdays, March 26 – April 9
6:45 p.m. – 9:45 p.m.

Tuition: $130

*Required course.

ENHANCING COUNSELING SKILLS (ADVANCED)*

Explore clinical approaches to a variety of client scenarios typically encountered in a substance abuse setting. Participants will apply counseling theories and techniques to enhance their counseling skills, such as motivational interviewing, rational emotive therapy and person-centered therapy. Through group collaborations, students will identify client concerns and develop effective clinical plans for each client. Required course. (12 clock hours) Prerequisite: AD-2020 and/or AD-2025 and/or AD-2030 or equivalent counseling experience.

Course Number: AD-2050

Section B
Suffolk Center
2 Fridays, March 14 & March 21;
9:00 a.m. – 3:45 p.m. (45 min lunch break)
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

Section C
Rockville Centre Campus
2 Fridays, August 8 & August 15;
9:00 a.m. – 3:45 p.m. (bring lunch - 45 min break)

Tuition: $175

*Required course.

FAMILY DYNAMICS AND FAMILY TREATMENT IN CHEMICAL DEPENDENCY*

Course Number: AD-2020

Offered Fall 2014

Tuition: $375

FUNDAMENTALS OF INDIVIDUAL COUNSELING IN CHEMICAL DEPENDENCY TREATMENT*

Course Number: AD-2025

Offered Fall 2014

Tuition: $375

FUNDAMENTALS OF GROUP COUNSELING FOR CHEMICAL DEPENDENCY TREATMENT*

Introduction to the practice, concepts and theories of group counseling for persons with drug and alcohol disease of addiction. Lectures on therapeutic purposes of group counseling, formation of a group and dealing with problem client's in-group. Role-play, techniques of Ellis, Rogers, and Glasser. Required course. (30 clock hours)

Course Number: AD-2030

Tuition: $375

Section A
Rockville Centre Campus
10 Wednesdays, March 5 - May 7;
6:45 p.m. – 9:45 p.m.

Section C
Rockville Centre Campus
2 Fridays, August 8 & August 15;
9:00 a.m. – 3:45 p.m. (bring lunch - 45 min break)

ENHANCING COUNSELING SKILLS (ADVANCED)*

Explore clinical approaches to a variety of client scenarios typically encountered in a substance abuse setting. Participants will apply counseling theories and techniques to enhance their counseling skills, such as motivational interviewing, rational emotive therapy and person-centered therapy. Through group collaborations, students will identify client concerns and develop effective clinical plans for each client. Required course. (12 clock hours) Prerequisite: AD-2020 and/or AD-2025 and/or AD-2030 or equivalent counseling experience.

Course Number: AD-2050

Section B
Suffolk Center
2 Fridays, March 14 & March 21;
9:00 a.m. – 3:45 p.m. (45 min lunch break)
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

Section C
Rockville Centre Campus
2 Fridays, August 8 & August 15;
9:00 a.m. – 3:45 p.m. (bring lunch - 45 min break)

Tuition: $175

*Required course.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
RELAPSE PREVENTION*
Discussion and understanding of relapse as a process; the risk factors and warning signs of relapse. Students will learn to assess relapse patterns and warning signs to initiate relapse prevention with their clients. Roles of self-help groups in recovery. Students will prepare a relapse prevention plan based on a case study. Required course. (15 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-2035 Tuition: $215
Section B Rockville Centre Campus
3 Saturdays, March 1 – March 15;
9:00 a.m. – 2:30 p.m. (bring lunch – 30 min break)

THEORIES AND PRINCIPLES OF ADDICTIONS COUNSELING*
The psychodynamics of addictions counseling are studied from initiation of the treatment process through the completion of all discharge criteria. Critical issues particular to the chemically abusive client and family (denial, passivity, rationalization, et al) are examined. An overview of individual and group techniques is offered. Also studied are psychodrama in treatment, behavior modification techniques, and family therapy. Required course. (24 clock hours)

Course Number: AD-2040 Tuition: $325
Section B Suffolk Center
8 Mondays, March 10 – May 5;
6:30 p.m. – 9:30 p.m.
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

CRISIS INTERVENTION WHEN DEALING WITH ALCOHOL AND SUBSTANCE ABUSERS*
Types of crises that may be confronted when dealing with substance abusers. How to recognize the danger signals, how to intervene, what methods to engage, and whom to call. Prerequisite: one counseling course. Required course. (6 clock hours)
Instructor: SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., C.P.P., A.C.S.W.
Course Number: AD-2570 Tuition: $95
Section B Suffolk Center
1 Friday, May 16; 9:00 a.m. – 3:45 p.m.
(45 min. lunch break)
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

DRUG COURTS AND THE MANDATED CLIENT*
Review the legal mandated system for drug treatment including the leverage used by parole, probation, TASC and drug courts. Review drug court procedures screening-District Attorney, assessment treatment, plea’s DA-Defense Attorney, case management; TASC, probation or treatment, use of continuum, use of urinalysis as a therapeutic tool resolution of the case. Mandated client and the treatment continuum – use of probation, parole, TASC as a partner in treatment, clarify goals and roles of criminal justice as treatment provider. Use the “stages of change” to identify client needs, reduce counselor frustration and strategies for moving clients to another stage of progress, from pre contemplation to contemplation, contemplation to action, action to resolution. Required course. (6 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-2580 Tuition: $95
Section B Suffolk Center
1 Friday, April 11; 9:00 a.m. – 3:45 p.m.
(45 min. lunch break)
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.
Section C Rockville Centre
1 Friday, August 29; 9:00 a.m. – 3:45 p.m.
(bring lunch – 45 min. break)

FACILITATING GROUP GAMES AND EXERCISES*
This course will cover benefits of group games and exercises, facilitation skills and guidelines, matching games/exercises to group needs, inherent power and ethical responsibilities and a broad selection of experientially taught interventions. Participants will learn how to use carefully chosen and facilitated group games and exercises in order to enhance the effectiveness of their group counseling skills and strengthen their clients’ connections to treatment, recovery, other clients and the group as a whole. Learning by doing will be emphasized. Required course. (12 Clock Hours) Prerequisite: AD-2030 or equivalent.

Course Number: AD-2590 Tuition: $175
Section D Suffolk Center
2 Fridays, June 20 & June 27; 9:00 a.m. – 3:45 p.m.
(45 min lunch break)
The above section will be offered off campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

TREATMENT OF COMPULSIVE GAMBLING
This course provides students a wide scope of comprehensive information regarding gambling treatment and behavioral issues that can stem from a game of chance when it is taken to the extreme. Participants will examine the history of gambling, different types of gambling venues and the social impact of gambling. Discussion of key issues in treatment planning and counseling strategies that promote successful engagement and treatment will be presented. (15 clock hours)
Instructor: CHRISTINE HUNTER, R.N., R.C.S.W., M.P.A., C.A.S.A.C.
Course Number: AD-2595 Tuition: $215
Section A Rockville Centre Campus
5 Wednesdays, January 8 – February 5;
6:45 p.m. – 9:45 p.m.

*Required course.
Section III - 70 Clock Hours Related to Assessment, Clinical Evaluation, Treatment Planning, Case Management; and Patient, Family and Community Education

Assessment & Evaluation; Treatment Planning, Client Record Keeping and Discharge Planning; Case Management and Referral; Patient, Family and Community Education and Prevention.

The courses listed in this area may be applicable to SECTION III of the educational requirements set forth by NYS OASAS, however, final determination as to the appropriate categorization of these courses under SECTION III will be made by NYS-OASAS.

For clarification, please contact the OASAS Credentialing Unit at 1-800-482-9564.

FROM STREET TO REHAB: ASSESSMENT, EVALUATION & PLANNING*
Course Number: AD-3010
(15 clock hours) Tuition: $215
Offered Fall 2014

COMPETENCIES AND METHODS OF CHEMICAL DEPENDENCY COUNSELING*
Various modalities of alcoholism and substance abuse treatment are covered as well as clinical documentation skills and methods of assessment. Stages of the counseling process will be explained and the impact of patient defenses (i.e. denial, rationalization, projection within the therapeutic relationship. Required course. (15 clock hours)

Course Number: AD-3015
Tuition: $215
Section A Rockville Centre Campus
5 Wednesdays, January 29 – February 26;
6:45 p.m. – 9:45 p.m.

Section B Rockville Centre Campus
5 Mondays, July 14 – August 11;
6:30 p.m. – 9:30 p.m.

CASE FINDING AND TREATMENT PLANNING IN CHEMICAL DEPENDENCY TREATMENT*
Increase the counselor’s facility to effectively design and use treatment plans. To understand assessments; prioritize clinical issues; discharge plan; follow up on client’s progress. Prerequisite AD3010. Required course. (12 clock hours)
Instructor: MARLENE ALTMAN-KUTLER, C.S.W., C.A.S.A.C.

Course Number: AD-3020
Tuition: $175
Section B Rockville Centre Campus
4 Thursdays, July 31 – August 21;
6:30 p.m. – 9:30 p.m.

CASE MANAGEMENT: PRINCIPLES AND TECHNIQUES FOR SUBSTANCE ABUSE COUNSELORS*
An introduction to case management theory and basic case management skills for both new counselors and more experienced staff. Required course. (3 clock hours)
Instructor: THOMAS SCHMIDT, Ph.D., C.A.S.A.C.

Course Number: AD-3025
Tuition: $50
Section B Rockville Centre Campus
1 Saturday, February 22, 9:00 a.m. – Noon

Section C Rockville Centre Campus
1 Monday; May 12 6:30 p.m. – 9:30 p.m.

DSM (DIAGNOSTIC & STATISTICAL MANUAL)*
Diagnoses and assessments of chemical dependency disorders for clinical insurance, coding purposes. Required course. (9 clock hours)

Course Number: AD-3030
Tuition: $175
Section C Suffolk Center
3 Mondays, March 3 – March 17;
6:30 p.m. – 9:30 p.m.

Section D Rockville Centre Campus
3 Wednesdays, August 6 – August 20;
6:30 p.m. – 9:30 p.m.

ADOLESCENT TREATMENT: FROM INTAKE TO DISCHARGE*
Course Number: AD3035
(15 clock hours) Tuition: $215
Offered Fall 2014

WORKING WITH THE AGING ALCOHOL AND SUBSTANCE ABUSE CLIENT
Course Number: AD-3045
(12 clock hours) Tuition: $175
Offered Fall 2014

ASSESSMENT & ITS ROLE IN ALCOHOL AND SUBSTANCE ABUSE PREVENTION*
The course will examine a comprehensive and research-based model of prevention which will define prevention and outline principles of effectiveness. A thorough evaluation of assessment tools (MAST, RIASI, AUDIT), risk and protective factors, the counseling interview, prevention curricula, phases of alcohol progression over time and individual perception of risk, will generate the low risk, research-based guidelines for alcohol and drug use/abuse. (15 clock hours)
Instructor: NEIL ROTHBERG, M.A., L.M.F.T., C.A.S.A.C.

Course Number: AD-3055
Tuition: $215
Section B Rockville Centre Campus
5 Tuesdays, April 1 – May 6 (no class 4/22);
6:45 p.m. – 9:45 p.m.

Section C Rockville Centre Campus
5 Tuesdays, July 29 – August 26;
6:30 p.m. – 9:30 p.m.

*Required course.
Section IV - 45 Clock Hours Related to Professional and Ethical Responsibilities

ETHICAL DILEMMAS IN SUBSTANCE ABUSE*
Counselor Ethics; Counselor-Client Relationship / Confidentiality/Legal issues; Counselor Wellness, Child Abuse and Maltreatment: Mandated Reporting. The courses listed in this area may be applicable to SECTION IV of the educational requirements set forth by NYS OASAS, however, final determination as to the appropriate categorization of these courses under SECTION IV will be made by NYS OASAS. For clarification, please contact the OASAS Credentialing Unit at 1-800-482-9564.

Tuition: $250

ETHICS AND CONFIDENTIALITY IN PROFESSIONAL PRACTICE*
Ethical standards, code of conduct expected of alcoholism and substance abuse counselors as required by OASAS for credentialing. Required course. (15 clock hours)

Tuition: $215

CLIENT/COUNSELOR INTERACTION*
Professional counselor-client relationship, including transference, countertransference, role boundaries, counselor responsibility in the use of clinical supervision. Also covered is an update regarding legal and federal confidentiality regulations. Prerequisite: one counseling course. Required course. (18 clock hours)

Tuition: $99

MAINTAINING HEALTHY BOUNDARIES WITH CLIENTS*
Required course. (6 clock hours) Tuition: $95

Tuition: $175

COUNTERTRANSFERENCE: ITS IMPACT ON THE COUNSELING PROCESS*
Explore the effect(s) of a counselor's issues on the counseling process. This course outlines a method for increasing one's awareness of dynamic themes and conflict areas. Participants will learn to identify and manage their issues so as to promote a positive counselor/client relationship. Required course. (12 clock hours)

Tuition: $95

CASAC EXAMINATION PREPARATORY AND REVIEW CLASS
Do you want to pass the CASAC exam? Yes!!! OASAS allows you to register to take the CASAC exam after completion of 350 hours of educational training. We encourage you to take the CASAC exam while the material you learned in your classes is still fresh in your memory. This class will cover CASAC exam structure and rules, strategies to successfully answer the questions, information on exam topic areas, study skills and plans, and practice questions. (Please note: OASAS does not permit CASAC exam prep courses to satisfy any part of the CASAC education and training requirements.)

CASAC EXAMINATION PREPARATORY AND REVIEW CLASS
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Tuition: $50

Tuition: $95

Tuition: $250

Tuition: $99

Tuition: $175

Tuition: $99

Tuition: $50

Tuition: $215

Section A Rockville Centre Campus
5 Mondays, March 24 – April 28 (no class April 21); 6:45 p.m. – 9:45 p.m.

Section B Rockville Centre Campus
5 Thursdays, July 10 – August 7; 6:30 p.m. – 9:30 p.m.

Section C Rockville Centre Campus
5 Mondays, March 24 – April 28 (no class April 21); 6:45 p.m. – 9:45 p.m.

Section A Rockville Centre Campus
3 Saturdays, January 25 – February 8; 9:00 a.m. – 2:30 p.m. (bring lunch - 1/2 hour break)

Section B Rockville Centre Campus
5 Wednesdays, July 9 – August 6; 6:30 p.m. – 9:30 p.m.

Section C Rockville Centre Campus
5 Thursdays, July 10 – August 7; 6:30 p.m. – 9:30 p.m.

Section D Rockville Centre Campus
5 Mondays, March 24 – April 28 (no class April 21); 6:45 p.m. – 9:45 p.m.

Section E Rockville Centre Campus
5 Wednesdays, July 9 – August 6; 6:30 p.m. – 9:30 p.m.

Section F Rockville Centre Campus
5 Thursdays, July 10 – August 7; 6:30 p.m. – 9:30 p.m.

Section G Rockville Centre Campus
5 Mondays, March 24 – April 28 (no class April 21); 6:45 p.m. – 9:45 p.m.

Section H Rockville Centre Campus
5 Wednesdays, July 9 – August 6; 6:30 p.m. – 9:30 p.m.

*Required course.

FACULTY
THOMAS SCHMIDT, Ph.D., C.A.S.A.C., Suffolk County Department of Health Services - Division of Community Mental Hygiene Coordinator, Molloy College, Center for Addiction Studies
MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.
GAIL COMPTON, M.A., L.M.H.C., C.A.S.A.C., Private Practice
ROSEMARY DEHLLOW, CASAC, L.M.S.W. Chief Program Officer, Long Island Community Housing Innovations, Inc.
ROSEMARY DEHLOW, M.A., L.M.H.C., C.A.S.A.C., I.C.A.D.C.
JAMES MULLAN, C.A.S.A.C., Suffolk County Department of Probation
HOWARD J. RIESEL, L.C.S.W., B.C.D., Coordinator, Adolescent Services Unit, Glen Cove Hospital
SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., C.P.P., A.C.S.W.
PETER J. SUSKI, Ph.D., M.A.C., C.A.S.A.C.

Secretary, Institute for Professional Development in the Addictions, (IPDA), Albany, N.Y.
CHRISTINE HUNTER, R.N., R.C.S.W., M.P.A., C.A.S.A.C.
JAMES MULLAN, C.A.S.A.C., Suffolk County Department of Probation
HOWARD J. RIESEL, L.C.S.W., B.C.D., Coordinator, Adolescent Services Unit, Glen Cove Hospital
SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., C.P.P., A.C.S.W.
PETER J. SUSKI, Ph.D., M.A.C., C.A.S.A.C.

A Registration Form Can Be Found On The Inside Back Cover
BUSINESS, ACCOUNTING & MANAGEMENT

Employees and employers will require many new skills in the 21st Century. In addition to having superior technological skills, the human element can either make or break the chances for success of either finding a career or providing profits for corporate enterprises. Whether your needs are to advance in your current position or to find a new career, Molloy College, Division of Continuing Education and Professional Development can answer your needs by offering courses and certificate programs to keep your knowledge and skills up-to-date. Our courses focus on many areas of expertise. All courses may be taken individually and some, such as in Management and Human Resources, can be taken in pursuit of a certificate. The following five areas of study are offered in this section of the catalog:

- Accounting and Bookkeeping (see this page)
- Human Resource Management (see page 11)
- Management (see page 14)
- Notary Public (see page 16)
- Business Writing (see page 16)

ACCOUNTING AND BOOKKEEPING

Bookkeeping Certificate Program
This certificate program teaches the full charge bookkeeping process from beginning to end. Students will become proficient in the practical application of all accounting processes in small-to-mid-sized businesses by mastering the principles of full-charge bookkeeping. To earn the Certificate in Bookkeeping students need to complete and pass the courses: Bookkeeping I & Bookkeeping II. Please see below for course descriptions and schedule information. Registration procedures can be found on the inside back cover.

BOOKKEEPING I
This course is for individuals who have a non-accounting background and wish to learn the principles of double-entry bookkeeping. Topics include recording day-by-day business and financial transactions, as well as the basics of financial statements, general ledger, cash controls, and adjusting and closing entries. The lessons taught in this traditional bookkeeping class will also be helpful to those planning to learn a computer bookkeeping program in the future, since these same principles operate “behind the scenes” in computer bookkeeping programs, such as “QuickBooks” (see page 21). Textbook required.

Course Number: BK-1000 Tuition: $275
Section A  Rockville Centre Campus
5 Thursdays, February 6 - March 6
6:45 p.m. – 9:45 p.m.
Instructor: THOMAS ATHY, BA, MA

BOOKKEEPING II
A continuation of Bookkeeping I. For students who have completed Bookkeeping I or have previous experience dealing with bookkeeping systems. Preparation of financial statements, journals, ledgers, payroll accounting with all the functions for employers/employee bookkeeping systems such as FICA, social security tax, income tax, employee deductions, gross pay, unemployment taxes, cash, petty cash, journalizing transactions purchase/sales returns, adjusting closing entries. Textbook required. 1.5 CEUs

Course Number: BK-2000 Tuition: $275
Section A  Rockville Centre Campus
5 Thursdays, March 13 - April 10
(no class November 28) 6:45 p.m. – 9:45 p.m.
Instructor: THOMAS ATHY, BA, MA

FINANCIAL ACCOUNTING FOR NON FINANCIAL MANAGERS
This course is valuable for non-financial group leaders, project managers, program managers, department heads, and others from both the public and private sectors who wish to develop a financial toolkit to complement their existing professional or technical skills. A working knowledge of financial principles and their application is essential for a manager to be effective. This course transforms financial and accounting language and concepts into decision-making tools the non-financial manager can use successfully every day. Course participants learn to apply the fundamentals of finance to improve budget management, increase potential profits, sell new ideas and assess the financial viability of projects. This course will provide an introduction to basic accounting principles and financial statements for non-financial employees.

Instructor: JAMES COOKE, CPA has over 20 years of accounting, treasury and controllers experience. He has worked for organizations including: Morgan Stanley, the Ontario Ministry of Finance, the Institute of Management Accountants, World Vision and the Flower Market Association of NYC. Adjunct professor, Business Division, Molloy College.

Course Number: AC-2000 Tuition: $110
Section A  Rockville Centre Campus
2 Tuesdays, January 7 & 14
6:30 p.m. – 9:30 p.m.
Section B  Rockville Centre Campus
2 Thursdays, April 24 & May 1
6:30 p.m. – 9:30 p.m.

NON-PROFIT FINANCIAL ACCOUNTING PRINCIPLES
The “secret” is out! Financial information doesn’t need to be dry, uninteresting, or intimidating. Unleash the power of your non-profit’s financials to build support. In a time of increasing scrutiny, this interactive session will review the essential financial information needed by a variety of users and provide practical ideas and examples. This course will provide an introduction to basic accounting principles and financial statements for employees who work in non-profit environments.

Instructor: JAMES COOKE, see bio under course AC-2000 above.
Course Number: AC-3000 Tuition: $110
Section A  Rockville Centre Campus
2 Mondays, January 6 & 13
6:30 p.m. – 9:30 p.m.

Program in:
Nonprofit Management
See page 43 for details.

Notary Public Course
See page 16 for details.
The Human Resource Management Certificate Programs are appropriate for anyone who wishes to work in human resources for either profit or non-profit organizations. The courses offered will cover all the major areas of human resources. Participants will benefit from the experience and insights of course instructors who are leading human resource professionals. Case studies, group projects and discussion of practical, real-work situations make the program relevant to today’s workplace issues and environment.

Participants will network with a distinguished peer group of other human resource professionals, making contacts they will value throughout their careers.

Program Benefits:
- Learn to build credibility, rapport and support for the human resource function within your organization
- Be able to identify opportunities to use human resource best practices to overcome business challenges to achieve business results
- Learn to support managers in considering the “people-side” of the profession
- Learn how to properly document employee performance
- Learn the true purpose and value of appraisal
- Learn effective compensation and benefits strategies
- Learn the leadership and business skills needed to be an effective human resource professional
- Understand labor and employment law

Course and Certificate Requirements:
The courses may be taken individually or in pursuit of a Certificate in Human Resource Management, as well as an Advanced Certificate in Human Resource Management. There are no prerequisites to any of the courses and courses may be taken in any order, however it is suggested that students take the course, Human Resource Management: An Overview, first.

The Molloy Certificate in Human Resource Management will be awarded to those participants who successfully complete six (6) courses; five (5) required courses and one (1) elective course. An Advanced Certificate in Human Resource Management will be awarded to those participants who complete an additional four (4) elective courses. The certificate programs are universal and applicable to all profit and not-for-profit enterprises.

Certificate in Human Resource Management- participants must successfully complete six (6) courses; five (5) required courses and one (1) elective course (a required course may be used towards an elective).

Advanced Certificate in Human Resource Management- participants must successfully complete the Certificate in Human Resource Management and four (4) elective courses.

Courses also offered in Suffolk!
Molloy College offers courses in the Human Resources Management program at its Suffolk Center at Route 110, on the grounds of Republic Airport at: 7180 Republic Airport (Grumman Lane), in East Farmingdale. Directions to the Suffolk Center can be found on page 76.

The schedule of classes is on the following pages. The course location is listed in the section information for each course.

Visit us on the web at: www.molloy.edu/ce/business.

The courses are:

**REQUIRED COURSES (all five must be taken):**
- Human Resource Management: An Overview
- Compensation & Benefits
- Human Resources And The Law
- The Personnel Manual
- Safety, Security And Health In The Workplace

**ELECTIVE COURSES (select one for certificate; all five for advanced certificate):**
- Employee And Labor Relations
- Employee Selection And Staffing
- Performance Appraisals
- Interviewing Techniques
- Training And Development

**HUMAN RESOURCES CAREER SEMINAR**
Not sure if human resources is for you? Not sure how you can move up the career ladder in human resources? If so, then this seminar is for you! Dan Hinton, an experienced human resources professional, will offer you real world advice about this career. For additional information on the Career Seminar, please see page 2.

Course Number: HR-9999
Tuition: No Charge (although this seminar is offered at no charge, you should register for the seminar at least one week beforehand).

**Section A** 1 Tuesday, January 14; 6:00 – 7:30 p.m.
REQUIRED COURSES:

HUMAN RESOURCE MANAGEMENT: AN OVERVIEW
This series of seminars focuses on the basics of Human Resources for individuals considering a career in this rapidly expanding field as well as those already involved with any aspect of personnel management. The series offers the participant an overview of the profession incorporating the universal foundations that are applicable to all profit and not-for-profit enterprises. Topics will include: Interviewing, wage and salary negotiation, recruitment techniques, labor relations, employee orientation, analyzing and evaluating job descriptions and benefits. .9 CEUs

Instructor: DANIEL HINTON, BA, Human Resources, Member of SHRM, Society of Human Resources Management and Human Resources Manager for the federal government (retired).

Course Number: HR-1000  Tuition: $165
Section A  Rockville Centre Campus
3 Tuesdays, January 28 - February 11
6:30 p.m. – 9:30 p.m.

Section B  Suffolk Center
3 Thursdays, January 30 - February 13
6:30 p.m. – 9:30 p.m.

The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale

COMPENSATION & BENEFITS
This course will provide an overview of areas that can be involved in total compensation and to provide practical, hands-on input and feedback about the components of Compensation and Benefits. This course will afford the participant the opportunity to understand basics of contemporary practices in place today. Session topics will include: Total Compensation Today…what it is, how it is determined; Employee Benefits: What’s a benefit? What’s the cause for the growth in Employee Benefits…why should they be part of total compensation?; and Data accumulation, generation and analysis. Key indicators that provide worthwhile information for use by management and human resource staff.

Instructor: DANIEL HINTON, see bio under course HR-1000.

Course Number: HR-1025  Tuition: $165
Section A  Rockville Centre Campus
3 Tuesdays, January 7-21
6:30 p.m. – 9:30 p.m.

Section D  Suffolk Center
3 Thursdays, January 2-16
6:30 p.m. – 9:30 p.m.

The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale

Section B  Rockville Centre Campus
3 Tuesdays, April 22 - May 6
6:30 – 9:30 p.m.

Section E  Suffolk Center
3 Thursdays, April 24 - May 8

HUMAN RESOURCES AND THE LAW
This course will provide an overview of many of the basic labor and employment laws that HR professionals must comply with. Common state and federal laws are reviewed. Sound and practical approaches to compliance management are provided. The focus is the “prevention” aspect of labor laws. Many real-life examples will be presented. Topics include Title VII, FLSA, ADA, OSHA, HIPPA, union-related laws, and Executive Order 11246. The program is presented in a teaching method that is fast-paced and stimulating. 9 CEUs

Instructor: DANIEL HINTON, see bio under course HR-1000

Course Number: HR-1050  Tuition: $165
Section A  Rockville Centre Campus
3 Tuesdays, February 18 - March 4
6:30 p.m. – 9:30 p.m.

Section B  Suffolk Center
3 Thursdays, February 20 - March 6
6:30 p.m. – 9:30 p.m.

The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale.

THE personNEL manUAl
Learn the importance of the personnel manual as it sets the tone and clarifies the culture of the organization. Writing and updating a manual is the essential core of the 3 sessions. It will include difficult sections like the hiring process and trial period.

.9 CEUs

Instructor: DANIEL HINTON, see bio under course HR-1000

Course Number: HR-1075  Tuition: $165
Section A  Rockville Centre Campus
3 Tuesdays, March 11-25
6:30 p.m. – 9:30 p.m.

Section B  Suffolk Center
3 Thursdays, March 13-27
6:30 p.m. – 9:30 p.m.

The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale.

SAFETY, SECURITY AND HEALTH IN THE WORKPLACE
This course focuses on the well being of employees and addresses employers’ liability. It also provides the definitions of OSHA goals and safety related concerns. Workplace violence and other safety issues are also addressed along with a discussion of reduction and elimination of risk of loss of an organization’s assets through implementation of different types of security techniques. A discussion of current events concerning OSHA will also be included. .9 CEUs

Instructor: DANIEL HINTON, see bio under course HR-1000

Course Number: HR-1095  Tuition: $165
Section A  Rockville Centre Campus
3 Tuesdays, April 1-15
6:30 p.m. – 9:30 p.m.

Section B  Suffolk Center
3 Thursdays, April 3-17
6:30 p.m. – 9:30 p.m.

The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale.

Program in:
Nonprofit Management
See page 43 for details.
ELECTIVE COURSES:
Please note: elective courses will be scheduled at the Suffolk Center as needed.

TRAINING AND DEVELOPMENT
This course will focus on tips, techniques, ideas, and strategies for developing and delivering training programs. It will provide a prospective on how adults learn and give you insight into calculating the return on investment of training. Discover how to conduct a training needs analysis or audit, set objectives, and tailor training to meet your organizations specific needs and culture. Learn how to use various training techniques to facilitate learning and increase the "knowledge capital" of your organization. .9 CEUs
Instructor: DANIEL HINTON, see bio under course HR-1000

Course Number: HR-2050
Section A  Rockville Centre Campus
3 Mondays, January 6-27 (no class January 20)
6:30 p.m. – 9:30 p.m.
Section B  Rockville Centre Campus
3 Mondays, May 12 - June 2
(no class May 26)
6:30 p.m. – 9:30 p.m.

EMPLOYEE AND LABOR RELATIONS
Retaining top intellectual talent is the cornerstone of organizational longevity. Key issues are covered in this course that prepare the HR Professional to provide structured policies and programs to maintain acceptable levels of morale both in union and non-union environments. Serving the needs of a diversified workforce (age, sex, nationality, languages, cultures, etc...) is examined. Motivational techniques are discussed. .9 CEUs
Instructor: DANIEL HINTON, see bio under course HR-1000

Course Number: HR-2010
Section A  Rockville Centre Campus
3 Mondays, February 3-17
6:30 p.m. – 9:30 p.m.

EMPLOYEE SELECTION AND STAFFING
In this course, you'll gain a practical grasp of the major issues affecting today's recruitment, retention, and staffing issues – from determining the objectives that should drive your recruitment to learning the tips and techniques that will help you find the prospects that truly match your organization's needs. Learn how to conduct a job needs analysis and develop competency based recruiting procedures. Discover how to select the appropriate labor market and find candidates for hard to fill positions. Gain insight on the importance of marketing your company and becoming the employer of choice. .9 CEUs
Instructor: DANIEL HINTON, see bio under course HR-1000

Course Number: HR-2020
Section A  Rockville Centre Campus
3 Mondays, March 3-17
6:30 p.m. – 9:30 p.m.

PERFORMANCE APPRAISALS
HR professionals find that managers resist documenting performance and holding performance discussions. Employees see these discussions as their opportunity to receive much-sought-after performance feedback. For Managers, it is an opportunity to discuss past performance and future goals and direction. When the HR professional manages the process well, the manager and employee can reap benefits such as clarifying performance expectations, ways to improve, and goals for the future – all without entering "questionable" territory. This program will ensure that you can support managers in creating fair documentation and reviewing performance with employees. 9 CEUs
Instructor: DANIEL HINTON, see bio under course HR-1000

Course Number: HR-2030
Section A  Rockville Centre Campus
3 Mondays, March 24 - April 14
6:30 p.m. – 9:30 p.m.

INTERVIEWING TECHNIQUES
Through discussion, lecture, role-playing and videotaping, participants learn a variety of interviewing and evaluation techniques for making more effective hiring decisions. Discussion topics include how to prepare job specifications; review résumés quickly and accurately; plan, control, evaluate and document the interview; and use effective questioning techniques in the interview process. The course covers specific techniques for behavioral, technical and executive interviews. .9 CEUs
Instructor: DANIEL HINTON, see bio under course HR-1000

Course Number: HR-2040
Section A  Rockville Centre Campus
3 Wednesdays, January 8-22
6:30 p.m. – 9:30 p.m.
Section A  Rockville Centre Campus
3 Mondays, April 21 - May 5
6:30 p.m. – 9:30 p.m.
The Management Certificate Program is a structured series of courses that prepares individuals for careers in the field of management. The program provides practical training for current and aspiring managers. Participants will improve their on-the-job performance and enhance their career development. Visit us on the web at: www.molloy.edu/ce/business.

Who should enroll?
• Newly-appointed supervisors, middle-management personnel, or more experienced managers having limited formal training in management fundamentals
• Non-supervisory personnel wishing to learn more about supervisory duties and responsibilities to enhance their career prospects

Participants are welcome to take any course or courses that interest them or they can pursue the Molloy Certificate in Management. There are no prerequisites to any of the courses and courses may be taken in any order. The Molloy Certificate in Management will be awarded to those participants who successfully complete at least six (6) out of seven (7) required courses and one (1) out of two (2) elective courses. Required courses may be used as electives. The certificate program is universal and applicable to all profit and not-for-profit enterprises. The program courses are all given at the Rockville Centre Campus. The courses in the program are:

**Required Courses** (select any 6, required courses may be used as electives)
- Leadership and Management
- Effective Communication
- Presentation Skills
- Influencing, Persuading, And Negotiating
- Conflict Resolution
- Financial Accounting for Non-Financial Managers
- Building Dynamic And Highly Effective Teams

**Elective Courses** (select any 1)
(A required course can be used as an elective)
- Effective Writing Skills For Business
- Human Resource Management: An Overview

**LEADERSHIP AND MANAGEMENT**
This course is designed to understand the differences between management skills and leadership skills and explore how they both are essential to effectively handle your professional responsibilities and make decisions. You will determine priorities, explore management challenges, assess professional work styles, understand the importance of delegating, learn how to give positive reinforcement and develop strategies for a proactive management style. During this course, you will learn to identify personal values and set effective business goals, recognize the difference between bullying and managing and develop new strategies for more effective management of people. 6 CEUs
Instructor: STEVEN HAAS, MBA; Global Director of Human Resources, EngenderHealth Corp. He has 30+ years of diversified international Human Resources in Global Fortune 100 companies.

Course Number: MT-1000
Tuition: $110
Section A 2 Thursdays, January 30 & February 6
7:00 p.m. – 10:00 p.m.

**EFFECTIVE COMMUNICATION**
This course is designed to evaluate and enhance your communication skills. You will analyze your verbal and nonverbal communication skills and practice techniques to help minimize miscommunication. You will also practice techniques to improve your professional work relationships through the use of effective communication strategies. During this course, you will identify potential barriers to effective communication, develop clarity by keeping things simple, determine the most effective communication medium and presentation style, effectively utilize active listening skills, mirroring and feedback techniques and develop a plan for managing effective workplace interactions. 6 CEUs
Instructor: BRUCE CHALNICK, See bio under course MT-1020.
Course Number: MT-1010
Tuition: $110
Section A 2 Thursdays, February 13 & 20
7:00 p.m. – 10:00 p.m.

**QUESTIONS?**
Come to our

**INFORMATION & REGISTRATION SESSION**
Tuesday, January 14, 2014
5:30 p.m. – 8:00 p.m.
Casey Center
Rockville Centre Campus
To RSVP and for further information, call 516-323-3550

Online Registration Now Available - visit our web site at: www.molloy.edu/ce for details!
PRESENTATION SKILLS
In the professional work environment, you are called upon to effectively present your thoughts and ideas every day in many types of settings. This class is designed to increase your ability to effectively present a message to all levels within the organization. You will explore and practice three main components to effective presentations: creating the key message, effective use of verbal and non-verbal techniques and supporting visual materials.
Instructor: BRUCE CHALNICK has 35 years of experience in Human Resources Management and Personnel Administration. He has worked for some of the most prestigious companies within their respective fields. His industry experience includes Retail, Insurance, Financial Services, Chemical Manufacturing and Consulting. He has been responsible for the day-to-day operations of the entire Human Resource functions for the last 25 years and has particular expertise in HR Administration, Employment law, Benefits design, Management Training and Development and Policy Development.

Course Number: MT-1020
Section A  2 Thursdays, February 27 & March 6
7:00 p.m. – 10:00 p.m.

BUILDING DYNAMIC AND HIGHLY EFFECTIVE TEAMS
This course is designed to increase your ability to effectively lead a highly functional performance driven team. During this course you will learn how teams form and the four elements of high performance teams. You will be able to explore your role as a leader and how great team leaders create and motive performance driven teams. The DISC assessment will be used to help you explore your current communication style and how this shapes your leadership style.
Instructor: BRUCE CHALINCK, see bio under course MT-1020

Course Number: MT-1050
Section A  2 Thursdays, March 13 & 20
7:00 p.m. – 10:00 p.m.

CONFLICT RESOLUTION
This course is designed to assess and develop your skills in resolving conflict situations. In this course, you will identify sources of conflict, explore conflict resolution styles and utilize a five-step conflict resolution process. During this course, you will learn to recognize the sources of conflict in the workplace, assess the advantages and disadvantages of different conflict resolution styles, practice the five-step Conflict Resolution Process, and practice mediating and negotiating a conflict situation. .6 CEUs
Instructor: STEVEN HAAS, see bio under course MT-1000

Course Number: MT-1040
Section A  2 Thursday, March 27 & April 13
7:00 p.m. – 10:00 p.m.

INFLUENCING AND NEGOTIATING
This course is designed to help you effectively manage your professional relationships, how to set boundaries within challenging situations without losing your poise or professionalism, and how to diffuse tense situations with humor. You will also determine a set of personal priorities, explore challenges, assess your own style, and develop strategies for proactive communication. During this course, you will learn to identify personal values and set effective goals for your working relationships, recognize the difference between being liked and being respected and develop new strategies for more effective communication. .6 CEUs
Instructor: STEVEN HAAS, see bio under course MT-1000

Course Number: MT-1030
Section A  2 Thursdays, April 10 & 17
7:00 p.m. – 10:00 p.m.

FINANCIAL ACCOUNTING FOR NON FINANCIAL MANAGERS
This course is valuable for non-financial group leaders, project managers, program managers, department heads, and others from both the public and private sectors who wish to develop a financial toolkit to complement their existing professional or technical skills. A working knowledge of financial principles and their application is essential for a manager to be effective. This course transforms financial and accounting language and concepts into decision-making tools the non-financial manager can use successfully every day. Course participants learn to apply the fundamentals of finance to improve budget management, increase potential profits, sell new ideas and assess the financial viability of projects. This course will provide an introduction to basic accounting principles and financial statements for non financial employees.
Instructor: JAMES COOKE, has over 20 years of finance and accounting experience. He has worked for a number of organizations including: the Ontario Ministry of Finance, Morgan Stanley, the Institute of Management Accountants and is the former grant manager of the World Trade Center Disaster Relief Program.

Course Number: AC-2000
Section A  2 Tuesdays, January 7 & 14
6:30 p.m. – 9:30 p.m.
Section A  2 Thursdays, April 24 - May 1
6:30 p.m. – 9:30 p.m.

Elective Courses:

EFFECTIVE WRITING SKILLS FOR BUSINESS
Learn the art of better business writing: memos, letters and other vital documents. Utilize the best vocabulary to set the perfect tone and style. You will write attention-grabbing openings, better sentences, effective paragraphs and endings. Arrange ideas and facts logically, increase coherence, edit and proofread. Make successful writing part of your skill base. 1.5 CEUs
Instructor: MAUREEN H. CRONIN, Novelist, Go Faster Go. She has over 20 years experience as a writer, copy editor and marketing professional.

Course Number: WR-1500
Section B  6 Tuesdays, March 4 – April 8;
7:00 p.m. – 9:30 p.m.
Section C  6 Wednesdays, July 9 – August 13;
6:30 p.m. – 9:00 p.m.
HUMAN RESOURCE MANAGEMENT: AN OVERVIEW

This series of seminars focuses on the basics of Human Resources for individuals considering a career in this rapidly expanding field as well as those already involved with any aspect of personnel management. The series offers the participant an overview of the profession incorporating the universal foundations that are applicable to all profit and not-for-profit enterprises. Topics will include: Interviewing, wage and salary negotiation, recruitment techniques, labor relations, employee orientation, analyzing and evaluating job descriptions and benefits. 9 CEUs

Instructor: DANIEL HINTON, BA, Human Resources, Member of SHRM, Society of Human Resources Management

Course Number: HR-1000  Tuition: $165
Section A  Rockville Centre Campus
3 Tuesdays, January 28-February 11
6:30 p.m. – 9:30 p.m.

Section B  Suffolk Center
3 Thursdays, January 30-February 13
6:30 p.m. – 9:30 p.m.;

The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale

*This program is approved for Veterans benefits. See Financial Assistance on page 69 of this catalog.

NOTARY PUBLIC

HOW TO BECOME A NOTARY PUBLIC

An opportunity to earn extra money. This course will prepare the student to take the Notary Public Exam given by the State of New York. You can become a Public Official or Commissioner of Deeds. The course will discuss Civil Law, Penal Law, Election Law, Domestic Relations, Real Property & Banking. New York State preparation materials will be distributed.

Instructor: ANDREW STEIN, J.D., Director, Practice Area Content, LexisNexis/Matthew Bender.

Course Number: NP-0130  Tuition: $60
Section C  Monday, January 13; 7:00 p.m. – 10:00 p.m.
Section D  Monday, March 24; 7:00 p.m. – 10:00 p.m.
Section E  Monday, April 21; 7:00 p.m. – 10:00 p.m.
Section F  Monday, May 19; 7:00 p.m. – 10:00 p.m.

Visit us on the web at: www.molloy.edu/ce/business for up to date schedule information.
As more and more childcare centers secure their NAEYC (National Association for Education of the Young Child) Certification the demand for The Child Development Associate will be even more highly prized than it is now. The Child Development Associate is a person who has successfully complete CDA assessment and has been awarded the CDA Credential. S/he is able to meet the specific needs of children and works with parents and other adults to nurture children’s physical, social, emotional and intellectual growth in a child development framework.

The program will be directed in the following 8 content areas:

1. Planning safe healthy environment to invite learning
2. Steps to advance children’s physical and intellectual development
3. Positive ways to support children’s social and emotional development
4. Strategies to establish productive relationships with families
5. Strategies to manage an effective program operation
6. Maintaining commitment to professionalism
7. Observing/recording children’s behavior
8. Principles of child growth and development

Credentials are not awarded solely for the successful completion of the 120 hour course. CDA candidates are also required to have 480 hours of experience working with children under 5 years of age in a structured child care center within the past 5 years. It is recommended that students incorporate the work experience component during the course work.

Instructor: KAREN WOODMANSEE, L.M.S.W.

Course Number: CC-0900  Tuition: $895 (includes textbook)*
Section B  Wednesday, January 15 – August 13, 2014
6:45 – 9:45 p.m.
AND 6 Saturdays, 9:00 a.m. – 4:00 p.m.
(Saturdays to be determined in class)

*NOTE:
The Educational Incentive Program (EIP) was established by New York State to assist students with on-going training and education in the childcare field. Through EIP you may be eligible for funding toward the cost of the above-mentioned childcare programs. To find out if you might be eligible or to receive an application contact the EIP Information line:1-800-295-9616.
Our instructor-facilitated online computer courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

**REQUIREMENTS**

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center at: www.ed2go.com/molloy for more information.

**SCHEDULE AND TUITION**

New course sessions begin monthly. Tuition for the courses is $95. Please visit our Online Instruction Center at www.ed2go.com/molloy to see exact start dates for the courses that interest you.

**HOW TO GET STARTED AND REGISTRATION:**

1. Visit our Online Instruction Center: www.ed2go.com/molloy
2. Choose the department (Computer Applications or Technology) and then the program area and then the course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply login with your e-mail and the password you selected during enrollment.

**FURTHER INFORMATION**

For further information on these courses, including course descriptions and schedules, please click on the area or visit us at: www.ed2go.com/molloy, email us at conted@molloy.edu or call us at 516-323-3550.

**SAMPLE OF OUR COMPUTER APPLICATIONS AND TECHNOLOGY COURSES:**

**INTRODUCTION TO NETWORKING**

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. An Intermediate course is also offered.

**COMPUTER SKILLS FOR THE WORKPLACE**

Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

**INTRODUCTION TO SQL**

Gain a solid working knowledge of the most powerful and widely used database programming language

**INTRODUCTION TO PC TROUBLESHOOTING**

Learn to decipher and solve almost any problem with your PC.

**INTRODUCTION TO MICROSOFT EXCEL**

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. Intermediate and Advanced courses are also offered.

**INTRODUCTION TO PROGRAMMING**

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

**CREATING WEB PAGES**

Learn the basics of HTML so you can design, create, and post your very own site on the Web. A Part II course is also offered.

**INTRODUCTION TO QUICKBOOKS**

Learn how to quickly and efficiently gain control over the financial aspects of your business. Intermediate and Advanced courses are also offered.

**INTRODUCTION TO MICROSOFT ACCESS**

Store, locate, print, and automate access to all types of information. Intermediate and Advanced courses are also offered.

**INTRODUCTION TO MICROSOFT WORD**

Learn how to create and modify documents with the world’s most popular word processor. Intermediate and Advanced courses are also offered.

**INTRODUCTION TO DREAMWEAVER**

Harness the broad range of capabilities Dreamweaver brings to Web development. CS4, 5 & 6 courses, as well as Intermediate courses, are offered.

**INTRODUCTION TO PHOTOSHOP**

Learn to use Adobe Photoshop to edit images, process photos, and create original graphics. CS4, 5 & 6 courses, as well as Intermediate courses, are offered.

**INTRODUCTION TO POWERPOINT**

Build impressive slide presentations filled with text, images, video, audio, charts, and more. Intermediate and Advanced courses are also offered.

**CREATING WORDPRESS WEBSITES**

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites. Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

**CREATING MOBILE APPS WITH HTML5**

Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.
EDUCATION

The Division of Continuing Education and Professional Development offers a number of professional development programs for teachers, as well as for teacher candidates. Information on the following programs can be found on the pages indicated:

- Summer Institutes for Teachers: see page 23
- Teacher Candidate Mandated Programs: see below
- Content Specialty Test Prep Courses: page 22
- Science and Math Education Institute: page 24
- English Language Arts Institute: page 24

TEACHER CANDIDATE MANDATED PROGRAMS

SCHOOL VIOLENCE PREVENTION AND INTERVENTION WORKSHOP

In compliance with section 52.21 of the Regulations of the New York State Commissioner of Education, the School Violence Prevention and Intervention Workshop will address techniques for prevention and intervention in schools at the K-12 levels. NYS Certified Project SAVE trainer, Dr. M. Schiering, focuses the workshop on Character Development, as a means of violence prevention. Causes for school violence are addressed and discussed in this interactive workshop, which is conducted with associate, Tim Ryley. The workshop facilitates understanding regarding the major issues that confront and challenge today's educators. The presenters are mindful of the stress present in the communities' and in the individual's experience. Subsequently, this workshop involves the attendees in the learning process. A summary of the Safe Schools in Violence Education Act is addressed along with NYS Codes of Conduct. Each student successfully completing the workshop will receive a "Certificate of Completion." Successful completion requires attendance and participation workshop, and the submission of a written reflection/critique at the end of the workshop. *Enrollment is limited to 35 students and will be on first come first enrolled basis.

Course Number: SV-6000  Tuition: $40 (Molloy Students)  $50 (Non Molloy Students)

Section D  Saturday, January 25, 9:30 a.m. – 12:30 p.m.
Section E  Monday, February 10, 7:00 p.m. – 10:00 p.m.
Section F  Saturday, April 26, 9:30 a.m. – 12:30 p.m.
Section G  Monday, April 28, 7:00 p.m. – 10:00 p.m.
Section H  Monday, June 9, 7:00 p.m. – 10:00 p.m.

PRINCIPLES OF CHEMICAL DEPENDENCY

A course specifically designed for accreditation for any population that is required to attend a 3 hr. course on Chemical Dependency for certification or as a requirement towards a degree. Students in the Division of Education or other areas of study who are required to attend a training session in chemical dependency should take this course. (3 contact hours)

Instructor: JAMES MULLAN, BA, CASAC

Course Number: CD-5000  Tuition: $40 (Molloy Students)  $50 (Non-Molloy Students)

Section D  Monday, January 13, 6:30 p.m. – 9:30 p.m.
Section E  Saturday, February 8, 9:30 a.m. – 12:30 p.m.
Section F  Monday, March 10, 6:30 p.m. – 9:30 p.m.
Section G  Saturday, April 5, 9:30 a.m. – 12:30 p.m.
Section H  Monday, June 2, 6:30 p.m. – 9:30 p.m.

MANDATORY FINGERPRINTING

All new school district employees (both certified and non-certified), and applicants for certification must undergo fingerprinting and clearance for employment or certification. If you are an undergraduate or graduate education student at Molloy, you can have your fingerprinting done by the Division of Continuing Education at Molloy College at a reduced fee.

Fingerprinting will done Monday - Friday, by appointment only. Please call the Division of Continuing Education at 516-323-3550 to schedule an appointment.

DASA WORKSHOP: NYS DIGNITY FOR ALL STUDENTS

New York State’s Dignity for All Students Act (DASA) seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. Effective December 31, 2013, all applicants for Certification are required to complete six clock hours of coursework or training in this area. Molloy College is an approved provider of this coursework.

Instructor: DR. MARJORIE SCHIERING, Molloy College

Course Number: DS-6000  Tuition: $80 (Molloy Students)  $100 (Non-Molloy Students)

Section D  Monday, January 6, 3:00 p.m. – 10:00 p.m.
Section E  Saturday, February 1, 9:00 a.m. – 4:00 p.m.
Section F  Saturday, April 12, 9:00 a.m. – 4:00 p.m.
Section G  Monday, April 14, 3:00 p.m. – 10:00 p.m.
Section H  Monday, June 23, 3:00 p.m. – 10:00 p.m.

Visit us on the web at: www.molloy.edu/ce/education for current program and schedule information.
CONTENT SPECIALTY TESTS (CST)

The CST (Content Specialty Test) is required for a professional certificate in elementary (common branch), ESOL, and secondary academic subject titles. It is also required for initial certification in secondary academic subjects and 7-9 extensions of Pre-K-6 certificates for candidates who do not possess a college concentration in the subject of the certificate. The test covers content in the subject or subjects that the corresponding certificate authorizes the holder to teach. The test format typically consists of multiple-choice questions and a written assignment.

Please note that new exams for teacher certification are expected to be released after May 1, 2014. Candidates graduating in May 2014 or after should wait to take the new test. Candidates graduating prior to May 2014 should take the current CST test.

MATHEMATICS CST PREPARATION

Participants will be provided with a review of the topics, samples questions as they might appear on the exam, and strategies for preparing for the examination. Problem solving and algebraic manipulation will be stressed throughout each topic. The six-week content review for the New York State Certification Exam for Mathematics will include the following topics:

- Algebra
- Geometry
- Trigonometry
- Logic
- Pre-Calculus
- Calculus
- Probability
- Statistics
- Discrete Mathematics

Instructor: KRISTIN ANGLIN, Valley Stream Central High School District

Course Number: CST-7200

Tuition: $175 (Molloy Students)
$195 (Non Molloy Students)

Section A
6 Tuesdays, March 4 - April 15
(No class March 18)
4:30 – 6:30 p.m.

ENGLISH CST PREPARATION

The six-week content review for the New York State Certification Exam for English will include the following topics:

- Listening
- Speaking
- Writing
- Reading
- Language
- Literature (characteristics of genres)
- Literature (historical, social, and cultural aspects)

Instructor: JEFF LITTWIN, Roosevelt High School

Course Number: CST-7300

Tuition: $175 (Molloy Students)
$195 (Non Molloy Students)

Section A
6 Thursdays, February 27 - April 10
(No class March 20)
4:30 – 6:30 p.m.

SOCIAL STUDIES CST PREPARATION

Participants will be provided with a review of the objectives and sub areas, sample questions as they might appear on the exam, and strategies for preparing for the examination. The six-week content review for the New York State Certification Exam for Social Studies will include the following topics:

- History
- Geography
- Economics
- Civics
- Citizenship
- Government
- Social Studies Skills
- History: Constructed-Response Assignment

Instructor: MICHAEL ANDREWS, Cold Spring Harbor High School

Course Number: CST-7400

Tuition: $175 (Molloy Students)
$195 (Non Molloy Students)

Section A
6 Fridays, February 28 - April 11
(No class March 21)
4:30 – 6:30 p.m.

MULTI-SUBJECT CST PREPARATION

This six-week content review for the exam will include the following topics: English Language Arts, Mathematics, Science and Technology, Social Studies, the Fine Arts, Health and Fitness, Family and Consumer Science and Career Development. The test covers the following NYS Test Framework areas: "Understanding and Evaluating Students with Disabilities", "Promoting Student Learning and Development in a Collaborative Learning Community", "Working in a Collaborative Professional Environment" and Constructed-Response Assignments on the above topics.

Instructor: DR. PATRICIA MASON, Graduate Education, Molloy College

Course Number: CST-7700

Tuition: $175 (Molloy Students)
$195 (Non Molloy Students)

Section A
6 Wednesdays, March 5 - April 16
(No class March 19)
4:30 – 6:30 p.m.

BIOLOGY CST PREPARATION

Participants will be provided with an overview of the topics, sample questions, and strategies for preparing for this examination. The knowledge and skills necessary to teach effectively in New York State, as well as the application of those skills to problem solving will be stressed. The six-week content review sessions the New York State Certification Exam for Biology are as follows:

- Foundations of scientific inquiry
- Cell Biology
- Biochemistry
- Genetics
- Evolution
- Biological Diversity
- Human Biology
- Ecology

Instructor: ED WILENSKY, Principal, Rachel Carson High School for Coastal Studies

Course Number: CST-7100

Tuition: $175 (Molloy Students)
$195 (Non Molloy Students)

Section A
6 Wednesdays, March 5 - April 16,
(No class March 19) 6:30 – 8:30 p.m.

SPANISH CST PREPARATION

Participants will be provided with a review of the objectives and sub areas, sample questions as they might appear on the exam, and strategies for preparing for the examination. The four-week content review for the New York State Certification Exam for Spanish will include the following topics:

- Listening Comprehension
- Reading Comprehension
- Language Structures
- Cultural Understanding
- Written Expression
- Oral Expression

Instructor: LESLIE WECKSLER, Education Department, Molloy College

Course Number: CST-7500

Tuition: $175 (Molloy Students)
$195 (Non Molloy Students)

Section A
1 Wednesday, January 8 and 4 Fridays, January 24, 31 and February 7;
4:00 – 7:00 p.m.

STUDENTS WITH DISABILITIES CST PREPARATION

Participants will be provided with an overview of topics and sample questions for preparing for this state exam. Case studies will be used to review the test frameworks for teaching students with exceptional needs. The knowledge, skills, and strategies necessary to teach in self-contained and inclusive classrooms will be reviewed.

The six-week review sessions for the exam will include the following NYS Test Framework areas: "Understanding and Evaluating Students with Disabilities", "Promoting Student Learning and Development in a Collaborative Learning Community", "Working in a Collaborative Professional Environment" and Constructed-Response Assignments on the above topics.

Instructor: DR. PATRICIA MASON, Graduate Education, Molloy College

Course Number: CST-7600

Tuition: $175 (Molloy Student)
$195 (Non Molloy Student)

Section A
6 Fridays, February 28 - April 11
(No class March 21)
4:00 – 6:00 p.m.

A Registration Form Can Be Found On The Inside Back Cover
SUMMER INSTITUTES FOR TEACHERS

Interested in expanding your subject area knowledge, exploring new subject material or adding to your teaching tool kit? Molloy College has what you’re looking for. This summer, you can enroll in courses that will build your knowledge in content area and improve your instructional skills.

Molloy College Summer Institutes are all week-long courses that are designed to be taken by teachers for professional development and are offered for either 3-graduate credits or 2 in-service (continuing education) credits. All of the Summer Institutes are offered in an intensive, one-week format at either our Rockville Centre Campus or at our Suffolk Center on the grounds of Republic Airport in East Farmingdale. The Summer Institutes are grouped into two categories: Advanced Placement Summer Institutes (for teachers who are teaching, or intend to teach Advanced Placement courses in their high school), and Education Institutes (where the subject matter is of a general nature). Each of the areas are further described below.

The Summer Institutes for 2014 will be offered starting the week of June 30th and will run each week through the week of August 11th. The course descriptions, schedule of classes and tuition rates are generally available by late winter/early spring each year. Contact Louis Cino at: lcino@molloy.edu or call (516)323-3549, to be placed on our mailing list.

EDUCATION INSTITUTES

There are over a dozen Education Institutes planned for next summer. All of the Summer Institutes are offered on an intensive, one-week format at either one or both of our Long Island, NY locations: at our main campus in Rockville Centre, Nassau County or at our Suffolk Center in East Farmingdale.

Subject areas for 2014 will include:

- English Language Arts
- Math
- Science

Course descriptions for the Institutes, application and registration information, as well as travel directions and other information, can be found on the web at: www.molloy.edu/ce/summer.

The Institutes can be taken either for graduate credit at $900 per 3-credit course or for In-Service (non-credit) credit at $595 per course*.

ADVANCED PLACEMENT SUMMER INSTITUTES

Molloy College, through the Divisions of Education and Continuing Education & Professional Development, and in cooperation with the College Board, offers Summer Institutes for teachers of Advanced Placement High School courses. Institutes are taught by experienced teachers of AP and are endorsed by the College Board. The Institutes can be taken either for graduate credit at $900 per 3-credit course or for In-Service (non-credit) credit at $795 per course. All the Institutes are usually offered on a one-week, Monday-Thursday, 8:00 a.m. – 4:00 p.m. basis at either our Rockville Centre Campus or at Suffolk Center at Route 110, on the grounds of Republic Airport located at: 7180 Grumman Lane, in East Farmingdale, New York. Please visit our website at: www.molloy.edu/ce/ap for a description of the Institutes and further information regarding the AP Summer Institute Program. The following Institutes will be offered during summer 2014.

Institute I: June 30-July 3, 2014
- **Art History**: Instructor: John Nici; Suffolk
- **Computer Science A**: Instructor: Kathleen Larson; RVC
- **Economics**: Instructor: Dr. Anthony Gyapong; Suffolk
- **English Literature**: Instructor: Ed Schmieder; Suffolk
- **Statistics**: Instructor: Dr. Joe Oechsle; Suffolk

Institute II: July 7-10, 2014
- **Biology**: Instructor: Richard Kurtz; RVC
- **U.S. History**: Instructor: Alyce Loesch; Suffolk

Institute III: July 14-17, 2014
- **Calculus BC**: Instructor: Dr. Maxine Lifshitz; Suffolk
- **Environmental Science**: Instructor: Jeanne Kaidy; RVC
- **European History**: Instructor: Alice Grant; Suffolk
- **U.S. History**: Instructor: Alyce Loesch; Suffolk

Institute IV: July 21-24, 2014
- **Calculus AB**: Instructor: Dr. Maxine Lifshitz; Suffolk
- **Chemistry**: Instructor: Mark Langella; RVC
- **Government & Politics**: Instructor: Maria Schmidt; Suffolk

Institute V: July 28-31, 2014
- **Biology**: Instructor: Richard Kurtz; RVC
- **Psychology**: Instructor: Jeanne Blakeslee; Suffolk

Institute VI: August 4-7, 2014
- **Chemistry**: Instructor: Mark Langella; RVC
- **English Language**: Instructor: Barbara Murphy; Suffolk
- **Spanish Language**: Instructor: José Diaz; Suffolk
- **Spanish Literature**: Instructor: Elizabeth Sherman; Suffolk

Institute VII: August 11-14, 2014
- **Physics 1 and 2**: Instructor: Jesus Hernandez; RVC
- **World History**: Instructor: Charles Hart; Suffolk

*Graduate tuition for teachers taking the Summer Institutes for professional development and not towards a Molloy Master’s degree is a flat rate of $900 per 3-credit course. Tuition for Molloy College graduate students who have been approved to take Institutes as part of their degree program will be charged the current rate of graduate tuition plus the appropriate fees.
**SCIENCE AND MATH EDUCATION INSTITUTE**

The Science and Math Education Institute was established to serve the K-12 science and mathematics education community on Long Island. Given that the ever-changing nature of today's global society demands that learners of all ages search for truth through critical thinking, reflection, and dialogue, the Institute will:

- Serve in an advisory capacity to make the services provided by higher education programs ever congruent with the changing needs of the K-12 science and math education community.
- Encourage diverse K-12 science and math educators to apply and participate in formal and informal programs, coursework, and conferences.
- Promote Molloy College as a way to meet pre-service, in-service, and professional development goals.

The Institute offers one and two-day workshops, and courses throughout the year, including the summer. For further information on upcoming programs and/or to be placed on our mailing list, please call Louis J. Cino at 516-323-3549 or e-mail him at lcino@molloy.edu.

**ENGLISH LANGUAGE ARTS EDUCATION INSTITUTE**

The Division of Education of Molloy College has established an English Language Arts Education Advisory Board to help improve ELA education. To this end, it is offering professional development by presenting topics of interest for teachers in the areas of English Language Arts. The Advisory Board consists of ELA teachers and supervisors from schools located throughout Long Island and New York City. Molloy College recognizes this endeavor as part of its mission to serve the education community.

**The Mission of the ELA Education Advisory Board at Molloy College:**

- To serve in an advisory capacity to make the services provided by the higher education programs congruent with the needs of K-12 ELA.
- To enhance the academic and professional development of K-12 ELA educators by offering ELA programs.
- Maintain a high quality academic program by generating input and incorporating expertise from English Language Arts Education professionals outside the College.
- Increase the flow of information and knowledge regarding availability of resources to meet the needs of ELA students and educators in community school districts.
- Encourage K-12 ELA educators to apply and participate in formal and informal programs, coursework, and conferences.
- Serve the diverse student population in school districts by providing quality in-service teacher-candidates or certified teachers who are trained through their Molloy coursework in teaching diverse populations.

Various workshops and Institutes are offered in the spring and summer at both our Rockville Centre and Suffolk Center locations. In addition, graduate degree programs in English Language Arts are also offered.

**Questions and Further Information**

Further information on the ELA Institute can be found on our website at: www.molloy.edu/ce/ela If you should have any questions or would like to be placed on our mailing list, please contact: Vicky Giouroukakis, Ph.D. Assistant Professor, Graduate Program, Division of Education, at (516) 323-3125 or by e-mail at: vgiouroukakis@molloy.edu.
Our instructor-facilitated online professional development workshops for teachers are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All workshops run for six weeks (with a 10-day grace period at the end). Workshops are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any workshop entirely from your home or school, any time of the day or night.

Requirements
All workshops require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some workshops may have additional requirements. Please visit our Online Instruction Center at: www.ed2go.com/molloy for more information.

Schedule and Tuition
New workshop sessions begin monthly. Tuition for the workshops is $95. Please visit our Online Instruction Center at www.ed2go.com/molloy to see exact start dates for the workshops that interest you.

HOW TO GET STARTED AND REGISTRATION:

1. Visit our Online Instruction Center:
2. Choose the department (Teaching and Education), then the program area (Tools for Teachers, Reading and Writing, etc.) and then the workshop title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your workshop. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your workshop starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply login with your e-mail and the password you selected during enrollment.

Further Information
For further information on these workshops, including workshop descriptions and schedules, please click on the area or visit us at: www.ed2go.com/molloy, email us at conted@molloy.edu or call us at 516-323-3549.

A SAMPLE OF OUR PROFESSIONAL DEVELOPMENT WORKSHOPS:

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching.

Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Teaching Students With ADHD
Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

Teaching Students With Autism: Strategies for Success
Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

Guided Reading and Writing: Strategies for Maximum Student Achievement
Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

Understanding Adolescents
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

Teaching Smarter With SMART Boards
Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

Teaching Writing: Grades K-3
Learn how to nurture student writers in the early elementary classroom.

Teaching Preschool: A Year of Inspiring Lessons
In this workshop on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Teaching Students With Learning Disabilities
Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

The Creative Classroom
Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

Creating Classroom Centers
Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

The Differentiated Instruction and Response to Intervention Connection
Learn how to combine two powerful educational approaches—Differentiated Instruction and Response to Intervention—so you can enable every student in your classroom to succeed.

Creating a Classroom Web Site
Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Empowering Students With Disabilities
Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.
ENROLLED AGENT PREP COURSE

Molloy College is offering the Enrolled Agents (EA) Test Preparation course in cooperation with Park Avenue CPA Review. An enrolled agent is a person who has earned the privilege of practicing, that is, representing taxpayers before any office of the Internal Revenue Service. An enrolled agent can negotiate with the IRS during examination and appeals, and act in place of a taxpayer signing consents and executing agreements on their behalf. An enrolled agent is the only professional granted a right to practice directly from the U.S. government. An enrolled agent is considered a tax specialist, which sets them apart from attorneys or CPAs who do not always specialize in taxes. Information on the course can be found below, as well as on our website: www.molloy.edu/ea.

REQUIREMENTS FOR ENROLLED AGENTS:
- An enrolled agent (EA) does not need a college degree; rather they must demonstrate special competence in tax matters by passing all three parts of the IRS Special Enrollment Examination. An Individual with 5 years of relevant employment with the IRS may apply for enrollment to become a tax agent (EA) without taking the exam.

- The EA Exam. Officially known as the Special Enrollment Examination (SEE) is a three-part exam administered by Prometric on behalf of the Internal Revenue Service. Each part is taken as a separate 100 question EA exam and you will have 3.5 hours to answer all questions for that part. A candidate may re-take each part up to four times each testing period.

COURSE DESCRIPTION
Park Avenue CPA Review (PACPAR) will teach live classes at the Suffolk Campus of Molloy College. PACPAR provides students with a high quality alternative to the mass market review programs at an affordable price. The advantage to this course is outstanding, experienced faculty comprised of top-rated accountants and current IRS agents who can share true situational experiences on how to prepare for presentation before the IRS. PACPAR uses the comprehensive materials offered by FastForward Academy Exam Study Guide which includes:

- Free Online questions
- Simulated Practice Exams
- Performance Measurements
- The following three areas of study are covered:
  - Part 1 Individuals
  - Part 2 Businesses
  - Part 3 Representation, Practice and Procedures

PART I - INDIVIDUALS
This course covers various topics when filing an individual tax return. Topics include: Filing Information, Gross Income, Depreciation and Basis, Gains and Losses, Items Excluded from Gross Income, Adjustment to Gross Income, Standard and Itemized Deductions, Tax and Credits and Estate Tax and Gift Tax.

PART II - BUSINESSES
This course covers the major topics when filing business returns. Topics include: Business Entities, Business Taxation, Business Property, Corporations, Partnerships, Retirement Plans, Specialized Returns.

PART III - REPRESENTATION, PRACTICES, AND PROCEDURES
This course covers the interactions between the Enrolled Agent, the Client and the IRS Agent. Topics include: Preparing Returns, Practice Before the IRS, Representation Before the IRS, Tax Law.

Please note that this course is designed for someone who is already preparing tax returns for a fee. It is not a tax preparation course. While it is possible to become an Enrolled Agent without any prior background, it would be very difficult to do so.

LOCATION
The course will be offered at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale. Click here for directions.

SCHEDULE
The course will be offered for 4 Tuesdays & 4 Thursdays, May 20 - June 12, 2014 from 6:30 p.m. - 9:30 p.m.

REGISTRATION AND TUITION
The course is offered in its entirety for $799. Students and Alumni from Molloy will receive a 10% discount. Those individuals who have previously passed one or more parts will be eligible to receive a one time 10% discount for the entire program upon presentation of a completed part certification.

Students should register for classes at least one week prior to the start of classes. Phone in registration is available by calling 516-323-3550 with your MasterCard or Visa. To register online, in person, by fax or mail, please follow the directions on our registration form on the inside back cover of the catalog. Course Number: 13UENA1000A

Free seminar!
HOW TO BECOME AN ENROLLED AGENT
If you prepare taxes, would you like to know how to build your business and improve your professional status? If so, attend the free seminar, “How to Become an Enrolled Agent” on Tuesday, May 6, 2014; 6:30 p.m. - 8:30 p.m. at Molloy College’s Suffolk Center located just off Route 110 in Farmingdale. Our seminar leader, James Rosa, CPA will explain the benefits of becoming an enrolled agent, the educational requirements and the three-part Special Enrollment Examination (SEE) you will need to take. While the seminar is free you should register to reserve yourself a seat. Please see the registration form on the back cover for registration instructions or visit www.molloy.edu/ea for further information.

Course Number: ENA-9999A 1 Tuesday, May 6; 6:30-8:30 p.m. Suffolk Center campus

Tuition: No charge (although this seminar is offered at no charge, you should register for the seminar at least one week beforehand).

QUESTIONS?
For questions regarding the course, course schedules and/or registration, please call 516-323-3550 or email conted@molloy.edu.
Molloy College is offering the Family Development Credentials (FDC) program, strengths-based family support training for front-line family workers/professionals. The FDC program is a professional development course and credentialing program for frontline family workers/professionals to learn and practice skills of strengths-based family support with families. FDC is offered in 19 states and its movement is growing nationwide. A collaborative effort between the Family Development Institute and Molloy College. Community and state services have been fragmented, problem-specific, crisis-driven, and focused on “rescuing or fixing” families in trouble. Molloy College serves as a catalyst for an exciting, life-transforming journey for family workers! The FDC training offers professionals, who work with families, a systematic and sequential training as well as a reliable recognition of skills and competencies needed to work effectively with families. For years, New York State staff – including those on Long Island – who work with families were educated using the strengths-based approach. Now, you can enroll in the FDC training, developed by researchers at Cornell University, and help families develop their own capacity to solve problems and achieve life long-lasting self-reliance.

Molloy College supports New York State in their commitment to reorient its health, education, and human service systems toward a family support and empowerment approach statewide. A quote from the Empowerment Skills for Family Workers’ curriculum reads: “Within each person lies a bone-deep longing for freedom, self-respect, hope and the chance to make an important contribution to one’s family, community, and the world,”. The credentials also provide an important career pathway or avenue into college for workers who ordinarily have little or no formal training or higher education. The FDC curriculum is based on 10 teaching modules:

Module 1: Family Development: A Sustainable Route to Healthy Self-Reliance
Module 2: Communicating with Skill and Heart
Module 3: Taking Good Care of Yourself
Module 4: Diversity
Module 5: Strengths-based Assessment
Module 6: Helping Families Set and Reach Goals
Module 7: Helping Families Access Specialized Services
Module 8: Home Visiting
Module 9: Facilitation Skills: Family Conferences, Support Groups and Community Meetings
Module 10: Collaboration

The purpose of Empowerment Skills for Family Workers is for workers to use their power responsibly and grow into highly skilled, effective family development workers who can help families move from dependence on government programs to a healthy, sustainable relationship with their communities. In addition, the FDC course is offered to frontline family workers from a wide range of government, private and not-for-profit agencies as well as businesses and large corporations. As a result, families receive services that have the same orientation, making the approach so much more comprehensive.

Family Development Credential (FDC) Requirement
To earn the FDC, an applicant completes 90 hours of interactive classroom instruction based on the Empowerment Skills for Family Workers curriculum, prepares a skills portfolio with the support of a portfolio advisor, and passes a state credentialing exam. The credentialing fee exam is $250.

Schedule of Classes
The FDC program is offered over 20 sessions in either an evening (4-9 p.m.) or day (9 a.m. – 3 p.m.) format at Molloy’s Suffolk Center located just off Route 110 on the grounds of Republic Airport: 7180 Republic Airport, East Farmingdale, New York. The program is offered just once per year starting in September.

Who Should Attend?
Case managers, home health aides and direct care workers, intake and social welfare workers, community or nutrition workers, early intervention staff, outreach workers, employment and training counselors, crisis intervention staff, home visitors, volunteers and paid staff in faith-based groups.

Instructor: CLARISSA F. THOMAS, FDC, BBA, MSW
Course Number: FDC 1000 Tuition: $895 (includes textbook)

The next program will start in September 2014. The schedule will be available in April 2014. For further information please call 516-323-3550 or visit us on the web at: www.molloy.edu/ce/fdc.
FINANCIAL PLANNING

PROGRAM DESCRIPTION
If you are an individual who would like to earn the CFP™ designation, then Molloy is the college for you. At Molloy you will find a faculty dedicated to giving you not only a great financial planning education, but they will also give to you the tools to help you pass the CFP™ Certification Examination. The pass rate for our students on the CFP™ exam has been consistently above the national average.

The program is designed to be taken by people already employed in the financial services field. As such, only six courses are required for financial services professionals to complete the program:

- Financial Planning Process and Insurance
- Retirement Planning and Employee Benefits
- Investment Planning
- Estate Planning
- Income Tax Planning
- Case Studies in Financial Planning

An MBA program with a concentration in Personal Financial Planning is also being offered. Students in the MBA program will be eligible to sit for the CFP™ Certification Examination given by the CFP Board. Please contact Brunilda Zena Administrative Assistant - Graduate Programs, MBA Program, at 516-323-3079 or by e-mail at bzena@molloy.edu for further information on the MBA program.

Registration for the certificate program is on-going and you have up until 1 week before the start of classes to register. For admission and registration procedures for the certificate program, as well as an application for admission, please visit our website at: www.molloy.edu/cfp or call our office at 516-323-3550.

To sit for the CFP™ Certification Examination given by the CFP Board, students must complete an examination application from the CFP Board and pay an examination fee to sit for the one-and-a-half day comprehensive examination. The examination fee is $595. For an application for the exam, as well as for information on the work experience and ethics requirements, please call the Division of Continuing Education and Professional Development at 516-323-3550 or write to the: CFP Board, 1700 Broadway, Suite 2100, Denver, Colorado 80290, call the CFP Board at (303) 830-7500 or visit their website at www.CFP-Board.org.

SCHEDULE OF CLASSES - Spring 2014

INVESTMENT PLANNING
Students will learn about the wide variety of investment vehicles that may be included in a client's portfolio, as well as client assessment, tax considerations, economic factors, valuation methods, asset allocation techniques, portfolio performance evaluation, and more.

Course Number: FP-0300
Section A: Molloy Campus
14 Tuesdays, January 21 - May 6
(No class March 18 & April 22)
7:45 - 9:55 p.m.
Instructor: JAMES WERNER, CFP
Tuition: $550

INCOME TAX PLANNING
Students are introduced to the skills needed to effectively manage client's taxes. Topics include: Income tax law fundamentals, Tax compliance, Income tax fundamentals and calculations, Tax accounting methods, Tax characteristics of entities, Income taxation of trusts and estates, Basis, Cost-recovery concepts, Tax consequences of like-kind exchanges, Tax consequences of gain or loss on sale of assets, Alternative Minimum Tax (AMT), Tax management techniques, Passive activity and at-risk rules, Tax implications of changing circumstances, and Charitable contributions and deductions.

Course Number: FP-0400
Section A: Rockville Centre Campus
2 Wednesdays, January 22 and February 19 and
12 Mondays, January 27-May 5
(No class March 17 & April 21) 7:45 - 9:55 p.m.
Instructor: TBA
Tuition: $550

CPA™, CERTIFIED FINANCIAL PLANNER™, and CFP (with flame logo)™ are certification marks owned by the Certified Financial Planner Board of Standards, Inc. Molloy College does not certify individuals to use the CPA™, CERTIFIED FINANCIAL PLANNER™ or CFP (with flame logo)™ certification marks.

Molloy College does not award the CPA™ and CERTIFIED FINANCIAL PLANNER™ Certification. The right to use the marks CPA and CERTIFIED FINANCIAL PLANNER is granted by the Certified Financial Planner Board of Standards, Inc. (CFP Board) to those persons who have met its rigorous education standards, passed the CFP Board's CPA™ Certification Examination, satisfied a work experience requirement, and agreed to abide by the CFP Board's Code of Ethics and Professional Responsibility. Only persons registered with the CFP Board are permitted to sit for the CPA™ Certification Examination. CPA certification is issued only by the CFP Board.
FLORAL DESIGN CERTIFICATE PROGRAM

Would you like to know how to design floral and plant arrangements? Do you love to orchestrate with flowers? Would you like to acquire floral knowledge and design arrangements for your personal use? Are you looking for a career change?

Learn from the best! The Floral Design program is taught by instructors/designers from 1-800-Flowers and offered at their headquarters/training facility located in Carle Place. This program offers three levels of expertise, ranging from the basic level of design principles to the advanced level.

Students must take courses in sequential order i.e., basic, intermediate then advanced. In a short time you will have new exciting skills for personal use or as a new marketable career.

REGISTER EARLY – CLASS SIZE IS LIMITED

Instructor: PHIL DEVITO, Professional Floral Designer at 1-800-Flowers.

BASIC FLORAL DESIGN
The key factors of design will be taught; color, balance, proportion and shape. The students will have a hands-on experience implementing these vital elements to make a beautiful arrangement properly. Particular emphasis will focus on the use of proper materials, mechanics, and design standards. The care and handling of the most commonly used flowers, and working with various pieces of equipment used in design will be covered. Students will be taught to use their imaginations in both classic and contemporary composition. Learn to see the beauty and magic in everything that grows around you!

Course Number: FL-1001 Tuition: $375 (Includes handouts and use of materials)
Section B 4 Wednesdays, March 5 – March 26; 6:30 p.m. – 9:30 p.m.

INTERMEDIATE FLORAL DESIGN
The standard “do’s & don’ts” of floral design. In this class, you will cover the techniques for standard holiday and everyday arranging, as well as corsage, special events and wedding work. The various techniques of product quality and floral standards will be taught. Prerequisite: FL-1001 or equivalent experience.

Course Number: FL-1002 Tuition: $375 (Includes handouts and use of materials)
Section B 4 Wednesdays, April 2 – April 23; 6:30 p.m. – 9:30 p.m.

ADVANCED FLORAL DESIGN
This class is geared for the student who is looking at a future in floral design and sales. The latest techniques on floral arrangements will be taught. Learn product care and maintenance. Also covered will be the proper and recommended sales techniques implemented. Learn how to up-sell an arrangement from a bouquet to a “special event” arrangement. Prerequisite: FL-1002 or equivalent experience.

Course Number: FL-1003 Tuition: $375 (Includes handouts and use of materials)
Section B 4 Wednesdays, April 30 – May 28; (no class May 7); 6:30 p.m. – 9:30 p.m.

UPON RECEIPT OF REGISTRATION, DIRECTIONS TO THE 1-800-FLOWERS TRAINING FACILITY (LOCATED AT ONE OLD COUNTRY ROAD, CARLE PLACE, N.Y.) WILL BE MAILED TO YOU.

Instructor: Phil DeVito
Molloy College offers a number of non-credit courses and programs in the Health Professions. The areas that courses and programs are offered in are:

- Healthcare (Child Abuse ID & Infection Control)  
  (see this page)
- First Aid and AED
- Medical Assisting Skills (see page 33)
- Medical Records (Health Information Management)  
  (see page 34)
- Nursing (see page 46)

A full description of these areas can be found on the pages that follow.

To further your career opportunity, Molloy College also offers Associates Degrees in any of three Allied Health Sciences:

- Cardiovascular Technology
- Nuclear Medicine Technology
- Respiratory Care

Call 516-323-3385 for further details.

**HEALTHCARE**

**TRAINING IN THE IDENTIFICATION AND REPORTING OF CHILD ABUSE AND NEGLECT**

Course Number: CA5000  
Tuition: $40 (Molloy Students) $50 (Non Molloy Students)

Please see page 21 for a description, dates and times.

**TRAINING IN BARRIER PRECAUTION AND INFECTION CONTROL MEASURES**

Chapter 786 of the Laws of 1992 amended the Education Law and the Public Health Law, establishing a new requirement for many licensed professionals practicing in New York State. The professionals affected by this mandate include physicians, physician assistants, specialist assistants, dentists, dental hygienists, registered nurses, licensed practical nurses, optometrists, and podiatrists. Individuals in these categories must complete approved courses work or training regarding infection control and barrier precautions, including engineering and work practice controls, to prevent the transmission of human immunodeficiency virus (HIV) and the hepatitis B virus (HBV) in the course of professional practice.

Please call our office for further details at (516) 323-3385.

**FIRST AID AND HEARTSAVER AED SKILLS**

The purpose of these courses is to provide instruction and practical exercises in First Aid and teach adult CPR and AED use, as well as how to relieve choking on an adult. An American Heart Association card will be issued upon successful completion of the courses. The courses can be taken individually or together at a $20 discount.

**TRAINING IN FIRST AID AND HEARTSAVER AED**

This 6-hour combined course consists of a 4-hour First Aid workshop and a 2-hour Heartsaver workshop and can be taken at a $20 discount of the tuition for the two individual courses. (The Heartsaver AED is 3.5 hours when taken by itself). The complete course descriptions can be found in the individual courses below.

Course Number: FA-8000  
Tuition: $90

<table>
<thead>
<tr>
<th>Section</th>
<th>Location</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Rockville Centre Campus</td>
<td>Saturday, February 22, 9:00 a.m.-3:30 p.m. (1/2 hour lunch)</td>
</tr>
<tr>
<td>B</td>
<td>Suffolk Center Campus</td>
<td>Friday, April 11, 9:00 a.m.-3:30 p.m. (1/2 hour lunch)</td>
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<tr>
<td>C</td>
<td>Rockville Centre Campus</td>
<td>Saturday, June 21, 9:00 a.m.-3:30 p.m. (1/2 hour lunch)</td>
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**TRAINING IN FIRST AID**

This 4-hour course will provide training in basic First Aid to people with life-threatening injuries while activating emergency medical services. The first aid portion of this program includes key skills such as illness and injury assessments, bandaging, scene safety, techniques to remove foreign body airway obstructions, control of external bleeding, splinting and performing emergency moves. Add the AHA Heart Saver AED component which includes cardiopulmonary resuscitation and use of an automatic external defibrillator. The main goal of this course is to provide the student with the skills necessary to keep their patient stable until advanced care arrives.

Instructor: CAMILLE TWARDZIK  
Course Number: FA-6000  
Tuition: $45

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<td>A</td>
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<td>Saturday, February 22, 9:00 a.m.-1:00 p.m.</td>
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<td>B</td>
<td>Suffolk Center Campus</td>
<td>Friday, April 11, 9:00 a.m.-1:00 p.m.</td>
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<td>C</td>
<td>Rockville Centre Campus</td>
<td>Saturday, June 21, 9:00 a.m.-1:00 p.m.</td>
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**HEARTSAVER AED**

The 3.5-hour course will prepare a wide variety of people who, as first responders may need to perform cardiopulmonary resuscitation (CPR) in the workplace or similar settings. May need to use an automated external defibrillator (AED) and may need to help someone who is choking. This course is for people with limited or no medical training who need a credential in CPR with AED.

Instructor: NANCY BARRETT  
Course Number: FA-7000  
Tuition: $65

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<td>A</td>
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<td>Saturday, March 29, 9:00 a.m.-1:00 p.m.</td>
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<td>B</td>
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<td>C</td>
<td>Rockville Centre Campus</td>
<td>Saturday, July 12, 9:00 a.m.-1:00 p.m.</td>
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**ONLINE COURSES AVAILABLE!**

Healthcare Programs:
- Advanced Coding for the Physician’s Office
- Advanced Hospital Coding and CCS Prep Coding, Reimbursement and Documentation for Physicians
- HIPAA Compliance (4 user licenses)  
  Revenue Cycle Management for Healthcare Providers

For information on the online programs, please see page 54.
Molloy College is offering a New York State approved program to become a licensed Home Inspector. Home inspectors conduct inspections of newly built or previously owned homes, condominiums, town homes, apartments, and at times commercial buildings. Home inspection has become a standard practice in the home-purchasing process. Typically, home inspectors are hired by prospective home buyers to inspect and report on the condition of a home’s systems, components, and structure. Typically, home inspectors are hired either immediately prior to the purchase offer on a home or as a contingency to a sales contract. In addition to examining structural quality, home inspectors inspect all home systems and features, including roofing, exterior elements, site, garage or carport, foundation, interior, plumbing, electrical, and heating and cooling systems.

New York State legislation mandates that all home inspectors in New York obtain a license. An applicant must have successfully completed high school or its equivalent and complete 140 hours of approved training, including 40 hours of unpaid inspection experience under the direct supervision of a licensed inspector, or have 100 hours of paid or unpaid inspection experience under the direct supervision of a licensed inspector. Molloy College offers the approved 140-hour course of study consisting of the following 5 Modules:

**Module 1:** Structure, Roofing & Exteriors (25 hours)
**Module 2:** Interiors, Electrical Systems, Insulation & Ventilation (25 hours)
**Module 3:** Heating, Cooling & Plumbing (25 hours)

The applicant must also pass a written exam. Home inspectors are licensed for two years and must pay an initial fee of $250 and renewal fees of $100 every two years thereafter. Further information regarding home inspection licensure can be found on the New York State web site at: www.dos.state.ny.us/lcns/homemain.htm

Modules 1-4 can be taken in any order and do not have any pre-requisites. Module 5 must be taken last and is only open to Molloy students who have completed Modules 1-4 at Molloy. Visit us at: www.molloy.edu/ce/hi or call 516-323-3550 for the current schedule.

All of our courses are taught by licensed and New York State approved instructors. While attending our courses you will learn construction methods, inspection standards and regulations and electric, heating, air conditioning, plumbing inspection techniques and how to start your own business.


Modules 1 - 4 are each approved for 22.5 hours of Real Estate Continuing Education credit for salespersons and brokers.

**Course Schedule:**

**YOUR CAREER IN HOME INSPECTION**

Please see description on page 2.

Course Number: **HI-9999**  Tuition: No Charge (although this seminar is offered at no charge, you must register for the seminar at least one week beforehand).

Section A  **Rockville Centre Campus**

1 Tuesday, September 3; 6:00 – 7:30 p.m.

**MODULE 1: STRUCTURE, ROOFING & EXTERIORS**

25 hours, plus exam; No prerequisites

Course Number: **HI-1000**  Tuition: $395

Section A  **Rockville Centre Campus**

8 Thursdays, January 23 – March 13; 6:30 – 9:40 p.m.

Instructor: **DENNIS J. DeVoti**, P.E. is a New York State Professional Engineer and a NY State Licensed Home Inspector with over 16 years experience as a home inspector. He has over 19 years of teaching experience and received the Outstanding Faculty Member Award from Molloy College in 2013. He is also certified by the National Institute of Building Inspectors. He holds a Bachelor of Electrical Engineering from Manhattan College.

Section B  **Suffolk Center Campus**

6 Mondays, March 24 – April 28; 6-10:10 p.m.

Instructor: **SAMIR Patel**, P.E., engineer and licensed home inspector, Professional Home Inspector Inc.

Section C  **Suffolk Center Campus**

6 Mondays, June 23 – July 28; 6-10:10 p.m.

Instructor: **JOHN WEIBURG**, see bio under course HI-3000

**MODULE 2: INTERIORS, ELECTRICAL SYSTEMS, INSULATION & VENTILATION**

25 hours, plus exam; No prerequisites

Course Number: **HI-2000**  Tuition: $395

Section A  **Rockville Centre Campus**

8 Thursdays, March 20 – May 15 (No class 4/17); 6:30 p.m. - 9:40 p.m.

Instructor: **DENNIS J. DeVoti**, P.E., see bio under course HI-1000

**MODULE 3: HEATING, COOLING & PLUMBING**

25 hours, plus exam; No prerequisites

Course Number: **HI-3000**  Tuition: $395

Section A  **Rockville Centre Campus**

8 Tuesdays, January 28 – March 25 (no class 2/18); 7:00 – 10:10 p.m.

Instructor: **JOHN WEIBURG**, P.E., Engineer and licensed home inspector, ASHI certified inspector and LEED Green Associate.

Section B  **Suffolk Center Campus**

6 Mondays, March 26 – April 30; 6-10:10 p.m.

Instructor: **JAMIE SCHEAFTER**, see bio under course HI-2000

Section C  **Suffolk Center Campus**

6 Wednesdays, June 18 – July 23; 6-10:10 p.m.

Instructor: **JAMIE SCHEAFTER**, see bio under course HI-2000

**MODULE 4: LICENSE LAW, OVERVIEW OF PROFESSION & REPORT WRITING**

25 hours, plus exam; No prerequisites

Course Number: **HI-4000**  Tuition: $395

Section A  **Rockville Centre Campus**

6 Mondays, February 3 – March 17 (no class 2/17); 6-10:10 p.m.

Instructor: **SAMIR Patel**, P.E., see bio under course HI-2000

Section B  **Suffolk Center Campus**

6 Mondays, May 5 – June 16 (no class 5/26); 6-10:10 p.m.

Instructor: **SAMIR Patel**, see bio under course HI-1000
MODULE 5: FIELD TRAINING
40 hours of supervised home inspections, prerequisites: Modules 1-4; Open only to Molloy Students. It is offered throughout the year after each set of courses end at both the Rockville Centre and Suffolk Center campuses on either Saturdays or Sundays from 9 a.m. – 5 p.m.
Course Number: HI-5000 Tuition: $695

Section C Saturdays, RVC campus, first class January 25; additional Saturday dates will be given out in class.
Section D Saturdays, RVC campus, first class March 29; additional Saturday dates will be given out in class.

SECTION E Saturdays, RVC campus, first class May 17; additional Saturday dates will be given out in class.
Section E Saturdays, Suffolk campus, first class July 26; additional Saturday dates will be given out in class.

Instructor: LES JANSSEN, NY State licensed home inspector, 203K consultant through the Department of HUD-FHA.
Section E Saturdays, RVC campus, first class May 17; additional Saturday dates will be given out in class.
Section E Saturdays, Suffolk campus, first class July 26; additional Saturday dates will be given out in class.

Instructor: LES JANSSEN, NY State licensed home inspector, 203K consultant through the Department of HUD-FHA.

HOME INSPECTION CONTINUING EDUCATION

Home Inspectors in New York State are required to complete 24 hours of approved continuing education within their two-year license renewal period prior to the expiration date in order to renew their license. For more information on continuing education requirements contact the New York State Department of State Division of Licensing Services at: Phone: (518) 474-4429, Email: licensing@dos.state.ny.us or visit their website at: www.dos.state.ny.us/licensing/homeinspect/hinspector.html.

The courses listed below are approved by New York State, Department of State, Division of Licensing Services for Home Inspector Continuing Education credit. The courses are offered throughout the year and additional courses will be offered in the near future. Visit us at: www.molloy.edu/ce/hi for the current schedule.

New! 24 Hour CE Home Inspection Discount Program
This “course” is designed for those people who would like to enroll for all 24 hours of required coursework for NY State Continuing Education credit for Home Inspectors. Once registered for this course you will be able to register for the individual courses that you would like to take towards the 24 hour requirement. You do not have to select all the courses that you wish to register for at your time of registration and there is no time limit to complete the 24 hours of coursework. However, you will need to pay for the entire $495 tuition upfront.
Course Number: 24HICE100 Tuition: $495

NEW YORK STATE HOME INSPECTION CODE OF ETHICS AND STANDARDS OF PRACTICE (6 CE hours)
Instructor: JOHN WEIBURG, PE., Engineer and licensed home inspector, ASHI certified inspector and LEED Green Associate.
Course Number: HI-6000 Tuition: $145
Section A Suffolk Center campus
Thursdays, March 6 & 13, 6:30-9:30 p.m.

INTRODUCTION TO LEED: LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (4 CE hours)
Instructor: JOHN WEIBURG, see bio under course, HI-6000.
Course Number: HI-6025 Tuition: $95
Section A Rockville Centre campus
Thursday, July 10, 6:30-10:30 p.m.

MOLD IS IN THE AIR FOR HOME INSPECTORS! (6 CE hours)
Instructor: ALAIN ATTIAS, see bio under course HI-6050.
Course Number: HI-6075 Tuition: $145
Section A Rockville Centre campus
Thursday, March 20, 2013, 3:30-9:30 p.m.

EFFECTIVE REPORT WRITING TECHNIQUES (6 CE hours)
Instructor: ALAIN ATTIAS, licensed Home Inspector, Board Certified Master Home Inspector, Pro-Lab Mold Inspector
Course Number: HI-6050 Tuition: $145
Section A Suffolk Center campus
Thursday, January 23, 3:30-9:30 p.m.
Section B Rockville Centre campus
Thursday, May 13, 2013, 3:30-9:30 p.m.

INTRODUCTION TO RESIDENTIAL GREEN BUILDING (3 CE hours)
Instructor: JOHN WEIBURG, PE., Engineer and licensed home inspector and ASHI certified inspector.
Course Number: HI-6030A Tuition: $75
Section A Rockville Centre campus
Thursday, June 12, 6:30-9:30 p.m.

ENVIRONMENTAL ISSUES IN HOME INSPECTIONS: ASBESTOS, LEAD, MOLD & WATER QUALITY (2 CE hours)
Instructor: JOHN WEIBURG, PE., Engineer and licensed home inspector and ASHI certified inspector.
Course Number: HI-6035A
Section A Rockville Centre campus
Thursday, February 6, 7:00-9:00 p.m.
Section B Suffolk Center campus
Thursday, April 10, 7:00-9:00 p.m.

INTRODUCTION TO AUXILIARY ASHI STANDARDS: RESIDENTIAL PREDRYWALL INSPECTIONS & POOL/SPA INSPECTIONS (2 CE hours)
Instructor: JOHN WEIBURG, PE., Engineer and licensed home inspector and ASHI certified inspector.
Course Number: HI-6040A Tuition: $55
Section A Rockville Centre campus
Thursday, January 9, 7:00-9:00 p.m.
Section B Suffolk Center campus
Thursday, May 8, 7:00-9:00 p.m.

ELECTRICAL INSPECTION BASICS (6 CE hours)
Instructor: DENNIS J. DEVOTI, PE. see bio on page 29 under HI-1000.
Course Number: HI-6100A Tuition: $140
Section A Rockville Centre campus
2 Mondays, March 17 & 24, 6:30-9:30 p.m.

BASEMENT WATER PENETRATION (3 CE hours)
Instructor: DENNIS J. DEVOTI, PE. see bio under course HI-6100A.
Course Number: HI-6125A Tuition: $75
Section A Rockville Centre campus
Monday, April 7, 6:30-9:30 p.m.

INPECTING ROOFS AND ATTICS (3 CE hours)
Instructor: ALAIN ATTIAS, licensed Home Inspector, Board Certified Master Home Inspector, Pro-Lab Mold Inspector
Course Number: HI-6150 Tuition: $75
Section A Suffolk Center campus
Thursday, May 15, 3:30-9:30 p.m.

INSPECTING STORM DAMAGED HOUSES (4 CE hours)
Instructor: JOHN WEIBURG, see bio under course HI-6000.
Course Number: HI-6130 Tuition: $95
Section A Suffolk Center campus
Thursday, February 27, 6:30-10:30 p.m.
The Interior Decorating Certificate Program is an intensive course of study designed both for those who have a personal interest in the subject, as well as for those individuals interested in working in the field of Interior Decoration. The training will give students the basic skills in preparation for entering the profession and will bring students employment opportunities ranging from the home furnishing area to the design industry. Career opportunities for interior decorating students include: assisting the building professional, e.g. Interior designer, contractor, architect, etc., in the implementation of interior designs; as a sales representative or employee for wallpaper, paint, carpet, lighting, furniture or fabric stores; working for office furnishings and space planning suppliers. These courses have been specially designed for those wishing to gain essential skills through an accelerated program. Emphasis will be placed on practical training and development of creativity in the field of decorating. A textbook and/or materials may be required for most of the courses in the program. Please see www.molloy.edu/id for a list or call the office at 516-323-3550. Any possible field trips may require an additional fee.

Course and Certificate Requirements:
The program is composed of eight (8) required courses and two (2) elective courses that may be completed in as little as one year, if you attend during the day, or if a student prefers, may be taken one or more course at a time. There are no prerequisites for entry into the program. A Certificate of Interior Decorating will be issued by Molloy College after the successful completion of the eight (8) required courses and two (2) elective courses. Completion standards require that a minimum grade of "C" be received and satisfactory attendance maintained in all of the courses.

REQUIRED COURSES (all eight required):
- Design Concepts (offered in the fall and spring)
- History of Interiors & Furniture (offered in the fall)
- Color (offered in the fall)
- Drawing I (offered in the fall)
- Drawing II (offered in the spring)
- Decorating & Design Applications (formerly Space Planning) (offered in the spring)
- Materials (offered in the spring)
- Business Procedures (offered in the spring)

ELECTIVE COURSES (select two):
- Perspective (offered in the winter)
- Rendering (offered in the winter)
- Lighting (offered in the summer)
- Interior Decorating Resources (offered in the spring/summer)
- One Point Perspective Drawing
- Two Point Perspective
- Landscape Design

REQUIRED COURSES:

DESIGN CONCEPT’S
In this fundamental course, the student will gain an overview of the underlying principles & elements of good design as well as methodology. Learn about the importance of ergonomics and anthropomorphics. Note: This course will be simultaneously held in a classroom and online, students may choose their preferred format. You will be contacted after you register for the course with regard to your preferred format. If you prefer to take some or all of the course online you will be given additional instructions on logging-in. However, the online course will be taught in real-time and you can login from any computer and participate in the class either through your computer using a headset with a microphone or by using a phone. Textbook required. (no prerequisites) 20 hrs
Instructors: MARIE BYRNE, ASID, NY Certified Interior Designer, New York Institute of Technology, Interior Designer, Be Still Design Inc.

INTERIOR DECORATING SEMINAR
Do you have a flair for decorating and want to take it to the next level? Not sure if interior decorating is right for you? Not sure how you can get started and what the requirements are? If so, then this seminar is for you! Marie Byrne and Maureen DelPezzo, both experienced interior design professionals, will offer you real world advice about interior decorating both on a professional level, as well as for personal enrichment. For additional information our Career Seminars, please see page 2.

Course Number: ID-9999
Tuition: No Charge (although this seminar is offered at no charge, you should register for the seminar at least one week beforehand).

Section A 1 Tuesday, January 14; 6:00 – 7:30 p.m.

HISTORY OF INTERIORS & FURNITURE
This course covers the decorative arts from antiquity through 20th century periods and styles. (No Prerequisites) 20 hrs
Instructor: MAUREEN A. DELPEZZO, ASID, NCIDQ Qualified, NY Certified Interior Designer, BFA Interior Design, BA; Adjunct Professor, Nassau Community College and New York Institute of Technology, Interior Designer, Be Still Design Inc.

Course Number: ID-0702
Offered in Fall 2014
Tuition: $250

COLOR
Color is one the interior decorator’s major tools. Learn the dimensions of color, how to work the color wheel, the value & intensity chart and how light affects color. Explore color organization and color theories. Some materials required - material list will be distributed in the first week of class. (no prerequisites) 20 hours
Instructor: MAUREEN A. DELPEZZO, see bio under course ID-0702

Course Number: ID-0703
Section A 10 Mondays, February 24 – May 12
Tuition: $250
(no class April 14 & 21); 8:00 – 10:00 p.m.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
### INTERIOR DECORATING

#### DRAWING I
In this course, the student will learn the methods and techniques of basic drafting. Learn to use drafting materials and instruments, read blueprints and execute scaled plans and elevations. Drafting tools required - see www.molloy.edu/id for a list or call the office at 516-678-5000 x6206.

(No prerequisites) 20 hours
Instructor: **MAUREEN A. DELPEZZO**, see bio under course ID-0702 and **MARIE BYRNE**, see bio under ID-0701.

**Course Number:** ID-0704  
**Tuition:** $250  
**Offered Fall 2014**

#### DRAWING II
Continuation of Drawing I. Students are taught to further develop interior plans, elevations & isometrics. (Prerequisite: Drawing I) 20hrs
Instructor: **MAUREEN A. DELPEZZO**, see bio under course ID-0702

**Course Number:** ID-0705  
**Tuition:** $250

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<td>(no class April 16); Noon – 2:00 p.m.</td>
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#### DECORATING & DESIGN APPLICATIONS I
This course develops skills learned in previous courses by applying your knowledge to simple interior spaces. Emphasis is placed on function, analysis and space planning.  
(Prerequisite: Design Concepts and Drawing I)
Instructor: **MAUREEN A. DELPEZZO**, see bio under course ID-0702

**Course Number:** ID-0706  
**Tuition:** $250

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#### MATERIALS
In this course, emphasis is placed on product knowledge, available resources, industry procedures and terminology needed to complete an interior environment. Basic information about the proper selection for surfaces such as walls and floors are discussed.  
(No Prerequisites) 20 hours
Instructor: **MARIE BYRNE**, see bio under course ID-0701

**Course Number:** ID-0711  
**Tuition:** $250

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#### BUSINESS PROCEDURES FOR INTERIOR DECORATORS
This course is an introduction for students and practicing decorators to the understanding of sound, basic business practices. Information learned in this course will cover the many aspects involved in initiating and maintaining a success-oriented Interior Decorating practice. Some of the topics covered will include business formations, contracts, fees, marketing strategy and legal responsibilities.  
(Prerequisites: at least two successfully completed interior decorating courses)
Instructor: **MARIE BYRNE**, see bio under course ID-0701

**Course Number:** ID-0707  
**Tuition:** $250

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#### ELECTIVE COURSES:

##### ONE POINT PERSPECTIVE DRAWING
This course focuses on the development of professional skills to manually construct a grid used for a mechanically correct One Point Perspective. Students then learn to construct three dimensional objects within the space & finally learn to construct a mechanically correct One Point Interior Perspective which includes all elements of the Interior Design including: Furniture layout, design and selection. (Prerequisite: Drawing I & II)
Instructor: **Maureen A. DelPezzo**, see bio under course ID-0702

**Course Number:** ID-0708  
**Tuition:** $250

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<td><strong>A</strong></td>
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##### TWO POINT PERSPECTIVE DRAWING
Instructor: **Maureen A. DelPezzo**, see bio under course ID-0702

**Course Number:** ID-0707  
**Tuition:** $250

**Offered in the future**

##### LANDSCAPE DESIGN
This is an introduction to the basics of Landscape Design for Interior Decorators who would like to unify their Interior Designs with the Outdoor Design. Learn to identify the various plant materials such as Trees, Shrubs, Vines, Grasses and Perennials. Learn how to create a design suitable for Sunny or Shady areas. Learn tips for designing with Perennials, including coordinating colors and flowering seasons. Learn to read a Survey and how to create a Landscape Design using Landscaping Principles & Design Methods which may include Landscaping Features such as: stone, sculpture, paths, walks, benches, patios, pergolas, seating, ponds, pools, fountains, streams, waterfalls and garden spaces.  
(Prerequisites: Design Concepts, Color, Drawing I, Drawing II, Decorating & Design Applications, History of Interiors)
Instructor: **Maureen A. DelPezzo**, see bio under course ID-0702

**Course Number:** ID-0715  
**Tuition:** $250

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##### INTERIOR DECORATING RESOURCES: SHOWROOMS AND WORKROOMS
This hands-on course will consist of several field trips to Showrooms and Workrooms frequented by interior decorators. The first class will be a lecture/ orientation at the college. There will be two field trips to the decorating and design buildings in New York City taking approximately five hours. The remainder of the field trips will be spotlighted throughout the Long Island area. Students are responsible for transportation to and from all field trips including NYC trips. Field Trip times subject to change.
Instructor: **MARIE BYRNE**, see bio under course ID-0701

**Course Number:** ID-0713  
**Tuition:** $250

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<td>6 Tuesdays, April 1 - May 13</td>
<td>(no class April 15) Hours TBD</td>
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##### PERSPECTIVE
Instructor: **MAUREEN A. DELPEZZO**, see bio under course ID-0702

**Course Number:** ID-0708  
**Tuition:** $250

**Offered in the future.**

##### RENDERING
Instructor: **MAUREEN A. DELPEZZO**, see bio under course ID-0702

**Course Number:** ID-0710  
**Tuition:** $250

**Offered in the future.**

##### LIGHTING
Instructor: **MAUREEN A. DELPEZZO**, see bio under course ID-0702

**Course Number:** ID-0709  
**Tuition:** $250

**Offered in the future.**

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**Floral Design Certificate Program**

See page 26
Medical Assistant Certificate Program

Medical assistants perform administrative and clinical tasks to keep the offices of physicians and other health practitioners running smoothly. Assistants work directly with patients, whether in small or large healthcare settings, to ensure that patients receive the care they need while providing health professionals with vital patient information. As an essential part of the healthcare team, a medical assistant is responsible for obtaining general health data and performing a variety of back and front office duties.

Employment is expected to grow by 31 percent from 2010 to 2020, much faster than the average for all occupations. Demand will stem from physicians hiring more medical assistants to do routine administrative and clinical duties so that physicians can see more patients.

Molloy’s Medical Assisting Certificate program provides you with the tools necessary to become a medical assistant. You will develop skills in the clinical and administrative aspects of the medical office. In our program, you can gain the entry-level skills necessary to be competitive in the workforce.

Curriculum and Scheduling
Classes can be taken individually or in pursuit of a certificate. These courses are complete in themselves and require no prior knowledge in the specific area. However, it is suggested that, for those students taking courses towards the certificate, the course: "Medical Office Procedures & Assisting Skills", should be taken first. Courses are generally offered at least 3-4 times throughout the year, in evenings and on the weekends.

Certificate Requirements
To earn the Certificate in Medical Assisting Skills, each student is required to successfully complete five required courses and one elective course. Once all courses are completed, the student must notify the Division of Continuing Education & Professional Development at Molloy College to issue you your certificate. The certificate requirements include:

Required Courses (all 5 required for Certificate)
- Medical Office Procedures & Assisting Skills
- Anatomy & Physiology
- Medical Terminology
- Training in Barrier Precaution and Infection Control Measures
- AHA Basic Life Support Certification Course

Elective Courses (1 of 2 required for Certificate)
- Phlebotomy
- Administering Electrocardiograms

Registration
Registration is on a first-come, first-served basis. Payment is required at time of registration, unless alternate arrangements have been made with our office for company billing and/or payment through a third-party. See page 69 for information regarding financial assistance.

Students should register for classes at least one week prior to the start of classes to insure enough time for you to get your confirmation and parking permit. However, you can register up until the day of class. Please note that some of our classes do close out and some of our classes do cancel, so you may be taking a chance of not getting into the course of your choice by waiting.

To register online, in person, by phone, by fax or by mail, please refer to the registration instructions and registration form on the inside back cover of the catalog.

Confirmation of your registration and classroom assignments will be mailed or emailed to you upon receipt of your registration.

MEDICAL OFFICE PROCEDURES & ASSISTING SKILLS
A medical practice has many facets. Learn what makes a medical practice tick. This course is designed to give you an overview of medical office operations. Learn to take medical histories, fill in patient charts, file records, schedule patients, handle and call in prescriptions, use proper phone etiquette, handle overdue accounts and bill insurance companies. Learn basic laboratory procedures utilized in a physician’s office such as opening sterile packets, universal precautions and taking vital signs. Develop knowledge to launch you on a new career path. No prerequisite. 2.4 CEUs Required Textbook: Kinn’s The Administrative Medical Assistant – An Applied Learning Approach (Paperback), Publisher: Saunders, Latest Edition

Instructor(s): DEBORAH HACKETT and JOANNE BROWN, C.P.C., R.M.A. bio’s on page 40.

<table>
<thead>
<tr>
<th>Course Number: MR-1530</th>
<th>Tuition: $325</th>
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<tbody>
<tr>
<td>Section B</td>
<td>Rockville Centre Campus</td>
</tr>
<tr>
<td>MR-1530</td>
<td>5 Mondays, March 3 - March 31; 6:45 p.m. – 9:45 p.m. – AND – 1 Saturday, March 8; 9:00 a.m. – 3:30 p.m. (bring lunch – 1/2 hr break)</td>
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<table>
<thead>
<tr>
<th>Course Number: HE-5000</th>
<th>Tuition: $40 (Molloy Students) $50 (Non Molloy Students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section C</td>
<td>Rockville Centre Campus</td>
</tr>
<tr>
<td>MR-1530</td>
<td>5 Tuesdays, July 8 – August 5; 6:30 p.m. – 9:30 p.m. – AND – 1 Saturday, July 19, 9:00 a.m. – 3:30 p.m. (bring lunch – 1/2 hr break)</td>
</tr>
</tbody>
</table>

TRAINING IN BARRIER PRECAUTION AND INFECTION CONTROL MEASURES
This is the NY State approved course regarding infection control and barrier precautions, including engineering and work practice controls, to prevent the transmission of human immunodeficiency virus (HIV) and the hepatitis B virus (HBV) in the course of professional practice.

Instructor: NANCY BARRETT

Course Number: HE-5000 Tuition: $40 (Molloy Students) $50 (Non Molloy Students)

See page 28 for the current schedule of classes.

AHA BASIC LIFE SUPPORT CERTIFICATION COURSE
This course is designed for people in the health care field. The course is composed of instruction in Basic Life Support as well as technical aspects of cardiopulmonary resuscitation for all ages, techniques to remove foreign body airway obstructions and use of the AED. Certified American Heart Association Instructors. Basic (5 Hours).

Course Number: NUB-0092 Tuition: $80

See page 47 for the current schedule of classes.
MEDICAL TERMINOLOGY
Learn suffixes, prefixes and basic word structure, diagnostic terminology, as it relates to medical treatment, patient care, disease, emergency, pharmacology, laboratory tests and body systems. No prerequisite. May be taken concurrently with Anatomy & Physiology. (MR-1510), 2.4 CEUs.
Course Number: MR-1500 Tuition: $315
Section D  Rockville Center Campus
8 Tuesdays, January 28 – March 18;
6:45 p.m. – 9:45 p.m.
Instructor: JOANNE BROWN, C.P.C., R.M.A.
Section E  Rockville Centre Campus
8 Saturdays, March 15 – May 10
(no class April 19); 9:00 a.m. – Noon
Instructor: BARBARA WEIDHORN, M.B.A., R.N., see bio on page 41.
Section F  Suffolk Center
8 Tuesdays, June 3 – July 22; 6:30 p.m. – 9:30 p.m.
The above section will be offered off-campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale
Instructor: TBA
Section G  Rockville Centre Campus
8 Mondays, July 7 – August 26; 6:45 p.m. – 9:45 p.m.
Instructor: BARBARA WEIDHORN, M.B.A., R.N., see bio on page 41.

ANATOMY & PHYSIOLOGY
Learn the physiological and anatomical features of several of the body’s major systems, including neuromuscular, cardiovascular, and digestive. Etiology (causes), signs, symptoms, pathology, clinical progression, and treatment of major diseases of each system will be presented. No prerequisite. May be taken concurrently with Medical Terminology (MR-1500). 2.4 CEUs.
Course Number: MR-1510 Tuition: $315
Section D  Rockville Center Campus
8 Thursdays, January 30 – March 20;
6:45 p.m. – 9:45 p.m.
Instructor: JOANNE BROWN, C.P.C., R.M.A.
Section E  Rockville Centre Campus
8 Saturdays, March 15 – May 10
(no class April 19); 12:45 p.m. – 3:45 p.m.
Instructor: BARBARA WEIDHORN, M.B.A., R.N., see bio on page 41.
Section F  Suffolk Center
8 Thursdays, June 5 – July 31 (no class July 3); 6:30 p.m. – 9:30 p.m.
The above section will be offered off-campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale
Instructor: TBA
Section G  Rockville Centre Campus
8 Wednesdays, July 10 – August 28;
6:45 p.m. – 9:45 p.m.
Instructor: BARBARA WEIDHORN, M.B.A., R.N., see bio on page 41.

PHLEBOTOMY
This introductory course will provide practical information and instruction in phlebotomy procedures. A comprehensive background in theory and principles will also be reviewed. You will learn basic anatomy and physiology, legal aspects, OSHA guidelines, blood composition, standard precautions, specimen labeling, obtaining a blood sample, venipuncture sites and venipuncture equipment. Manikins will be used for practice sessions.

The program of instruction is designed for students with no prior experience in the subject including the healthcare worker that needs cross training in phlebotomy. The program does not provide certification. We will award a Molloy certificate for successfully completing this twelve hour class.
Course Number: MA-0005 Tuition: $195
Section D  Rockville Centre Campus
3 Wednesdays January 8, 15, & 23,
10:00 a.m.-2:00 p.m.
Instructor: MARGARET AMODEMO, RN, ANP
Section E  Rockville Centre Campus
Saturday & Sunday, March 1 & 2,
9:00 a.m.-3:00 p.m.
Instructor: ELAINE DELLA VECCHIA, PhD, RN, CCRN
Section F  Rockville Centre Campus
3 Wednesdays, April 2, 9, & 16,
10:00 a.m.-2:00 p.m.
Instructor: MARGARET AMODEMO, RN, ANP
Section G  Rockville Centre Campus
Saturday & Sunday, June 12 & June 22,
9:00 a.m.-3:00 p.m.
Instructor: ELAINE DELLA VECCHIA, PhD, RN, CCRN
Section H  Rockville Centre Campus
Saturday & Sunday, August 2 & August 3,
9:00 a.m.-3:00 p.m.
Instructor: ELAINE DELLA VECCHIA, PhD, RN, CCRN

ADMINISTERING ELECTROCARDIOGRAMS
In this course you will learn the proper procedure in obtaining a resting EKG. Topics covered will include: basic anatomy and physiology, basic interpretation of an EKG, proper labeling and maintaining of EKG strips. Supervised, hands-on practice. Student will successfully demonstrate obtaining an EKG to complete this course.
Instructor: MARGARET AMODEMO, RN, ANP
Course Number: MA-0007 Tuition: $160
Section C  Rockville Centre Campus
2 Wednesdays, February 12 & 19
9:00a.m. - 1:30p.m.
Since 1984, Molloy College, Division of Continuing Education has offered courses in the field of Medical Records. We offer 2 certificate programs for anyone who wishes to become proficient in the Health Information Management profession. Each program is designed to provide comprehensive knowledge of all of the required elements to successfully work in health care institutions. With medical costs rising, politicians have called for cuts in the administrative side of medicine. Keeping efficient track of financial and medical records of patients has become a science in itself. Whether in physicians' offices, hospitals or other healthcare facilities, patients are followed by an astounding trail of information. From diagnoses to final billing, health care providers need to know a great deal of information. Molloy College allows students to concentrate in specific areas of interest such as computerized coding of records, supporting physicians' office work or making sense of the volumes of files in a hospital. After studying the courses presented, students will be equipped to deal with the fundamentals of medical terminology, anatomy and physiology, as well as the specifics of information technology and procedures used in today's health care field. Comprehensive understandings of medical billing, collections and reimbursements guidelines are useful tools in optimizing reimbursement and managing a facility or office. After completing Molloy College's Medical Records Certificate Program, students are prepared to meet the challenges of this growing profession.

Certificate Programs (career tracks) to choose from include:
- Certified Coding Specialist Preparation*
- Health Care Billing – Physician and Hospital Billing*

LOOKING FOR A NEW CAREER WHERE EMPLOYMENT OPPORTUNITIES WILL GROW?
You have found it in the expanding field of Medical Records. According to the Department of Labor, Bureau of Labor Statistics – employment in this field is expected to grow much faster than the average – about 20%. For more information on a career in medical records come to our Free Career Seminar on January 18 (see box below). For more information on the Bureau of Labor Statistics projections see their webpage at: www.bls.gov/oco/ocos103.htm.

Career Opportunities
Medical record technicians work in a variety of facilities including: Hospitals, Medicare Group Practices, HMO’s, Nursing Homes, Clinics, Facilities that deliver Health Care, Billing Companies, Insurance Companies and Doctors' Offices. No matter what happens to National Health Care, Medicare, Medicaid or Managed Care, medical records will always be kept; perhaps more stringently than ever. Medical Records will be an ongoing, lucrative career.

Advisement
Academic advisement is available from the Division of Continuing Education. Call the office at 516-323-3550 to speak to an advisor or to schedule an appointment.

Textbooks and Handouts
Most courses require textbooks. Please check the individual course description if a text is required. Textbooks are available in the Molloy College Bookstore. Some courses require handouts in place of or in addition to required texts and will be distributed in class.

Certificates
A certificate is awarded upon successful completion of each individual course. Another certificate is awarded at the completion of each career track. A certificate in a career track is earned by taking the applicable required courses for that specialized track. See page 35 for required courses.

Course Challenge/Waiver
If you wish to challenge the course Medical Terminology (MR1500) and/or Structure & Function of the Human Body (MR1510) based upon prior work experience and/or education you may take a challenge/waiver exam. Please call the Division of Continuing Education and Professional Development to schedule an appointment.

If you are already an RN or a Physician you are automatically waived from Medical Terminology (MR1500) & Structure & Function of the Human Body (MR1510). Please attach a copy of your license to your registration form.

YOUR CAREER IN HEALTH INFORMATION MANAGEMENT
Please see description on page 2.
Course Number: MR-9999  Tuition: No Charge (although this seminar is offered at no charge, you must register for the seminar at least one week beforehand).
Section A  Rockville Centre
1 Tuesday, January 14, 2014; 6:00 – 7:30 p.m.
CERTIFICATE REQUIREMENTS

You may earn a certificate in either of the specialties listed below or take an additional course and receive both certificate titles. Each certificate program requires successful completion of the courses listed under each certificate title (see below).

Regardless of the certificate title you pursue the following four core courses are required in each program:

MR-1500 – Medical Terminology
MR-1510 – Anatomy & Physiology
MR-2500 – ICD-Coding
MR-3500 – CPT-HCPCS Coding

CERTIFIED CODING SPECIALIST PREPARATION

Skilled diagnostic coding is recognized as one of the top growth occupations for the 21st century. This program is designed for those wishing to secure employment in hospitals, insurance companies, physicians’ offices as well as private consulting firms.

Ten (10) Courses Required:

MR-1500 – Medical Terminology
MR-1510 – Anatomy & Physiology
MR-2500 – ICD-Coding
MR-3500 – CPT-HCPCS Coding
MR-4500 – Advanced CPT Coding
MR-2300 – HIM Procedures
MR-2520 – Interpretation of Laboratory Results
MR-2525 – Pharmacology for Medical Records Personnel
MR-6000 – Medical Encoding
MR-8100 – Coding Review Course

*This program is approved for Veterans benefits. See Financial Assistance on page 69 of this catalog.

HEALTH CARE BILLING – PHYSICIAN & HOSPITAL BILLING

This program provides the necessary skills required to function in any physician’s office, clinic or ambulatory care setting, as well as HMOs, insurance companies and third party payers.

Nine (9) Courses Required:

MR-1500 – Medical Terminology
MR-1510 – Anatomy & Physiology
MR-2500 – ICD-Coding
MR-3500 – CPT-HCPCS Coding
MR-4530 – Physician Billing, Reimbursement and Collections
MR-4550 – Computerized Medical Billing
MR-1535 – Hospital Billing & Collection
MR-1550 – Medical Software (coming SU2014)
MR-2525 - Pharmacology for Medical Records Personnel

JOIN AHIMA

Enrollment in Molloy’s Coding Specialist Preparation Certificate program, satisfies the educational requirements to qualify as a student member with AHIMA. To be eligible for the discounted student membership rate an applicant cannot hold an AHIMA credential and must be currently enrolled in a formal certificate or degree granting program directly relevant to AHIMA’s purpose. Membership benefits include access to all of their resources (AHIMA Job Bank, free webinars, mentorship programs, career resources and access to the AHIMA HIM Body of Knowledge™ (an electronic library of articles) as well as a discount on all products and services .To apply for student membership with AHIMA, please contact their Customer Relations Team by calling 800-335-5535 or online at www.ahima.org/membertypes?tabid=student

QUESTIONS?

Come to our

INFORMATION & REGISTRATION SESSION

Tuesday, January 14, 2014
5:30 p.m. - 8:00 p.m.
Casey Center

To RSVP and for further information, call 516-323-3550
**Scheduling and Plan of Study**

Courses are offered at both our Rockville Centre and Suffolk Center campuses on both an evening and Saturday schedule. (Saturdays at Rockville Centre only) See page 72 for directions to both campuses. Courses are offered throughout the year and students can start any of the certificate programs at any time. However, regardless of the certificate program that you would like to enroll in, there are two courses that must be taken first: Medical Terminology (MR1500) and Structure and Function of the Human Body (MR1510). Most of the other courses in the certificate programs have prerequisites and those prerequisites can be found in the course descriptions on the following pages.

The number of sessions that a course meets, as well as the tuition for the courses, varies from course to course. However, most classes meet for 5-8 sessions and the average tuition rate is $275.

You may proceed through the program at your own pace, taking as few or as many courses as you would like, as long as you have the necessary prerequisites. However, most students are typically taking about 2 courses at a time. At that rate students would be able to complete the requirements for the certificate in 9-12 months. There is no time limit to complete the certificate requirements.

The schedule of classes comes out in our catalog which is mailed twice a year to students who have made an inquiry or registered within the last 6 months. However, the most up-to-date scheduling information can be found on our webpage at: www.molloy.edu/ce/mr. We will also email you monthly reminders of the upcoming schedule if you have provided us with an email address.

Should you need assistance in selecting your courses or if you should have any question regarding the program, please call 516-323-3550 or email Ann McTigue at: amctigue@molloy.edu.

**Registration Procedures**

Registration is on a first-come, first-served basis. Payment is required at time of registration, unless alternate arrangements have been made with our office for company billing and/or payment through a third-party. See page 69 for information regarding financial assistance.

Students should register for classes at least one week prior to the start of classes to insure enough time for you to get your confirmation and parking permit. However, you can register up until the day of class. Please note that some of our classes do close out and some of our classes do cancel, so you may be taking a chance of not getting into the course of your choice by waiting.

To register online, in person, by phone, by fax or by mail, please refer to the registration instructions and registration form on the inside back cover of the catalog. Confirmation of your registration and classroom assignments will be mailed or emailed to you upon receipt of your registration.

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**Student Testimonial**

"Just thought you would like to know that I finished the review class on Thursday night, and took the CCA exam on Friday morning, and I PASSED!!

I just want to say "Thank you!" to everyone at Molloy, it was a great experience and I plan to be back for another coding review when I'm ready to take the CCS exam.

A year ago, I had only hoped that I would be able to do this, and now I did it!! I really feel like I can go out there and be a CODER!

Thanks again,
Wendy M. (student)
Coding Specialist Preparation Certificate Program
MEDICAL TERMINOLOGY
Learn suffixes, prefixes and basic word structure, diagnostic terminology, as it relates to medical treatment, patient care, disease, emergency, pharmacology, laboratory tests and body systems. No prerequisite. May be taken concurrently with Anatomy & Physiology (MR-1510). 2.4 CEUs

Course Number: MR-1500  Tuition: $315
Section D  Rockville Center Campus
8 Tuesdays, January 28 – March 18; 6:30 p.m. – 9:30 p.m.
Instructor: JOANNE BROWN, C.P.C., R.M.A.

Section F  Suffolk Center
8 Tuesdays, June 3 – July 22; 6:30 p.m. – 9:30 p.m.
The above section will be offered off-campus at Molloy's Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale
Instructor: BARBARA WEIDHORN, M.B.A., R.N., see bio on page 41.

Section G  Rockville Centre Campus
8 Mondays, July 7 – August 26; 6:45 p.m. – 9:45 p.m.
Instructor: BARBARA WEIDHORN, M.B.A., R.N., see bio on page 41.

ANATOMY & PHYSIOLOGY
Learn the physiological and anatomical features of several of the body’s major systems, including neuromuscular, cardiovascular, and digestive. Etiology (causes), signs, symptoms, pathology, clinical progression, and treatment of major diseases of each system will be presented. No prerequisite. May be taken concurrently with Medical Terminology (MR-1500). 2.4 CEUs. Required Textbook: See MR-1500

Course Number: MR-1510  Tuition: $315
Section D  Rockville Center Campus
8 Thursdays, January 30 – March 20; 6:45 p.m. – 9:45 p.m.
Instructor: JOANNE BROWN, C.P.C., R.M.A.

Section E  Rockville Centre Campus
8 Saturdays, March 15 – May 10 (no class April 19); 9:00 a.m. – Noon
Instructor: BARBARA WEIDHORN, M.B.A., R.N., see bio on page 41.

Section F  Suffolk Center
8 Thursdays, June 5 – July 3 (no class July 3); 6:30 p.m. – 9:30 p.m.
The above section will be offered off-campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale
Instructor: TBA

Section G  Rockville Centre Campus
8 Wednesdays, July 10 – August 28; 6:45 p.m. – 9:45 p.m.
Instructor: BARBARA WEIDHORN, M.B.A., R.N., see bio on page 41.

ICD-10 and ICD-10 PCS CODING
Learn all practices, characteristics and conventions of ICD-10 Coding that are necessary to achieve maximum reimbursement. This course is designed to familiarize the hospital and office employee with its use in patient accounts, medical records, utilization review, admitting, nursing and other areas to develop bills, DRGs and to support provider charges. Case histories and financial implications will be stressed. This course is essential knowledge for the CCS examination. Prerequisites: Medical Terminology (MR-1500) and Anatomy & Physiology (MR-1510) or equivalent.

Course Number: MR-2500  Tuition: $550
Section B  Suffolk Center Campus
15 Mondays, January 6 – April 28 (no class on January 20 & February 17); 6:30 p.m. – 9:30 p.m.
Instructor: PETER MICALLEF, MLS, RHIA, CCS, CCS-P and VANESSA BEST, see bio’s on page 41.
The above section will be offered off-campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

Section C  Rockville Centre Campus
12 Saturdays, January 25 – April 5 (no class February 15); 8:30 a.m. – 12:40 p.m. (bring lunch – 1/2 hour break)
Instructor: RAVI MOSES, RHIT, CCS, see bio on page 41.

Section D  Rockville Center Campus
15 Tuesdays, April 1 - July 8 (no class April 22); 6:45 p.m. – 9:45 p.m.
Instructor: TBA

Section E  Rockville Centre Campus
12 Saturdays, June 7 – August 23 (no class July 5); 8:30 a.m. – 12:40 p.m. (bring lunch – 1/2 hour break)
Instructor: Ravi Moses, RHIT, CCS, see bio on page 41.

HEALTH INFORMATION MANAGEMENT PROCEDURES, DOCUMENTATION AND EMR’S
This course is designed to introduce and familiarize the student with healthcare operations and protocols within the H.I.M. Department. Expand your knowledge on the different areas of H.I.M. such as Release of Information, Analysis and Chart Completion, Assembly, Coding, Clinical Documentation Excellence Programs, Physician, Hospital and Joint Commission Rules and Regulations and how each of these areas affect hospital coding and reimbursement. Learn key guidelines to the HIM department processes, electronic health records and clinical documentation process that will demonstrate competencies necessary for individuals that are studying for the national exam. Special emphasis on the history of electronic health records and how the HIM department are evolving and adapting to the challenges and advantages of integrating an electronic medical record into their day to day operations. 24 CEUs.

Course Number: MR-2300  Tuition: $315
Section C  Rockville Centre Campus
8 Wednesdays, March 5 – April 23; 6:45 p.m. – 9:45 p.m.

Section D  Suffolk Center
8 Tuesdays, July 29 – September 16; 6:30 p.m. – 9:30 p.m.
The above section will be offered off-campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.
CPT-HCPCS CODING
Current Procedural Terminology and Health Care Financing Administration Common Procedure Coding System. Gain knowledge of how CPT-HCPCS coding will impact physician reimbursement. Learn the use of the CPT codebook while developing proficiency through the use of exercises. Learn key guidelines and principles for CPT coding. Recognize the most common types of CPT codes to use for ambulatory procedures. This course is essential knowledge for the CCS examination. Prerequisite: ICD Coding (MR 2500) or equivalent. 2.7 CEUs

Coding Review Course
This course is designed to review the coding skills necessary to prepare an individual for the Certified Coding Specialist (CCS) and/or the Certified Coding Specialist – Physician based (CCS-P) credentialing exams offered by the American Health Information Management Association (AHIMA). For more particulars about the exams and the application process, visit the AHIMA website at www.ahima.org. The course is divided into segments which will review both ICD-9 and CPT-HCPCS coding*. This course is offered to Molloy Students (see prerequisites listed) and to medical coders with current/previous coding experience who are planning to take the national exam. 1.8 CEUs Prerequisites: All coding courses, ICD Coding (MR-2500), CPT Coding (MR-3500), Advanced CPT Coding (MR-4500), and/or Medical Encoding (MR-6000) or equivalent coding experience.
* All reimbursement methodologies as required by AHIMA are taught in this course.
Required Textbook(s): ICD and CPT Code Books – See MR-2500 and MR-3500
Instructor: DIANE MALSTADT, CCS-P, see bio on page 41.

COURSE NUMBER: MR-3500
Tuition: $350
Section B  Rockville Centre Campus
9 Thursdays, March 13 – May 15 (no class April 17);
6:45 p.m. – 9:45 p.m.
Instructor: DIANE MALSTADT, CCS-P, see bio on page 41.
Section C  Rockville Center Campus
8 Saturdays, April 26 – June 21 (no class May 24);
9:00 a.m. – 12:30 p.m.
Instructor: PETER MICALLEF, MLS, RHIT, CCS, CCS-P, see bio on page 41.
Section D  Suffolk Center
9 Mondays, May 5 – July 7 (no class May 26);
6:30 p.m. – 9:30 p.m.
Instructor: PETER MICALLEF, MLS, RHIT, CCS, CCS-P, see bio on page 41.
The above section will be offered off-campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

ADVANCED CPT-4 CODING
Expand your knowledge of the content of CPT and learn key guidelines for CPT coding. This course is an advanced level of CPT-4 Coding for professionals in the field of Medical Records (Medical Record Coders, Coding Supervisors, DRG Coordinators, Utilization Review Staff, PROs Staff and Health Insurance Company Executives) and a continuation of the CPT-4 Coding course for those studying to work in the field of Medical Records. Prerequisite: CPT-4 Coding (MR-3500) or equivalent. 1.2 CEUs
Required Textbook: See MR-3500

Course Number: MR-4500  Tuition: $195
Section B  Rockville Centre Campus
4 Wednesdays, January 8 – January 29;
6:45 p.m. – 9:45 p.m.
Instructor: DIANE MALSTADT, CCS-P, see bio on page 41.
Section C  Rockville Centre Campus
4 Thursdays, May 29 – June 19; 6:30 p.m. – 9:30 p.m.
Instructor: DIANE MALSTADT, CCS-P, see bio on page 41.
Section D  Rockville Centre Campus
4 Saturdays, July 12 – August 2; Noon
Instructor: PETER MICALLEF, MLS, RHIT, CCS, CCS-P, see bio on page 41.
Section E  Suffolk Center
4 Mondays, July 14 – August 4; 6:30 p.m. – 9:30 p.m.
Instructor: PETER MICALLEF, MLS, RHIT, CCS, CCS-P, see bio on page 41.
The above section will be offered off-campus at Molloy’s Suffolk Center located at Route 110, 7180 Republic Airport, East Farmingdale.

MEDICAL ENCODING
In today’s healthcare field, medical encoding is essential for coding and billing. Working with the popular and prestigious 3M™ Health Information Systems software, this course will allow the more advanced coding student the opportunity to take their “textbook knowledge” and apply it to the computer. Utilizing the knowledge gained in previous coding classes, students will be provided hands on experience and guidance through a series of exercises and cases to familiarize them with medical encoding. Prerequisites: ICD Coding (MR-2500) and CPT courses (MR-3500 & MR-4500) or equivalents. Class size is limited. 1.8 CEUs
Required Textbook(s): See MR-2500 and MR-3500
Instructor: PETER MICALLEF, MLS, RHIA, CCS, CCS-P, see bio on page 41.

Course Number: MR-6000  Tuition: $275
Section B  Rockville Centre Campus
5 Mondays, February 3 – March 10
(no class February 17); 6:45 p.m. – 9:45 p.m.
Section C  Rockville Centre Campus
5 Wednesdays, June 11 – July 16;
6:45 p.m. – 9:45 p.m.
Instructor: TBA
MEDICAL OFFICE PROCEDURES & ASSISTING SKILLS

A medical practice has many facets. Learn what makes a medical practice tick. This course is designed to give you an overview of medical office operations. Learn to take medical histories, fill in patient charts, file records, schedule patients, handle and call in prescriptions, use proper phone etiquette, handle overdue accounts and bill insurance companies. Learn basic laboratory procedures utilized in a physician’s office such as opening sterile packets, universal precautions and taking vital signs. Develop knowledge to launch you on a new career path. No prerequisite. 2.4 CEUs

Required Textbook: Kinn’s The Administrative Medical Assistant - An Applied Learning Approach (Paperback), Publisher: Saunders, Latest Edition

Instructor(s): DEBORAH HACKETT and JOANNE BROWN, C.P.C., R.M.A., see bios on page 41.

Course Number: MR-1530  Tuition: $325
Section B  Rockville Centre Campus
5 Mondays, March 3 - March 31; 6:45 p.m. – 9:45 p.m.
– AND – 1 Saturday, March 8; 9:00 a.m. – 3:30 p.m.
(bring lunch – 1/2 hr break)

Section C  Rockville Centre Campus
5 Tuesdays, July 8 – August 5; 6:30 p.m. – 9:30 p.m.
– AND – 1 Saturday, July 19; 9:00 a.m. – 3:30 p.m.
(bring lunch – 1/2 hr break)

INTERPRETATION OF LABORATORY RESULTS

Discuss the more common ordered laboratory tests and how the results can be interpreted. Testing in the areas of chemistry, hematology and microbiology will be reviewed. Normal ranges of all results will be discussed in addition to the correlation of abnormal results with various disease processes. Prerequisite: Anatomy & Physiology (MR-1510). 1.2 CEUs

Course Number: MR-2520  Tuition: $195 (Includes handouts)
Section B  Rockville Centre Campus
4 Saturdays, February 1 – March 1
(no class February 15); 9:15 a.m. – 12:15 p.m.

Section C  Rockville Centre Campus
4 Wednesdays, May 7 – May 28;
6:45 p.m. – 9:45 p.m.

PHARMACOLOGY FOR MEDICAL RECORDS PERSONNEL

This course will provide the student with a thorough but concise and non-technical knowledge of the actions, uses, interactions, and side effects of drugs. Topics covered will include cardiovascular, psychotherapeutic, diabetes, antimicrobial and respiratory therapies and others. Prerequisite: Anatomy & Physiology (MR-1510). 1.2 CEUs

Instructor: LISA BORBEE M.S., R.PH., see bio on page 41.

Course Number: MR-2525  Tuition: $195 (Includes handouts)
Section B  Rockville Centre Campus
4 Thursdays, April 3 – May 1(no class April 17);
6:45 p.m. – 9:45 p.m.

Section C  Rockville Centre Campus
4 Wednesdays, August 6 – August 27;
6:45 p.m. – 9:45 p.m.
HOSPITAL BILLING AND COLLECTION

This course is intended for those individuals who are new to hospital patient accounting or are interested in becoming a member of a hospital’s business office. Topics covered will include: the registration process for inpatient as well as outpatient visits, how hospital charges are structured, the billing process, collection of past due accounts, follow up on uncollected third party accounts, interaction with other hospital departments and basic accounting as it relates to the business office. This course will also explain how the New York State Health Reform Act of 1996 has impacted the patient accounts operation of a hospital. No prerequisite 1.5 CEUs

Instructor: JEANNE GENTILE, B.S. see bio on this page.

Course Number: MR-1535  Tuition: $225 (Includes handouts)
Section A  Rockville Centre Campus
5 Wednesdays, January 8 – February 5,
6:45 p.m. – 9:45 p.m.

Section B  Rockville Centre Campus
5 Thursdays; July 10 – August 7;
6:45 p.m. – 9:45 p.m.

SPANISH FOR THE HEALTHCARE PROVIDER

This introductory course is intended to provide healthcare professionals with the ability to understand and communicate in Spanish. Communication in ‘real’ situations, basic vocabulary related to healthcare and grammar structure will be reviewed. Content will cover the following: greeting the patient, obtaining background information, basic medical vocabulary including parts of the body, interviewing skills, and vital signs.

Instructor: TBA
Course Number: LA-0505  Tuition: $225

Section A  Rockville Centre Campus
8 Mondays, January 20 – March 31;
6:30 p.m. – 8:30 p.m.
Professional development opportunities for music therapists, as well as those in related fields, are offered through workshops, courses and conferences scheduled throughout the year. For further information on upcoming programs and/or to be placed on our mailing list, please call 516-323-3550 or email: lcino@molloy.edu.

**Professional Development Offerings:**

**Jamaica Field Service Project** a unique, ongoing program supported by the rotary, Peace Corp, and the Claudia Williams HIV Education Center of Jamaica, has partnered with Molloy College to offer a CMTE course in Jamaica, June 19 – 29, 2014. Learn the traditional music of the country with a strong emphasis on the Afro-Caribbean drumming, reggae, ska, and soca music that is such a large part of traditional Jamaican culture. Learn about the culture through immersion and structured, guided experiences. Participants will implement cultural music therapy methods with clients in varied sites in Jamaica. Participants will earn 45 CMTE credits. For further information, please visit: www.molloy.edu/ce/musictherapy.

**Nordoff-Robbins Music Therapy Training Program** The practice of Nordoff-Robbins music therapy is a unique, music-centered and creative endeavor, necessitating a high level of musical sensitivity and clinical awareness in meeting the needs of a variety of clients. The Nordoff-Robbins training at Molloy College includes musical, clinical, and didactic studies that foster clinical musicianship, deepen the trainee’s understanding of musical and therapeutic processes, and promote and carry on the tenets of the Nordoff-Robbins philosophy and tradition. Particular emphasis is placed on the application and adaptation of this work to new client groups and in new contexts.

**Trainee Characteristics and Eligibility**

- Prospective trainees must complete an application. All applicants must be Board Certified Music Therapists (MT-BC).
- Students may complete this training while receiving a Masters degree in music therapy from another University other than Molloy College, but NR certification will not be awarded until student has received a Master's degree.
- Applicants who already possess a Master's degree in music therapy from another institution (other than Molloy College) will be asked to provide a transcript detailing specific music therapy coursework they have completed. Syllabi for particular courses may be requested.
- Prospective trainees will have an audition and interview to determine acceptance into the training program.
- Applicants must possess highly developed musical skills on either piano and/or guitar (See Audition requirements).
- Applicants must demonstrate maturity and openness in interactions with others.
- Applicants must demonstrate the ability to communicate effectively orally and in written work.

Courses can be taken on a noncredit basis or on a graduate level as part of a master of science degree in Music therapy.

**For more information contact:**

Dr. Suzanne Sorel, MT-BC, LCAT, NRMT  
Director, Nordoff-Robbins Training  
Phone: (516) 323-3322  
Email: ssorel@molloy.edu

**Master of Science degree in Music Therapy**  
Molloy College is proud to offer a new Master of Science degree in Music Therapy. It is the first and only Music Therapy Graduate program on Long Island and is designed to prepare students for advanced clinical practice in music therapy and music psychotherapy, supported by studies in research, ethics and diverse models of practice.

Molloy’s program is intended for professional music therapists, as well as musicians with degrees in related fields who are interested in using the unique power of music to promote health and well-being in the lives of children and adults with special needs. Completing this degree fulfills the educational requirements for a New York State license in Creative Arts Therapy.

Information on the Master of Science degree in Music Therapy can be found on the following webpage: www.molloy.edu/academicG/musictherapy/index.asp. To schedule an audition appointment and for further information, contact Coleen Petersen either by e-mail at cpetersen@molloy.edu, or by phone (516) 323-3320.

**Rebecca Center for Music Therapy**  
The Rebecca Center for Music Therapy at Molloy College was founded by board-certified music therapist, Dr. John Carpente. The Center is a part of Molloy College's Undergraduate and Graduate Degree programs, providing music therapy services for people with special needs throughout New York and Long Island. The Center is dedicated to the health, well-being and discovery of the unique potentials of children, adolescents and adults of all functioning levels through the use of music therapy interventions. We provide onsite and outreach clinical services, and promote the practice of music therapy through lectures, workshops, and clinical presentations. In addition, we are a training facility for music therapy interns and field work students, and provide continuing education for professional music therapists. For further information, please visit our webpage at: www.therebeccacenter.org or call 516-323-3324.
Program Overview

The Nonprofit Management Certificate Program is a six (6) course program that provides students with the knowledge and skills appropriate for challenging professional positions in the growing nonprofit sector. Nonprofit organizations serve the interests of the community and comprise an increasingly significant portion of the American economy, spanning fields as diverse as human services, health care, education, foundations, professional associations, environmental management, criminal justice, and the arts.

Program participants learn how nonprofit organizations are established and administered; how they serve different segments of society; how they are funded and the role of philanthropy; how their programs are planned, budgeted, and evaluated; and how human resources, legal, and ethical problems are resolved.

While some of the courses are offered as on-campus classes, most of the courses are offered online and it is possible to complete all the requirements for the certificate online.

Who should attend

professionals working in the nonprofit sector professionals working in a governmental or private setting who would like to work or volunteer in the nonprofit sector students without professional experience who seek to prepare themselves for nonprofit careers

Curriculum and Scheduling

Classes can be taken individually or in pursuit of a certificate. These courses are complete in themselves and require no prior knowledge in the specific area. However, it is suggested that, for those students taking courses towards the certificate, the core course: "Introduction to Nonprofit Management", should be taken first.

Most of the courses, including the Core course, "Introduction to Nonprofit Management", are offered online. Online classes are offered every month. Classroom courses are generally offered twice a year, in the fall and in the spring. The method and schedules that a course will offered can be found after the course title in the listing below.

Core Course (required for Certificate)
- *Introduction to Nonprofit Management (offered online every month)

Required Courses (3 of 5 required for Certificate)
- *Nonprofit Fundraising Essentials (offered online every month)
- *Marketing Your Nonprofit (offered online every month)
- *Human Resources Fundamentals (offered online every month)
- Non-Profit Financial Accounting Principles (classroom course offered in the fall and spring semesters)
- Leadership and Management (classroom course offered in the fall and spring semesters)
  * online course

Elective Courses (2 of 4 required for Certificate or 1 of 4 if the course is Establishing & Managing a Planned Giving Program)
- *Grant Writing (offered online every month)
- *Special Events Planning (offered online every month)
- Establishing & Managing a Planned Giving Program
- Effective Communications (offered in the fall and spring semesters)
  * online course

Certificate Requirements

To earn the Certificate in Nonprofit Management, each student is required to successfully complete six courses: the Core course, three required courses and two elective courses. No sequence is required; however, for those without previous experience, we recommend beginning with the Core course, as it will provide you with an overview of the basics of nonprofit management. Once all courses are completed, the student must notify the Division of Continuing Education & Professional Development at Molloy College to issue you your certificate.

Registration

Please note that if you are taking a blend of classroom and online courses and wish to register online there are different procedures for each.

Classroom courses: If you are taking a classroom course you should register following the directions that can be found on the inside back cover of this catalog.

*Online Course Registration If you are taking an online course, please see the directions below.

Visit our Online Course Instruction Center: www.ed2go.com/molloy

Choose the department (Business) and the program area (Nonprofit or grant Writing) and then the course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply login with your e-mail and the password you selected during enrollment.

Further Information and Career Seminar

For further information on this program, visit us at: www.molloy.edu/ce/non-profitmgmt, email us at conted@molloy.edu, call us at 516.678.5000 ext. 6206, or attend our free Career Seminar on Tuesday, September 3, 2013 from 6-7:30 p.m. (see box on next page for details on the seminar).

CERTIFICATE DESCRIPTIONS AND SCHEDULE OF CLASSES:

Core Course: (required for Certificate)

online
INTRODUCTION TO NONPROFIT MANAGEMENT

Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a twelve-year veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You’ll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.

In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You’ll gain a full understanding of the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work.

Tuition: $110 Starts every month throughout the year. (Online Course- see Online Course Registration above for dates and registration procedures*)
NONPROFIT MANAGEMENT

Required Courses: (3 of 5 required for Certificate)

**online**

**NONPROFIT FUNDRAISING ESSENTIALS**
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving. Take your first step toward a rewarding career in fundraising for nonprofit organizations!

First, you’ll explore the skills you’ll need to become a successful fundraiser. After that, you’ll discover where the best corporate and foundation fundraising jobs are and how to apply for them. Next, you’ll delve into every area of nonprofit fundraising—annual funds, special events, corporate relations, foundation relations, major gifts, and planned giving. You’ll also learn about capital campaigns and find out why they’re a crucial element of nonprofit fundraising.

Along the way, you’ll view real-life examples of writing projects, from gift acknowledgment letters to proposals, and you’ll hone your own writing skills. In addition, you’ll explore fundraising software tools you can use to track your efforts and enhance your results. By the end of the course, you’ll have a wealth of new nonprofit fundraising ideas, and you’ll be well on your way to success in this exciting career field.

Tuition: $110 Starts every month throughout the year. (Online Course Registration on page 43 for dates and registration procedures*)

**online**

**MARKETING YOUR NONPROFIT**
Under pressure to increase membership, expand program value, attract media, entice donors, and develop volunteers, all while keeping an eye on the bottom line? In the face of stiff competition, more worthwhile causes, more regulations, more watchdog agencies, and fewer funding opportunities, you need to work smarter—not longer.

This course will show you how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. You’ll also learn how to persuade the media to communicate your organization’s message and further its ideals and goals.

Instructor Linda Kissam draws on her extensive nonprofit experience to share effective, practical, and easy-to-implement strategies that you can put to immediate use. Before you know it, you’ll be ready to improve your market share by learning to evaluate and implement effective promotions, advertising campaigns, and communication techniques. If your organization relies on a diverse mix of fees, events, and/or contributions for support, you’re sure to find this information-packed course indispensable.

Tuition: $110 Starts every month throughout the year. (Online Course Registration on page 43 for dates and registration procedures*)

**CAREER SEMINAR:**
Not sure if this program or this career is right for you? Then attend our free career seminar.

**YOUR CAREER IN NONPROFIT MANAGEMENT: FIND OUT HOW YOU CAN MAKE A DIFFERENCE**
The career seminar will be lead by experienced nonprofit professionals who will offer real world advice about career and academic paths and talk about both the satisfactions and challenges of their chosen careers. The seminar is designed for both people who are looking for the tools to help them move up the career ladder within a nonprofit organization or for those who are seeking to make a transition into a management or a board position within philanthropy, education, human services, health care, professional associations, community development, environmental conservation, the arts, or other type of nonprofit organization. The career seminar is offered at no charge. However, you should register at least one week in advance to assure yourself of a seat.

Course Number: NPM-2000  
Section A  
**Tuition: No Charge**

**online**

**HUMAN RESOURCES FUNDAMENTALS**
Learn to handle basic human resource functions to ensure the best possible results. No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

Tuition: $110 Starts every month throughout the year. (Online Course Registration on page 43 for dates and registration procedures*)

**NON-PROFIT FINANCIAL ACCOUNTING PRINCIPLES**
The “secret” is out! Financial information doesn’t need to be dry, uninteresting, or intimidating. Unleash the power of your non-profit’s financials to build support.

In a time of increasing scrutiny, this interactive session will review the essential financial information needed by a variety of users and provide practical ideas and examples. This course will provide an introduction to basic accounting principles and financial statements for employees who work in non-profit environments.

**LEADERSHIP AND MANAGEMENT**
This course is designed to understand the differences between management skills and leadership skills and explore how they both are essential to effectively handle your professional responsibilities and make decisions. You will determine priorities, explore management challenges, assess professional work styles, understand the importance of delegating, learn how to give positive reinforcement and develop strategies for a proactive management style. During this course, you will learn to identify personal values and set effective business goals, recognize the difference between bullying and managing and develop new strategies for more effective management of people.

Instructor: **JAMES COOKE**, has over 20 years of finance and accounting experience. He has worked for a number of organizations including: the Ontario Ministry of Finance, Morgan Stanley, the Institute of Management Accountants and is the former grant manager of the World Trade Center Disaster Relief Program.

Course Number: AC-3000  
Section A  
Tuition: $110

**LEADERSHIP AND MANAGEMENT**
This course is designed to understand the differences between management skills and leadership skills and explore how they both are essential to effectively handle your professional responsibilities and make decisions. You will determine priorities, explore management challenges, assess professional work styles, understand the importance of delegating, learn how to give positive reinforcement and develop strategies for a proactive management style. During this course, you will learn to identify personal values and set effective business goals, recognize the difference between bullying and managing and develop new strategies for more effective management of people.

Instructor: **STEVEN HAAS**, MBA, Vice President, Corporate Human Resources, Pall Corporation. He has 30+ years of diversified international Human Resources in Global Fortune 100 companies.

Course Number: MT-1000  
Section A  
Tuition: $110

[Online registration available. Visit out website at: www.molloy.edu/ce/registration for details.]
**Elective Courses: (2 of 3 required for Certificate)**

**online**

**GRANT WRITING**

This is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. No matter who you are or what level of experience you have, you'll find the A to Z of grant writing and submitting successful proposals here!

Tuition: $110 Starts every month throughout the year. (Online Course—see Online Course Registration on page 43 for dates and registration procedures*)

**online**

**SPECIAL EVENT PLANNING**

Learn proven techniques from a master event planner. Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. This course reveals proven tips, tools, techniques, and procedures used by experts and master event planners to help you avoid embarrassing and costly planning errors or production mistakes.

You'll discover how to select the right suppliers for food, decorations, entertainment, and you'll learn how to effectively employ them within your own budgetary constraints. You'll get easy access to event industry information compiled by and for professional event planners. We'll even point you in the right direction to join a professional association or industry group. You'll be so excited with your newly gained confidence and expertise that you'll want to start planning your next event even before this course is over.

Tuition: $110 Starts every month throughout the year. (Online Course—see Online Course Registration on page 43 for dates and registration procedures*)

**EFFECTIVE COMMUNICATIONS**

This course is designed to evaluate and enhance your communication skills. You will analyze your verbal and nonverbal communication skills and practice techniques to help minimize miscommunication. You will also practice techniques to improve your professional work relationships through the use of effective communication strategies. During this course, you will identify potential barriers to effective communication, develop clarity by keeping things simple, determine the most effective communication medium and presentation style, effectively utilize active listening skills, mirroring and feed-back techniques and develop a plan for managing effective workplace interactions. .6 CEUs

Instructor: **BRUCE CHALNICK** see bio. under course MT-1020 page 15.

Course Number: **MT-1010**  
Tuition: $110

Section A  Rockville Centre Campus  
2 Thursdays, February 13 & 20  
7:00 p.m. – 10:00 p.m.

**ESTABLISHING & MANAGING A PLANNED GIVING PROGRAM**

Do you want to help ensure your organization's future financial success? Planned giving tax-advantaged gifts made from a donor's assets can be a critical component in your fundraising action plan. This course will help you determine your organization’s planned giving program readiness, identify planned giving prospects, implement planned giving marketing programs, and manage professional advisors. You'll become familiar with such planned giving techniques as charitable trusts, charitable annuities, pooled income funds, wills and bequests; and the tax consequences of each.

Instructor: **JAMES E. MEYER**, M.S. earned his M.S. from Hunter College and an M.Ed. from Columbia University. He is currently Partner, Greco Planning, Inc.; and is a former president of the Financial Planning Association of Long Island. Jim is also the President of the Charitable Estate Planning Council of Long Island, local council of the PPP and former Vice President and current board member of The Association of Fundraising Professionals, Long Island Chapter.

Course Number: **FR-2050**  
Tuition: $225

Section A  Suffolk Center Campus  
4 Thursdays, February 13 – March 6, 6:30 – 9:30 p.m.  
(4 classroom sessions, plus a practicum)
Diversify – challenge yourself – increase your salary! There are always new developments and new state-of-the-art trends occurring in nursing. Molloy College Continuing Education in Nursing offers courses with updated information to the nurse who wishes to grow professionally or who has been away from the practice and is planning on returning. We invite you to come to Molloy College to refresh and increase your knowledge and practice skills.

Molloy College is an approved provider of continuing nursing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. Provider Number: NYP273-9/12-15

Accredited status does not imply endorsement by NJSNA, Molloy College or ANCC of any commercial products or service. All speakers have declared that they have nothing to disclose. There is no commercial support for any educational activity.

For any information regarding Continuing Education in Nursing courses, please call (516) 323-3558 or (516) 323-3550.

Registration

Popular courses fill up quickly. There is limited enrollment in some classes; therefore, register early – don’t be closed out of a course! All registrations are processed in order received. Fill out the registration form and send with a check or money order payable to Molloy College. Mail-in registration must be received 5 days prior to start of the course. Telephone registrations are accepted over the phone with Visa or Master Card up until the start of class. Payment must be paid in full at time of registration. Checks and money orders should be made payable to Molloy College. Tuition is indicated after each course description.

Classroom assignments are posted on the bulletin board in Siena Hall, outside of Room 106, prior to class beginning – Phone (516) 323-3550.

Refunds

If a course is cancelled by Molloy College, and the student does not wish to transfer to another course, a full refund is made. If a student decides to withdraw from a class prior to the start of classes a full refund will be issued*. Non-attendance in a class does not constitute an official withdrawal. *Exceptions: RN Refresher, Hemodialysis, AHA Basic Life Support Services. Cancellations must be received 9 working days prior to the start of class.

Courses are also offered in Suffolk!

Molloy College offers graduate nursing and nursing continuing education courses at its Suffolk Center at Route 110, on the grounds of Republic Airport in East Farmingdale.

Undergraduate nursing degree completion program (B.S.) for RNs. Call (516) 323-3550 for details.

Graduate courses are also offered to educate nurses for advanced roles in the following disciplines:

Nursing Education, Family Nurse Practitioner and Adult Nurse Practitioner. Call (516) 323-3570 for details.

Continuing education courses will be offered in a number of different areas and will be indicated in this brochure under the section information for the course. The following continuing education courses will be offered:

- Intro to EKG Interpretation
- AHA Basic Life Support Certification Course
- Training in First Aid
- AHA BLS Instructor Course
- Peripheral IV Skills
- RN Refresher Program
- Training in Barrier Precaution & Infection Control Measures

For further information regarding undergraduate and graduate courses, please call (516) 323-3570. For further information regarding continuing education courses, please call (516) 323-3558. Directions to the Suffolk Center can be found on page 72.

Palliative Care Conference - Save the Date! May 2, 2014

Molloy College, in collaboration with F.E.G.S Health & Human Services System and other community partners, is pleased to be offering its fifth Palliative Care Conference on Long Island. The conference will be held on Friday, May 2, 2014 from 8:30a.m. – 3:30 p.m. in the Wilbur Arts Center at Molloy’s Rockville Centre campus. The conference brochure, with session descriptions and additional information, will be available in January, 2014. To receive a conference brochure please call (516) 323-3550 or e-mail: lcin0@molloy.edu. The information will also be on our conference webpage: www.molloy.edu/ce/pcc. See page 53 for additional details.
INTRO TO EKG INTERPRETATION

The purpose of this program is to provide knowledge and skill regarding basic cardiac arrhythmia recognition with a focus on appropriate nursing interventions. The program is designed for the learner with little or no EKG experience. One objective of the course is to describe the conduction of the heart. A second objective would be to list 6 essential steps to analyzing a rhythm strip. The target audience is the registered nurse and nursing student. 6 contact hours

Instructor: JOANNE MANNING-BAKER, MS, RN

For specific learning objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUE-0073  Tuition $140
Section C  Rockville Centre Campus
2 Thursdays, April 3 & 10, 6:30 p.m.-9:30 p.m.
Section D  Rockville Centre Campus
2 Wednesdays, June 4 & 11, 6:30 p.m.-9:30 p.m.

ADVANCED 12 LEAD EKG INTERPRETATION FOR THE PRACTICING NURSE

The purpose of this course is to provide the practicing nurse or nursing student with knowledge and skill regarding the interpretation of a 12 lead EKG. Included in this discussion is the role of the advanced practice nurse in assessment and management of the client with chest pain and left ventricular hypertrophy. Objectives include: identifying the causes of axis deviation and identifying different types of infarctions, chamber hypertrophy and bundle branch blocks. Students should have a basic understanding of cardiac arrhythmias and the cardiac cycle. 7 contact hours

Instructor: DIANE HARPER, RN, ANP

For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUE-127  Tuition: $150
Section C  Rockville Centre Campus
Saturday, March 29, 9:00 a.m.-5:00 p.m.
Section D  Rockville Centre Campus
Saturday, July 19, 9:00 a.m.-5:00 p.m.

Visit us on the web at: www.molloy.edu/ce/nursing for current program and schedule information.
AHA RENEWAL LIFE SUPPORT CERTIFICATION COURSE
This course is designed for health care providers who need to renew their Basic Life Support certification. Faculty: Certified American Heart Association Instructors. Renewal (3.5 Hours)
Course Number: NUB-0093 Tuition: $65
The following courses will be held at the Rockville Centre Campus on Hempstead Avenue in Rockville Centre.
Section M Saturday, January 4, 9:00 a.m.-12:30 p.m.
Section N Thursday, January 16, 5:30 p.m.-9:00 p.m.
Section O Friday, January 31, 5:30 p.m.-9:00 p.m.
Section P Wednesday, February 12, 5:30 p.m.-9:00 p.m.
Section Q Wednesday, February 26, 5:30 p.m.-9:00 p.m.
Section R Monday, March 10, 5:30 p.m.-9:00 p.m.
Section S Wednesday, March 26, 5:30 p.m.-9:00 p.m.
Section T Sunday, April 6, 9:00 a.m.-12:30 p.m.
Section U Wednesday, April 30, 5:30 p.m.-9:00 p.m.
Section V Saturday, May 10, 9:00 a.m.-12:30 p.m.
Section W Thursday, May 23, 5:30 p.m.-9:00 p.m.
Section X Sunday, June 8, 9:00 a.m.-12:30 p.m.
Section Y Thursday, June 26, 5:30 p.m.-9:00 p.m.
Section Z Monday, July 7, 5:30 p.m.-9:00 p.m.
Section A Wednesday, July 23, 5:30 p.m.-9:00 p.m.
Section B Monday, August 4, 5:30 p.m.-9:00 p.m.
Section C Saturday, August 16, 9:00 a.m.-12:30 p.m.
Section D Thursday, August 26, 5:30 p.m.-9:00 p.m.
Section E Thursday, September 4, 5:30 p.m.-9:00 p.m.
Section F Saturday, September 20, 9:00 a.m.-12:30 p.m.

Course Number: NUB-SC93 Tuition: $65
The following Courses will be held at the Suffolk Center on Route 110 in Farmingdale.
Section T Thursday, January 23, 5:30 p.m.-9:00 p.m.
Section U Friday, February 14, 10:00 a.m.-1:30 p.m.
Section V Wednesday, March 19, 5:30 p.m.-9:00 p.m.
Section W Friday, April 11, 10:00 a.m.-1:30 p.m.
Section X Friday, May 9, 10:00 a.m.-1:30 p.m.
Section Y Wednesday, June 18, 5:30 p.m.-9:00 p.m.
Section Z Thursday, July 17, 5:30 p.m.-9:00 p.m.
Section A Thursday, August 24, 5:30 p.m.-9:00 p.m.
Section B Thursday, September 11, 5:30 p.m.-9:00 p.m.

QUESTIONS?
Come to our INFORMATION & REGISTRATION SESSION
Tuesday, January 14, 2014
6:00 p.m. - 8:00 p.m.
Casey Center
To RSVP and for further information, call 516-323-3550

FREE CONFERENCE AND DINNER!
To Tan or Not to Tan: A Presentation on Sun Protection and Skin Cancer

Molloy College, Division of Nursing, and Memorial Sloan-Kettering Cancer Center will be presenting the conference: “To Tan or Not to Tan: A Presentation on Sun Protection and Skin Cancer” on Tuesday, April 8 from 6:00 p.m. - 8:30 p.m. The conference will be offered at no charge and will be held in the Hays Theatre in the Wilbur Arts Center on Molloy’s Rockville Centre campus located at 1000 Hempstead Avenue, Rockville Centre, NY, 11571. Check-in and a light dinner will be at 6:00 p.m. and the program will start 6:30 p.m.

The conference is designed for cancer patients, cancer survivors and their families. However, this conference is open to the public and everyone is welcome to attend, including healthcare professionals and students.

The speakers will be Jennifer DeFazio, MD, Assistant Clinical Member, Dermatology Service, Department of Medicine, Memorial Sloan-Kettering Cancer Center and Colette Coyne, Executive Director, Colette Coyne Melanoma Awareness Campaign.

Although the conference and the dinner are offered at no charge, registration is required. Seating is limited and you should pre-register for the conference by April 1st.

Registration Phone in your registration by calling 516-323-3550. To register online, in-person, by fax or mail, please refer to the registration form which can be found on the inside back cover of the catalog.

Questions? If you should have any questions regarding the conference, please call 516-323-3554 or email at: lcino@molloy.edu
PROFESSIONAL SKILLS TRAINING

PERIPHERAL IV SKILLS PROGRAM

The purpose of this course is to provide the graduate nurse with the knowledge and skills to start and manage IV's. Objectives will include identifying peripheral veins appropriate for venipuncture and demonstrating a successful peripheral access on an IV manikin. 7 contact hours.

For specific objectives, go to:  www.molloy.edu/CE/nursing

Course Number: NUS-0108  Tuition: $175
Section D  Suffolk Center
Saturday, October 10, 9:00 a.m.-5:00 p.m.
Instructor: NICHOLAS KIPHART, RN

Section E  Rockville Centre Campus
Tuesday & Wednesday, June 25 & 26, 10:00 a.m.-2:00 p.m.
Instructor: MARGARET AMODEMO, ANP, RN

Section F  Rockville Centre Campus
Sunday, April 13, 9:00 a.m.-5:00 p.m.
Instructor: NICHOLAS KIPHART, RN

Section G  Rockville Centre Campus
2 Wednesdays, June 11 & 18, 10:00 a.m.-2:00 p.m.
Instructor: MARGARET AMODEMO, ANP, RN

Section H  Suffolk Center
Tuesday, July 15, 9:00 a.m.-5:00 p.m.
Instructor: NICHOLAS KIPHART, RN

PHLEBOTOMY SKILLS PROGRAM

This is a comprehensive training program for registered nurses. The purpose of this course is to provide the healthcare worker with knowledge and skills to collect blood samples. Objectives will be to: identify factors to be considered in vein selection and discuss 6 complications associated with blood collection. Supervised practice will take place on manikins. This course does not provide certification. We will award a Molloy certificate for completion and 4 contact hours.

For specific objectives, go to:  www.molloy.edu/CE/nursing

Course Number: NUS-0125  Tuition: $100
Section C  Rockville Centre Campus
Saturday, March 8, 10:00 a.m.-5:00 p.m.
Section D  Rockville Centre Campus
Saturday, June 14, 10:00 a.m.-5:00 p.m.

CENTRAL VENOUS ACCESS DEVICES

Central venous access devices, implanted ports and peripherally inserted central catheters will be taught. The purpose of this course is to provide the nurse with knowledge and skills for accessing ports, demonstrating nursing care of central catheters and detecting catheter complications. Objectives will include a review of catheter complications and appropriate nursing interventions for those complications. The target audience is the registered nurse. 6 contact hours.

Instructor: NICHOLAS KIPHART, RN
For specific objectives, go to:  www.molloy.edu/CE/nursing

Course Number: NUS-0107  Tuition: $150
Section B  Rockville Centre Campus
Friday, May 17, 9:00 a.m.-4:00 p.m.

HEMODIALYSIS TRAINING FOR RN’S & LPN’S

If you are considering this exciting specialty, this course was designed for you. Taught by Nephrology practitioners, this program will prepare you for an entry-level position in a Hemodialysis unit. Register early! Class size is limited. You must be available for two full clinical days: 7:30 p.m. - 3:30 p.m. Prerequisites: Physical with titles, CPR, malpractice insurance.

Course Number: NUS-0050  Tuition: $1,100
Instructor: TBA

Section A  Suffolk Center
6 Mondays, January 13-March 3
(No class 1/20 & 2/17) 5:00 p.m.-8:00 p.m.
Plus 2 clinical days

Section B  Suffolk Center
6 Mondays, April 7-May 12
(No class 4/21) 5:00 p.m.-8:00 p.m.
Plus 2 clinical days

PHYSICAL ASSESSMENT SKILLS

The purpose of this course is to provide the registered nurse with knowledge and skill necessary to perform a head-to-toe examination. Objectives will include how the nurse can obtain the necessary assessment information from the client in addition to a detailed review of all the body systems. Instruction includes lecture/demonstration and supervised practice. Bring stethoscope. The target audience is the registered nurse. 21 contact hours.

For specific objectives, go to:  www.molloy.edu/CE/nursing

Course Number: NUS-0138  Tuition: $325
Section D  Rockville Centre Campus
Friday, Saturday, Sunday, January 3, 4, 5 9:00 a.m.-5:00 p.m.
Section E  Rockville Centre Campus
Friday, Saturday, Sunday, January 10, 11, 12 9:00 a.m.-5:00 p.m.
Section F  Rockville Centre Campus
Friday, Saturday, Sunday, February 14, 15, 16 9:00 a.m.-5:00 p.m.
Section G  Rockville Centre Campus
Friday, Saturday, Sunday, June 27, 28, 29 9:00 a.m.-5:00 p.m.
Section H  Rockville Centre Campus
Friday, Saturday, Sunday, Sept 5, 6, 7, 9:00 a.m.-5:00
p.m.

MEDICATION CALCULATIONS

In this course you will learn step-by-step procedures on how to master medication calculations. This program will emphasize basic arithmetic skills, IV drop calculations and the metric system.

Instructor: MARY FASSETTA, Ed. D, RN

Course Number: NUS-0128  Tuition: $125
Section B  Rockville Centre Campus
Thursday, January 16, 6:30 p.m.-9:30 p.m.
Section C  Rockville Centre Campus
Thursday, April 10, 6:30 p.m.-9:30 p.m.
Section D  Rockville Centre Campus
Thursday, June 12, 6:30 p.m.-9:30 p.m.

PHARMACOLOGY REVIEW AND UPDATE

Nurses today are experiencing an era of pharmaceutical product overload. Many practicing nurses are unfamiliar with current medications prescribed for patients they come in contact with. Do you feel that your knowledge of pharmaceuticals is limited? Do you feel that your scope of practice has limited your pharmaceutical knowledge growth? This is a quick catch-up for nurses who want to update and refresh their pharmacology expertise.

Instructor: MARY FASSETTA, Ed. D, RN

Course Number: NUS-0128  Tuition: $125
Section D  Rockville Centre Campus
Saturday, April 12, 8:30 a.m.-4:30 p.m.
Section F  Rockville Centre Campus
Saturday, June 14, 8:30 a.m.-4:30 p.m.

TRAINING IN BARRIER PRECAUTION & INFECTION CONTROL MEASURES

Course Number: HE-5000  Tuition: $45

Please see page 28 for dates, times and a course description.

TRAINING IN THE IDENTIFICATION & REPORTING OF CHILD ABUSE/NEGLECT

Course Number: CA-5000  Tuition: $35

Please see page 21 for dates, times and a course description.
NURSE PRACTITIONER COURSES

NURSE PRACTITIONER PRACTICE REVIEW COURSE
This is a review course for advanced nurse practitioners. The purpose of this course is to provide knowledge and skill regarding physical assessments and related patient care management strategies.
Course objectives will include understanding the role of the nurse in primary care and acute care in addition to identifying individual professional competencies and needs. Inpatient management for the most common acute care diagnoses will be presented. Outpatient management for the most primary care diagnoses, as well as current screening guidelines will be presented and reviewed. 21 contact hours.
Instructors: PATRICIA MCTIGUE, ANP, MSN and MARGARET AMODEMO, ANP, RN
Course Number: NUN-0100  Tuition: $395
For specific objectives, go to: www.molloy.edu/CE/nursing
This course will be offered in the fall of 2014

ADVANCED PHARMACOLOGY
A one day overview of commonly prescribed pharmaceuticals with a focus on current recommended guidelines will be discussed. Objectives will include an explanation of New York State and Federal prescription regulations and identifying factors related to pharmaceutical research.
A review of prescriptive protocol with attention to adverse reactions and side effects will be addressed. The target audience is the Nurse Practitioner. 7 contact hours
Instructor: DR. SUSAN ANN VITALE
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUS-0129  Tuition:$125.00
This program is offered in the fall of 2014

UPDATED NURSING SKILLS WORKSHOP SERIES

Thinking of changing an area of specialty but feel a little rusty in past learned nursing skills? The purpose of these courses is to provide the registered nurse with hands-on-techniques combined with current nursing theory knowledge necessary in providing comprehensive patient care in the following areas:

Wound care objectives will focus on listing the classifications of wounds and the complications of wound healing.
Enteral feedings and colostomy care objectives will discuss the anatomy and physiology of the GI track and describe 3 types of ostomies.
Respiratory care objectives will describe mechanical ventilation with nursing management and explain acid-base regulation and arterial blood gases.
Injections and IV care objectives will explain parenteral nutrition and discuss injection type syringes with proper placement/landmarks.
GU skills and catheterizations objectives will list 3 terms used to describe altered urine production and discuss various diagnostic tests used to evaluate kidney function.
Each workshop is four hours in duration on Saturday morning. Take one workshop for $75.00 each or save by taking the entire series for $300.00 (save $75.00). The target audience is the registered nurse.
Course Number: NUS-0174B
3.5 contact hours per session. All these courses are offered at our Rockville Centre Campus
Instructor: KELLY MELORE, MS, RN
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number NUS-0175A  Wound Care
Saturday, January 25, 9:00 a.m.-1:00 p.m.
Course Number NUS-0176A  Enteral feedings & colostomy care
Saturday, February 1, 9:00 a.m.-1:00 p.m.
Course Number NUS-0177A  Respiratory care (trachs, suctioning)
Saturday, March 1, 9:00 a.m.-1:00 p.m.
Course Number NUS-0178A  Injections
Saturday, April 5, 9:00 a.m.-1:00 p.m.
Course Number NUS-0179A  GU skills & catheterizations
Saturday, May 3, 9:00 a.m.-1:00 p.m.

RN REFRESHER PROGRAM

RN REFRESHER
This 150 hour refresher course is designed to provide an update of both theoretical content and clinical practice. A conducive learning environment and knowledgeable master's prepared supportive staff guide the individual to return to the bedside. Content includes over 70 hours of medical surgical conditions encountered and their treatment modalities. Clinical content includes over 70 hours of application of theory and practical hand on experience treating patients (dressings, medications, physical assessments, IV's etc.) A Molloy College Certificate will be awarded upon completion of the program. Prerequisites include: Completed application with biography, current CPR certification for healthcare professionals (BLS), recent physical exam and updated immunizations and malpractice insurance. Please call 516-678-5000 x6717 or x6206 for an application. Text required.

Course Number: NUR-0040  Tuition: $1,950
Section C  Rockville Centre Campus
Lectures: Tuesday & Thursday
January 14-March 23, 2014 6:30 p.m.-9:30 p.m.
(15 contact hours)
Clinical schedule is from 7:30 a.m.-3:30 p.m.

Section D  Suffolk Center
Lectures: Thursday & Friday
January 17-February 7, 2014, 9:00 a.m.-2:30 p.m.
(15 contact hours)
Clinical dates: 1/25,1/26,2/1,2/2,8/2,9/2,15/2,16, 2/22,2/23
Clinical schedule is from 7:30 a.m.-3:30 p.m.

Section E  Suffolk Center
Lectures: Thursday & Friday
March 6-April 11, 2014, 9:00 a.m.-2:30 p.m.
(15 contact hours)
Clinical schedule is from 7:30 a.m.-3:30 p.m.

Section F  Rockville Centre Campus
Lectures: Tuesday, Wednesday & Thursday
April 1-May 15, 2014 6:30 p.m.-9:30 p.m.
Clinical schedule is from 7:30 a.m.-3:30 p.m.

Section G  Suffolk Center
Lectures: Thursday & Friday
June 5-Aug 6, 2014, 9:00 a.m.-2:30 p.m.
(No classes 7/3 & 7/4) (Clinical dates: 6/14,6/15,6/21, 6/22,6/28,7/9,7/12,7/13,7/19,7/20
Clinical schedule is from 7:30 a.m.-3:30 p.m.

Section H  Rockville Centre Campus
Lectures: Tuesday & Thursdays
June 3-August 14 6:30 p.m.-9:30 p.m.
(No class 7/3) (Clinical dates: 6/14,6/15,6/21,6/22, 6/28,6/29,7/12,7/13,7/19,7/20
Clinical schedule is from 7:30 a.m.-3:30 p.m.

SPANISH FOR THE HEALTHCARE PROVIDER
This introductory course is intended to provide healthcare professionals with the ability to understand and communicate in Spanish. Communication in ‘real’ situations, basic vocabulary related to healthcare and grammar structure will be reviewed. Content will cover the following: greeting the patient, obtaining background information, basic medical vocabulary including parts of the body, interviewing skills, and vital signs.
Instructor: TBA
Course Number: LA-0505  Tuition: $225
Section A  8 Mondays, January 20 - March 31; 6:30 p.m.-8:30 p.m.

*This program is approved for Veterans benefits. See Financial Assistance on page 69 of this catalog.
INTRODUCTION TO STATISTICS

This course is designed to provide an in-depth discussion of fundamental concepts required for the study of advanced statistical topics. The material covered includes types of data, graphical presentation methods, descriptive statistics and normal distributions. The course is required of Molloy graduate Nursing students who have not taken an introductory statistics course in the past 5 years in preparation for MAT 550. Required text: Beginning Statistics, 2E by Larry Stephens, Schaum’s Outline Series.

Instructors: DR. DEBORAH UPTON, Molloy College and DR. MANYIU TSE, Molloy College

Course Number: NUM-0213 Tuition: $110
Section A Rockville Centre campus
2 Mondays & Wednesday, January 6, 8 & 13; 5:30 to 8:00 p.m.
Section B Rockville Centre campus
Tuesday, Wednesday & Thursday, May 13, 14 & 15; 5:30 to 8:00 p.m.
Section C Rockville Centre campus
2 Tuesdays & Thursday, August 5, 7 &12; 5:30 to 8:00 p.m.

PHYSICAL ASSESSMENT OF THE PEDIATRIC CLIENT – NORMAL VS. ABNORMAL

This course will review the major body systems and how to perform a head to toe physical examination. The purpose of the course is to provide the registered nurse with knowledge and assessment skills in order to identify normal and abnormal findings in children using inspection, palpation, percussion and auscultation. The student will be able to perform a physical assessment and explain the age-related characteristics of each developmental level of the pediatric patient. The target audience is the registered nurse. 12 contact hours

Instructor: LORI MCLAUGHLIN PNP RN

For specific objectives, go to: www.molloy.edu/CE/nursing

Course Number: NUP-0118 Tuition: $225
Section B Rockville Centre campus
4 Wednesdays, February 6, 13, 20 & 27
7:00 p.m.-10:00 p.m.

SCHOOL NURSE TRAINING PROGRAM

School nursing is a specialized practice of professional nursing that advances the well-being, health and safety of the school-aged client. This course is designed for the registered nurse with current medical-surgical or pediatric experience that would like to learn the role of the school nurse. Four days of field training in a school setting, to be arranged by the instructor, provides the opportunity to learn those services necessary to meet the needs of students, parents, and teachers consistent with the goals set forth by the board of education.

Instructors: BARBARA YOUNG, RN & CAROL HENCK, RN

Prerequisites include: completed application with biography, recent physical and updated immunizations, RN license, malpractice insurance and healthcare provider BLS.

“Transition to School Nursing” must be completed before field training is scheduled. Please call 516-323-3550, extension 6206 for an application.

Course Number: NUP-0210 Tuition: $895.00
Section F Rockville Centre campus
Saturday January 11, 9:00 a.m.-3:00 p.m.
Plus 4 days of clinical placement, arranged by instructors
Section G Rockville Centre campus
1 Tuesday & 1 Thursday, March 11 & 13
6:30 p.m.-9:30 p.m.
Plus 4 days of clinical placement, arranged by instructors
Section H Rockville Centre campus
Saturday May 17
9:00 a.m.-3:00 p.m.
Plus 4 days of clinical placement, arranged by instructors
CAMP NURSING WORKSHOP
The purpose of this course is to provide the camp nurse with knowledge and skills regarding healthcare standards and procedures for children in a camp setting. This course will address the critical components necessary in providing effective nursing care in a camp setting. Two objectives of the course would be to: list the nursing supplies needed in the camp setting and describe the responsibilities of the camp nurse in relation to camp orientation. The course is designed for the experienced as well as the novice camp nurse. The target audience is the registered nurse. 3.5 contact hours
Instructor: ALICIA STONE, MS, RN
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUP-0113  Tuition: $75
Section A  Rockville Centre campus
Sunday, May 4, 9:00 a.m.-1:00 p.m.

TRANSITION TO SCHOOL NURSING AN ORIENTATION
Nursing services in the educational environment are unique, varied, multi-disciplinary and comprehensive. The purpose of the class is to provide knowledge and skills regarding the functions, purposes and responsibilities of the school nurse. Objectives of the class will include the ability to: identify the purpose of the school nurse and list the various functions of the school nurse. The target audience is the registered nurse. 6 contact hours.
Instructor: BARBARA YOUNG, RN
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUP-0139  Tuition: $100
Section E  Rockville Centre campus
Saturday, January 11, 9:00 a.m.-3:00 p.m.
Section F  Rockville Centre campus
Tuesday & Thursday, March 11 & 13
6:30 p.m.-9:30 p.m.
Section G  Rockville Centre campus
Saturday, May 17, 9:00 a.m.-3:00 p.m.
Section H  Rockville Centre campus
Saturday, September 21, 9:00 a.m.-3:00 p.m.

CARE OF THE STUDENT WITH DIABETES
The purpose of this class is to provide the registered nurse with knowledge and skills on diabetes and current pump therapy.
The main objectives of this course will be to: Describe the pathophysiology of type 1 and type 2 diabetes and current treatment options. Identify the universal “windows” on all insulin pumps and pump therapy. The target audience is the registered nurse. 7 contact hours
Instructor: JANE GIORDANO-TROSTEN MS, RD, CDE
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUP-0145  Tuition: $125
Section C  Rockville Centre campus
Wednesday March 5 & 12
6:00 p.m.-9:00 p.m.
Section D  Rockville Centre campus
Saturday June 7, 9:00 a.m.-5:00 p.m.

SCHOOL NURSE EMERGENCY CARE COURSE
An in-depth training course designed to educate the school nurse about emergency techniques for children and youths who are injured or become ill at school. The participant will learn to use prioritized assessment skills, provide nursing interventions that conform to the EMS-C protocols and develop specific strategies for students with special health care needs. (student manual provided)
Instructor: LORI MCLAUGHLIN, RN, PNP
Course Number: NUP-0211  Tuition: $295
Section A  Rockville Centre Campus
Saturday & Sunday, May 17 & 18
8:00 a.m.-4:00 p.m.

INDIVIDUAL HEALTHCARE PLANS IN THE SCHOOL SETTING
The purpose of this course is to provide knowledge and skill on how to construct an “Individual Healthcare Plan” using the nursing process. The participant will learn to prioritize health care needs and identify interventions to be implemented in the school setting by the appropriate staff members. Emergency and standardized healthcare plans and other practical tools will be included. The target audience is the registered nurse. 2.5 contact hours
Instructor: CAROL HENCK, MA, RN
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUP-0208  Tuition: $75
Section C  Rockville Centre campus
Tuesday, March 4, 6:30 p.m.-9:30 p.m.

Palliative Care Conference
Molloy College, in collaboration with F.E.G.S Health & Human Services System and other community partners, is pleased to be offering its sixth Palliative Care Conference on Long Island. The conference will be held on Friday, May 2, 2014 from 8:30 a.m. – 3:30 p.m. in the Wilbur Arts Center at Molloy’s Rockville Centre campus. The agenda for the day will include a Keynote Speaker, a series of topics offered during two concurrent sessions, lunch and a Closing Session.
The events of the conference will focus on the realities of health care and the compassionate continuum of palliative care. It has been said that the first step to compassion is competence. The main objective of this year’s conference is for the participants to enhance their ability to provide professional, competent, empathetic care to patients and their families. At this year’s conference we will provide frontline health and social care professionals in health care with a wide variety of palliative care topics, presented by an outstanding group of speakers.
The Conference brochure, with session descriptions and additional information, will be available in February, 2014. To receive a conference brochure please call 516-323-3554 or e-mail: lcino@molloy.edu

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
Online Courses & Certificate Programs

Imagine ... you can update your skill sets, learn a new hobby, and even earn certification credits in your professional field all from the comfort of your own home or office ...

Your schedule is busy enough without having to spend more time commuting to the classroom - take advantage of today's technology and learn where you want, when you want.

Molloy offers two types of online classes in cooperation with Ed2Go: short, individual, instructor-led courses and career certificate program classes. Short descriptions for each of the areas are described below. For further information, please visit us online at: www.molloy.edu/ce/online, email us at conted@molloy.edu or call us at 516-323-3550.

Instructor-Led Courses - 6 weeks

Whether you're looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones. You'll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course, and you'll be able to interact with them and with fellow students in lively online discussion areas. New sessions start every month, so you can sign up anytime. Upon completing a course with a passing score, you'll get an award of completion from Molloy College.

Hundreds of high quality, short courses in computers, internet, health care, business, writing, and personal enrichment. Courses that are fun, fast and convenient in association with Ed2Go.

Courses run for six weeks with two lessons each week. Courses begin at $95.

For further information on these courses, including course descriptions and tuition rates, please click on the area above, visit us at: www.ed2go.com/molloy, email us at conted@molloy.edu or call us at 516-323-3550.

Courses are offered in the following areas:
- Accounting & Investment
- Arts & History
- Career Builders
- Computer Basics & Windows
- CompTIA A+, Network+, & Security+
- Healthcare
- Hospitality
- Languages & ESL
- Legal
- Management
- MS Access, Excel, PowerPoint, Publisher, & Word
- MS Project
- Networking & Wireless
- Nutrition
- Parenting
- Test Preparation
- Teacher Professional Development
- Web Design, Graphics, & Animation
- Writing

Career Certificate Programs

Are you looking to start a new career or gain skills to advance in your existing one? You’ve come to the right place! You can start these career training programs anytime and work at a pace that suits your individual style. You'll have access to all the lessons and assignments from day one, and many of these programs can be completed in less than six months. You’ll get all the materials and instructor assistance you need to have a truly comprehensive learning experience. Upon completing your program with a passing score, you'll get a certificate of completion from your learning institution.

Online certificate programs are offered in the following areas:
- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry

Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.

Each program has a set of lessons and tests; grades are a combination of computer-graded tests and the instructor/mentor’s evaluation of the students’ work. Students value the quality of education as well as the convenience of ‘anytime, anywhere’ learning. You will receive a password and log-in information via email within 2-3 business days of registering for a course. You will receive the course materials within 7-10 days. You will have 365 days to complete a course.

For further information on these programs, including program descriptions and tuition rates, please click on the area above, visit us at: www.gatlineducation.com/molloy, email us at conted@molloy.edu or call us at 516-323-3550.
Paralegal Certificate Program

Career opportunities for paralegal in both public and private employment are increasing. In addition, legal issues represent an important aspect of virtually every profession.

The best preparation for a position as a paralegal is a Bachelor’s degree and appropriate coursework in legal topics. Molloy College, therefore offers a paralegal certificate to students who have either completed their degree at Molloy or another institution or are currently enrolled in a degree program at Molloy College. The Molloy College Paralegal Program is designed to increase the student's appreciation for the importance of law in our society, prepare students for advanced study in law and for employment as a paralegal or legal assistant.

Coursework is offered in a variety of areas from 6 different academic disciplines. Courses are offered in both day and evening classes. A number of one credit courses are included to facilitate student scheduling needs. The Molloy program permits students to customize their studies to fit their overall career goals and objectives.

Entrance Requirements and Admission:

Candidates, at the minimum, should have completed an Associate's degree or the equivalent to be considered for admission. A Bachelor's degree is suggested and those candidates without a bachelor's degree are strongly urged to complete their Bachelor's degree. Candidates need to complete an application for admission and be interviewed by the Program Director. For an application for admission, visit our web page at: www.molloy.edu/ce/paralegal or call 516-323-3550 or e-mail conted@molloy.edu.

Program Requirements:

Students who have completed their Bachelor's degree will qualify for a Paralegal Certificate by the completion of 24 credits in legal studies as outlined below. These courses may be taken on a non-credit basis. Candidates who have earned a Bachelor's degree at a different institution may transfer and apply a maximum of 12 credits toward the satisfaction of paralegal certificate requirements. Because of the changing nature of the law transfer credits must have been taken within the last 5 years.

Required courses:

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRJ 103 Introduction to Legal Studies</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 302 Legal Research and Writing</td>
<td>3</td>
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Elective Courses*:

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 240 Business Law I</td>
<td>3</td>
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<tr>
<td>BUS 241 Business Law II</td>
<td>3</td>
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<tr>
<td>CRJ 280 Criminal Law</td>
<td>3</td>
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<tr>
<td>CRJ 281 Procedure Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ/SOC 283 Law and Society</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 204 Torts</td>
<td>1</td>
</tr>
<tr>
<td>CRJ 205 Contracts</td>
<td>1</td>
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<tr>
<td>CRJ 206 Evidence</td>
<td>1</td>
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</tbody>
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Other elective classes may be taken with permission of the Pre-Law Advisor, Dr. Chris Sullivan.

Course Schedule and Plan of Study:

Courses are offered every semester: fall (September – December), spring (January – May) and summer (May/June-June/July) in the day and in the evening. You may start your studies at any time and, unlike many other paralegal programs, you may select the number of courses to take each semester that best suits your schedule. The current schedule of classes is available at: www.molloy.edu/ce/paralegal.

Tuition and Registration:

Non-credit tuition is $165 per credit or $3,960 for the entire program. If you are taking this program on a non-credit basis you will be informed of the registration procedures upon your acceptance. If you are a Molloy student taking this program for undergraduate credit, please consult with your advisor concerning tuition rates and registration. If you are a transfer student interested in taking the program for undergraduate credit, please contact Dr. Chris Sullivan at 516-323-3550 or by e-mail at: csullivan@molloy.edu. Molloy students taking this program for undergraduate credit, please consult with your advisor concerning tuition rates and registration.

Questions?

If you should have any questions or need further information on the program, please visit our web page at: www.molloy.edu/ce/paralegal or call 516-323-3550 or e-mail conted@molloy.edu.
PHARMACY TECHNICIAN

Pharmacy is a health profession that links the health sciences with the chemical sciences and it is charged with ensuring the safe and effective use of pharmaceutical drugs. Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors’ orders under the supervision of a pharmacist. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings. The Bureau of Labor Statistics predicts that employment of pharmacy technicians will increase much faster than average over the next several years, with good job prospects for those entering the field.

Molloy College, Division of Continuing Education and Professional Development offers a 120 hour pharmacy technician program which consists of 80 hours of theory and 40 hours of externship at a hospital pharmacy or at a local retail community pharmacy. The ability to integrate theory into real situations within the pharmacy setting will take place during the externship. The program will be offered at both our Rockville Centre and Suffolk Center campuses.

This program will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam to become certified.

PROGRAM AND CERTIFICATION REQUIREMENTS

Entrance into the pharmacy technician program requires a high school diploma or equivalent.

Certification takes place through PTCB and is achieved by meeting specific eligibility requirements:
- Earning a passing score on the Pharmacy Technician Certification Exam (PTCE).
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
- Compliance with all applicable PTCB Certification policies. See www.ptcb.org for details.

ADMISSION

Candidates for the Pharmacy Technician Certificate Program must complete an application for admission. Candidates need a minimum of a high school diploma or equivalent to be considered for admission.

No application fee is required. For an application visit our website at: www.molloy.edu/pharmacy or call the Division of Continuing Education and Professional Development at 516-323-3558. The application deadline is two weeks prior to the start of classes each semester. Students will be notified of their admission status approximately one week after the receipt of their application.

PROGRAM SCHEDULE AND LOCATION

The program can be taken at either our Rockville Centre Campus at 100 Hempstead Avenue, Rockville Centre, or at our Suffolk Center Campus at Route 110, on the grounds of Republic Airport located at: 7180 Republic Airport (Grumman Lane), in East Farmingdale, NY.

PHARMACY TECHNICIAN

Course Number: PT-1000

Section A
Rockville Centre Campus
12 Saturdays, February 8-May 3;
(No class 4/19); 9:00a.m.-4:00p.m.
The 40 hr externship will be arranged by course facilitator upon completion of classes.

Section B
Suffolk Center
Mondays & Thursdays, March 3- April 10; 6:30 p.m.-9:30 p.m.
The 40 hr externship will be arranged by course facilitator upon completion of classes.

Section C
Rockville Centre campus
12 Saturdays, June 7-August 30;
(No class 7/5); 9:00 a.m.-4:00 p.m.
The 40 hr externship will be arranged by course facilitator upon completion of classes.

After successful completion of the classroom component, the student can schedule the externship. The externship session is 40 hours that is completed at 8 hours per day for a total of five days.

REGISTRATION AND TUITION

Candidates who have been accepted into the program will be notified of the registration procedures.

Tuition for the program is $1,800. A tuition deposit of $900 is due at the time of registration and does not include the cost of the textbook, practice exam or a lab coat. The balance of the tuition is due prior to the start of classes. However, a payment plan is available. Please call 516-323-3558 for further details. Tuition can also be paid by MasterCard or Visa. Some forms of financial aid are available (see below).

FINANCIAL ASSISTANCE

This program is approved for Veterans Benefits, as well as for Displaced Homemakers and/or Dislocated Workers. Since most continuing education courses do not lead to a college degree, they are not eligible for the traditional forms of financial aid, such as TAP and/or Pell. Some private lenders will help you finance continuing education and certificate programs. Please call 516-323-3558 for details.

QUESTIONS

If you should have any questions regarding the program, please call 516-323-3558 or 516-323-3550, visit our website at: www.molloy.edu/pharmacy, email us at: conted@molloy.edu or attend our free career seminar.

PHARMACY TECHNICIAN CAREER SEMINAR

Thought about a career as a pharmacy technician? Not sure if this career is right for you? Not sure how you can get started and what the requirements are? If so, then this seminar is for you! We have invited pharmacists and pharmacy technicians from different work environments: a hospital pharmacy, a national retail chain pharmacy, and an independent retail pharmacy, so that you can get some different perspectives on this career. This is a great opportunity to hear about the profession from people in the profession, one of whom may one day be hiring you! You don't want to miss it.

Course Number: PT-9999

Tuition: No Charge (although this seminar is offered at no charge, you should register for the seminar at least one week beforehand).

Section C
Rockville Centre campus
1 Tuesday, January 14; 6 p.m. - 7:30 p.m.
Molloy College is committed to providing quality educational opportunities that are both professionally and personally rewarding to the surrounding non-traditional student population. Currently, we offer the following career training programs:

**Photovoltaic Installation & Design**

This course involves an overview of the steps involved in the design and installation of a residential photovoltaic system by a non-professional, to generate electricity for a grid-tied application for the home. Emphases are on development of basic system design and installation skills, visualization, understanding of basic local and national requirements and codes, system checkout and ongoing maintenance.

All classes will be held at Molloy's Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.
Course Number: PID-1000
40 hours Tuition: $2,695
Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.

**Energy Audit Training: BPI Certification**
Energy auditing refers to an inspection of a home with an emphasis on reviewing a homeowners’ current energy consumption and making recommendations on how to reduce that consumption and save money in the most cost-effective way.

Gain knowledge of the “house-as-a-system” approach to home energy conservation and learn how to skillfully evaluate a house’s interdependent components. The Building Performance Institute (BPI) has made a name for being the recommended certification for this type of home analysis. BPI offers nationally recognized training, certification, accreditation, and quality assurance programs in home performance contracting.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.
Course Number: EAT-1000
40 hours Tuition: $3,795
Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.

**Introduction to Networking**
This is a hands-on introduction to Networking course. Learn the basic concepts and terminology of computer networking. In a logical, easy-to-follow format, learn how today's computer networks are built. Learn the terminology used throughout the networking industry and the underlying technologies used to transport data in campus and enterprise networks. This is a basic course for individuals with no networking background who need to understand the basic concepts and terminology of computer networking. Topics covered include: Compare and contrast WAN and LAN technologies; Explain the difference between bridging, switching, and routing as they apply to network; Interconnection methods; Compare and contrast network interconnection devices such as hubs, bridges, and routers; Describe basic client/server concepts; Describe basic Transmission Control Protocol/Internet Protocol (TCP/IP) concepts; State the types of information available on the Internet; Bridging, Routing, and Switching; and Client/Server.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.
Course Number: NET1000
40 hours $2,675
Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.

**Electronic Burglar and Alarm Systems Security**
Electronic Burglar and Alarm Systems Security course presents an overview of the alarm industry from past to present with the understanding and installation of systems and devices. The goal of this course is for students to become familiarized with Low Voltage electricity and understanding learning on vender non-specific equipment. Through various hands-on labs students will learn necessary installer techniques including the complete programming life cycle of standard control panels. Students will participate in the selection of appropriate wiring and security devices based on mock scenarios created by the instructor. Students will be involved in the installation of: analog and digital camera systems and digital video recording (DVR) for monitoring over an intranet or the internet, water, CO2, smoke, glass-break, motion detectors. This course also covers the basics of applicable Electrical and Building Codes, System Design, and Access Control. All necessary tools are provided for lab use.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.
Course Number: EAS1000
40 hours $2,375
Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.

**New York State Alarm License Course**
This is a modularized 81 hour course designed for installers and technicians as well as sales personnel and supervisors within the Alarm Industry. This is an intensive course is designed in five modules logically divided so that a student may take the entire 81 hour course over five modules taught at nights and / or weekends. This course meets the New York Department of State educational requirements for burglar and fire alarm installers. All instructors are NYS certified.

Effective June 1, 2009, Title 19 NYCRR, Part 196 was amended to increase the qualifying education required for a New York State Security and Fire Alarm Systems Installer license. This amendment adds an additional 21 hour module, Service and Maintenance of Alarm Systems, increasing the education requirement from 60 to 81 hours.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.
Course Number: ALC1000
81 Hours $2,495
Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.

**Digital Home Technology Integration**
Basics of home networking, audio and video installation, including telephone and VoIP, security and surveillance systems, home control management and troubleshooting. Students will gain hands on experience with the technology to install and maintain smart home technology.

Hands-on training for computer based integration and the automation of most house hold major appliances. Students will learn safety issues and requirements; how to use tools and equipment. Will also learn structured wiring, network and telephony, home theater, distributed video and audio, lighting, appliance control, irrigation, pool and spa control, security and access control systems and trouble shooting. Special emphasis is placed on how to install home theater systems and turning your home into a controlled audio and video environment. Students study video projection, surround sound (matrix, 5.1 and 7.1), room preparation, speaker placement and tuning, audio amplifiers, and manufacturer specifications.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.
Course Number: DTA1000
40 Hours $2,495
Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
New York State Licensing Requirements:
Effective July 1, 2008 a new 75 hour salesperson qualifying course will go into effect. To obtain a Salesperson’s License, a person must complete the 75-hour Salesperson’s course; be sponsored by a licensed broker; and pass a state examination. Attendance at these 75-hour courses is strict. To receive your license, the exam must be passed. For more information call N.Y. State Division of Licensing Services at 518-474-4429 or visit www.dos.ny.gov/licensing.

Continuing Education Requirements:
Any real estate licensee who renews their license on or after July 1, 2008 will be required to complete 22.5 hours of approved continuing education every two years, three hours of which must include fair housing and/or discrimination in the sale or rental of real property or an interest in real property. For information about your licensing requirements call 518-474-4429.

REAL ESTATE SALESPERSON'S QUALIFYING COURSE*
This is the mandated course in preparation for the New York State Real Estate Salesperson's examination. Topics include: contracts, real estate instruments; estates and interests; financing; valuation; law of agency; license law and ethics; land-use regulation; human rights/fair housing; introduction to construction; and environmental issues. (Textbook available in the Molloy Bookstore)
Instructor: MARY BROWER, Valuation Standards, Nassau County Department of Assessment
Course Number: RE-0240
Tuition: $525
Section B 12 Mondays & 13 Wednesdays, January 27 - April 30, 2014
(no class 2/17, 4/21 & 4/23); 7:00 - 10:00 p.m.
Section C 12 Mondays & 13 Wednesdays
May 12 - August 6, 2014
(no class 5/26); 7:00 - 10:00 p.m.

*This program is approved for Veterans benefits. See Financial Assistance on page 69 of this catalog.
Molloy College is approved by the American Speech-Language-Hearing Association (ASHA), the accrediting organization for speech pathologists and audiologists, to provide programming wherein participants are eligible to receive ASHA CEUs. Programs are offered throughout the year.

Spring, 2014 Program:
A program is being planned for the Spring, 2014 semester. However, the program details were not available at the time of this catalog printing.

The program details should be available sometime during the summer and will be posted on our web page at: www.molloy.edu/ce/slp. If you would like to be placed on our mailing list, please call Cindy Thomas at: 516-323-3554 or email her at: cthomas@molloy.edu.

Registration:
Phone-in registration is available by calling 516-323-3550 with your MasterCard or Visa. To register in person, by fax or mail, please follow the directions on the Registration Form located on the next page of this brochure. Online registration is available on our website at: www.molloy.edu/ce.

Refund Policy:
A full refund will be granted as long as you contact us one week prior to each program. However, substitutions can be made until the day of the program at no charge.

For Further Information:
For further information or to be placed on our mailing list, please call 516-323-3554 or e-mail Louis Cino at lctno@molloy.edu or visit us online at: www.molloy.edu/ce/slp.

PROMPT Study Groups
Molloy’s Speech-Language Pathology Department is pleased to host PROMPT study groups throughout the year. These groups are facilitated by two PROMPT certified clinicians/instructors. The groups are reasonably priced and afford participants the opportunity to receive expert feedback on their clients, review PROMPT technique and observe and discuss video demonstrations. Each group is geared either towards clinicians who have completed Level one PROMPT training or those who have completed Level two/Bridging or obtained certification. Please contact the Molloy College Speech, Language and Hearing Center for information regarding the upcoming schedule, registration and further information at (516) 323-3545 or slhc@molloy.edu.

Speech-Language Pathology Department
Molloy’s Speech-Language Pathology Department continues to offer a comprehensive undergraduate program in Speech-Language Pathology/Audiology and will offer an M.S. in Speech-Language Pathology beginning in September 2011. The masters program in speech-language pathology at Molloy College is a Candidate for Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association. This is a “pre-accreditation” status with the CAA, awarded to developing or emerging programs for a maximum period of 5 years.

Additionally, our Speech, Language and Hearing Center is located off campus in a newly renovated facility and continues to serve the community by providing an array of evaluation and treatment services.

For information on any of our programs please contact the following:
- The Molloy College Speech-Language Pathology Department @ 516-323-3515
- The Molloy College Speech, Language and Hearing Center @ 516-323-3545
The English as a Second Language (ESL) program at Molloy offers a number of levels of ESL training from the beginning levels to the more advanced levels.

New Students: All new students are required to take a placement test prior to registration to determine the appropriate level they should register for. There is no fee for this exam.

**Placement Exam**
The ESL Placement Exam will be conducted at our Open House on **Tuesday, January 14, 2014** from 5:30 p.m. – 7:30 p.m. To reserve a seat for the placement exam or to arrange to take the exam during office hours, please call our office at (516) 323-3550.

¿Habla usted español? Por favor, póngase en contacto con 516-323-3553, de lunes a jueves, entre las 3 y 7 de la tarde.

Continuing Students: Registration is available for those students who have studied ESL with Molloy in the past. A registration form with registration information can be found on the inside back cover of this catalog.

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**Everyday English – Introduction to ESL**
This course is for those students who have little or no knowledge of the English language and need to improve their literacy level. This course emphasizes listening comprehension and speaking through instruction in the sounds of English intonation patterns and techniques of conversation. Communicative competence is expanded with an emphasis on writing styles and critical reading skills. No prerequisite.

Instructor: **Mihaela Hodoranu**

Course Number: **ES-0100**  
Tuition: $150

**Section A**  
Saturdays, February 1 – May 3  
(no classes February 15 & April 19); 9:00 a.m. – Noon

**Section B**  
Tuesdays/Thursdays, June 10 – July 22  
(no class July 3); 6:30 p.m. – 9:30 p.m.

**Intermediate Listening/Speaking**
The goal of this course is to help students improve their listening skills; diversify the kinds of strategies they use for lecture comprehension and to develop effective note-taking strategies. This course offers a review of the English systems of consonant sounds, vowel sounds, and stress, rhythm, and intonation. Students also have the opportunity to work on their ability to organize and present material in a formal speaking format. This course can be taken for undergraduate credit (ESL-125). Please contact the Office of Admissions at 516-323-4000 for details.

Instructor: **Joan Cleven**

Course Number: **ES-0125**  
Tuition: $150

**Section A**  
Mondays & Wednesdays, January 15 – April 30  
(no class January 20, February 17, March 17, March 19, April 21); 5:00 p.m. – 6:25 p.m.

**Intermediate Reading/Writing**
The goal of this course is to help students to fully utilize reading texts and develop reading skills, such as skimming, scanning and making inferences. The students will learn to use both bottom-up and top-down processes for reading strategies. Students are provided with instruction to help develop writing skills, which include editing and organizing to successfully complete writing assignments. This course can be taken for undergraduate credit (ESL-135). Please contact the Office of Admissions at 516-323-4000 for details.

Instructor: **Joan Cleven**

Course Number: **ES-0135**  
Tuition: $150

**Section A**  
Mondays & Wednesdays, January 15 – April 30  
(no class January 20, February 17, March 17, March 19, April 21); 6:35 p.m. – 8:05 p.m.

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**Advanced Listening/Speaking**
This course is designed for students who need to perfect their listening skills. Instruction focuses on: subject matter comprehension, paralinguistic cues in academic interactions, cross cultural differences and discourse and organization of lectures. It also provides refinement of spoken English. The emphasis is on speech production, speech performance and sound/spelling correspondences and discriminating listening skills. This course can be taken for undergraduate credit (ESL-145). Please contact the Office of Admissions at 516-323-4000 for details.

Instructor: **Ronald Tillman**

Course Number: **ES-0145**  
Tuition: $150

**Section A**  
Tuesdays & Thursdays, January 16 – May 1  
(no class March 18, March 20, April 17, April 22); 5:00 p.m. – 6:25 p.m.
IRISH STUDIES INSTITUTE

The Irish Studies Institute works to illuminate and document the central role Irish Americans have played, and continue
to play, in the United States; and to extend and enrich exchanges between Irish Americans and those from other cultural
backgrounds. The Institute will highlight the rich history, integration and cultural exchanges of the Irish throughout the New
York metropolitan area and beyond.

Spring 2014 Programs

IRISH LANGUAGE & GAELIC CULTURE CLASSES

Using Progress In Irish and Buntus Cainte Lessons, students
enrolled in Molloy's Irish Studies Language Program will be able to
progress from true beginner to advanced Irish speaker while learning
Gaelic Culture. Total of 8 classes will be required to receive certificate
of completion.

Level 1 Beginners I - True Beginners (no previous Irish) – 12 classes
($160, children 25% discount $120)
Class will cover phonetics, structure of the language and Irish Gaelic
culture
Saturdays: 2/8 through 5/10 (no classes on 4/19 and on 5/3) 10:30
am – 11:50 pm

Level 2 Beginners II – 12 classes ($160, children 25% discount $120)
Saturdays: 2/8 through 5/10 (no classes on 4/19 and on 5/3) 2:00
pm – 3:20 pm

Level 3 Beginners III – 12 classes ($160, children 25% discount $120)
Saturdays: 2/8 through 5/10 (no classes on 4/19 and on 5/3) 12:30
pm - 1:50 pm

Level 4 Intermediate I – 12 classes ($160, children 25% discount
$120)
Saturdays: 2/8 through 5/10 (no classes on 4/19 and on 5/3) 10:30
am - 11:50 am

Level 5 Intermediate II – 12 classes ($160, children 25% discount
$120)
Saturdays: 2/8 through 5/10 (no classes on 4/19 and on 5/3) 12:30
pm - 1:50 pm

Level 6 Intermediate III – 12 classes ($160, children 25% discount
$120)
Saturdays: 2/8 through 5/10 (no classes on 4/19 and on 5/3) 9:00
am – 10:20 am

Level 7 Advanced I – 12 classes ($160, children 25% discount $120)
Saturdays: 2/8 through 5/10 (no classes on 4/19 and on 5/3) 9:00
am – 10:20 am

EVENTS

Festival of Imbolc - St. Brigid’s Celebration
Saturday, February 1, from 11:30 AM until 1:30 PM, Wilbur Arts Lobby
Celebrate the ancient Celtic feast of Imbolc, on the Irish calendar, the
first day of spring! Refreshments will be served. If you’d like to take
part by offering a song, short tale, or poem in Irish, email Jerry Kelly
at jerrykelly@att.net or call him at 516-804-2968. Admission: Free.

Celebrate St. Patrick’s Day – March with Molloy College
Monday, March 17, New York City Parade
Saturday, March 22, Rockville Centre Parade

Festival of Beltaine – Gaelic Fire Celebration
Saturday, May 3, from 11:30 AM until 1:30 PM, Wilbur Arts Lobby
Come celebrate the ancient Celtic feast of Beltaine. This festival on
the Irish calendar signaled the approach of summer and evolved
into the May Day celebrations still celebrated today. Admission:
Free

Bloomsday 2014
Monday, June 16, 7:00pm – Madison Theatre at Molloy College
A tribute to James Joyce. June 16 is the day chosen by James
Joyce for the events that take place in Ulysses. This has become
an international celebration that includes readings of Ulysses,
performances of Joyce’s works, festivities, music, dance and scholarly
gatherings. This event is co-sponsored by the Division of Humanities
at Molloy College and the James Joyce Society of New York. $7.50 pp

For more information, contact Catherine Tully Muscente (516) 323-
4710, cmuscente@molloy.edu

ADVANCED READING/Writing

This course is designed to help advanced students polish
their reading strategies for processing texts. Skill areas include
inference, critical analysis, predicting and evaluating points of
view and reading between the lines. The course provides students
with a variety of text types such as summary, critique, argument
and fiction. There is special emphasis on the organization, style
and accuracy of academic writing and editing and correcting one’s
writing. This course can be taken for undergraduate credit (ESL-
155). Please contact the Office of Admissions at 516-323-4000 for
details.
Instructor: RONALD TILLMAN

Course Number: ES-0155 Tuition: $150
Section A Tuesdays & Thursdays, January 16 – May 1
(no class March 18, March 20, April 17, April 22);
6:35 p.m. – 8:05 p.m.

ESL Conversation

This course will help students improve their listening
and speaking skills. Students will learn to communicate more
effectively in daily situations. Students will discuss interested topic
in small discussion groups with fellow classmates. Students will
speak only English during class.
Instructor: JOAN CLEVEN

Course Number: ES-0220 Tuition: $150
Section A Saturdays, February 1 – May 3
(no class February 15, April 19);
9:00 a.m. – Noon
Section B Mondays/Wednesdays, June 16 - July 23;
6:30 p.m. – 9:30 p.m.
LANGUAGES

SPANISH
This course is designed to introduce the Spanish language to the student for travel, business purposes or for everyday communication skills. Emphasis is on conversation skills. Culture will also be discussed. Required textbook: Latin American Spanish, Juan Kattan - Ibarra, McGraw-Hill Publishers. Appropriate for all ages.

CEUs: EVELYN RODRIGUEZ de MARTUCCI, M.S., Bilingual Special Education Teacher, NYC Department of Education.

Course Number: LA-0501 Tuition: $225
Section A 10 Wednesdays, February 12 – April 16;
7:30 p.m. 9:30 p.m.
Section B 10 Wednesdays, June 11 – August 13;
6:30 p.m. – 8:30 p.m.

SPANISH FOR THE HEALTHCARE PROVIDER
This introductory course is intended to provide healthcare professionals with the ability to understand and communicate in Spanish. Communication in 'real' situations, basic vocabulary related to healthcare and grammar structure will be reviewed. Content will cover the following: greeting the patient, obtaining background information, basic medical vocabulary including parts of the body, interviewing skills, and vital signs.

Instructor: TBA
Course Number: LA-0505 Tuition: $225
Section A 8 Mondays, January 20 - March 31
6:30 p.m. – 8:30 p.m.

AMERICAN SIGN LANGUAGE
Principal techniques of communicating with the deaf, signing, finger-spelling, and developing use of practical conversational fluency. American Sign Language (ASL) is visual rather than auditory. Psychology of the deaf is stressed. Class participants will interact with the hearing while simulating deafness. Ideal for health care workers, security personnel and others that deal with the public. No previous knowledge required. CEUs
Instructor: KATHLEEN QUINN, B.S.

Course Number: LA-0601 Tuition: $225
Section A 10 Thursdays, March 6 - May 15(no class April 17);
7:30 p.m. – 9:30 p.m.

Online CONVERSATIONAL JAPANESE
Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you'll also gain cultural knowledge only an insider has. www.ed2go.com/molloy
Instructor-Led Course Hours: 24 Duration of Access: 6 weeks
Start Dates: Monthly (see page 53) Tuition: $95

Online INSTANT ITALIAN
This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian! www.ed2go.com/molloy
Instructor-Led Course Hours: 24 Duration of Access: 6 weeks
Start Dates: Monthly (see page 53) Tuition: $95
SISTER MARY CELESTE BECK AUDITING SERIES

The following courses are offered in cooperation with the Communication Art, English, Music, Philosophy, Psychology, Sociology and Theology Departments at Molloy College. We welcome the participation of the community in these courses, at a cost of $50 per course (senior citizen as well as other discounts do not apply). These courses are for the entire semester. The student is exposed to 45 clock hours of instruction and lecture. The student will not receive college credit for the course(s).

The semester begins on Wednesday, January 15, 2014. Please refer to the following schedule and/or the Molloy College course offering schedule.

Please register for all Sister Mary Celeste Beck courses with the Division of Continuing Education and Professional Development. *MILL members must register with the Office of Special Programs. Registration will not be processed until January 24, 2014. Registration is accepted on space available basis only. Confirmation will be sent upon receipt and acceptance of registration.

ENG 311 SHAKESPEARE
Study and discussion of Shakespeare's representative comedies, tragedies and history plays, with attention to his power as a poet and as a dramatic craftsman.
Section 01 Tuesday/Thursday; 12:15pm – 1:40pm
Faculty: Juliette Fernan

ENG 335 20th CENTURY AMERICAN NOVEL
Trends in the American novel since 1900. Study, in relative depth, of a representative work of six major novelists from Dreiser to the present. (Literary period or genre course.)
Section 01 Tuesday/Thursday, 5:00 pm – 6:35pm
Faculty: Damian Hay

ENG 338 19th CENTURY AMERICAN NOVEL
A survey of Irish literature from its origins in Celtic mythology through centuries of religious, economic and social influences to present voices of Ireland in prose, poetry and drama.
Section 01 Monday, 6:35pm – 9:25pm
Faculty: Barbara Young

MODERN LANGUAGE COURSES
Arabic (ARA), French (FRE) and Italian (ITA) courses/sections are open for auditing students (based upon seat availability).

MUS 105 ACHIEVING A MUSICAL INSIGHT
For students who have little or no formal study in music. It parallels each style of music with the historical, social philosophical, literary and artistic background of each period. Musical experience depends on one's ability to listen. This course also develops the art of listening by acquainting the student with the basic aural elements of musical expression which can be understood by any non-musician.
Section 01 Monday/Wednesday, 10:40am – 12:05pm
Faculty: George Berardinelli

PSY 326 ABNORMAL PSYCHOLOGY
An analysis of the major categories of "mental" and behavioral disorders as they occur in childhood, adulthood and old age, with emphasis on etiological factors in psychopathology. Problems of diagnosis and treatment are considered in detail. Prerequisites: PSY 111, 204 or 205 or Chairperson's approval.
Section 01 Tuesday/Thursday, 12:15pm – 1:40pm
Faculty: Carol Guarcello

PSY 352 PSYCHOLOGY OF WOMEN
A study of the biological, physiological, social and cultural aspects of female development. An analysis of the gender roles, identity and conflicts of the contemporary woman will be presented. Prerequisites: PSY 111 and one Psychology elective.
Section 01 Mondays/Wednesdays, 9:05 a.m. – 10:30 a.m.
Faculty: Carol Guarcello

SOCIOLOGY COURSES
All Sociology (SOC) courses/sections are open for auditing students (based on seat availability) with the exception of SOC 390, SOC 400 & SOC 490.

THEOLOGY COURSES
All Theology (THE) courses/sections are open for auditing students (based on seat availability) with the exception of THE 491 & THE 505.
SAT PREPARATION

Prepare for the SAT! Your Choice of Mondays, Tuesdays, Wednesdays or Saturdays.

We are celebrating 27 years of successful SAT exam preparation! High school students prepare for the SAT including the critical reading, math and writing sections. Students rave about the individualized attention they receive from our experienced, professional SAT instructors. Those who have taken our course have increased their SAT scores by up to 360 points as a result of the course’s proven test-taking strategies and intensive review. The course fee includes all of the latest SAT prep materials. This course is completed in time for the May 3, 2014 SAT exam. Program Coordinator: Richard Feldman, Ph.D., author of “Super Strategies for the SAT Exam” 2014 edition.

Tuition: $525
SAT 1400A 6 Saturdays, March 15 – April 26; 9:30 A.M. – 12:45 P.M. (no class on 4/19)
Students unable to attend on 4/12 may make up this session on 4/21, 4/22 or 4/23, subject to available space.

SAT 1400B 6 Mondays, March 17 – April 28
6:30 P.M. – 9:45 P.M. (no class on 4/14)
Students unable to attend on 4/21 may make up this session on 4/12, 4/22 or 4/23, subject to available space.

SAT 1400C 6 Tuesdays, March 18 – April 29
6:30 P.M. – 9:45 P.M. (no class on 4/15)
Students unable to attend on 4/22 may make up this session on 4/12, 4/21 or 4/23, subject to available space.

SAT 1400D 6 Wednesdays, March 19 – April 30
6:30 P.M. – 9:45 P.M. (no class on 4/16)

REGENTS EXAM PREPARATION

Regents Exam Review Courses for High School Students

Our course instructors are highly qualified, experienced high school teachers. Topics are thoroughly reviewed and the latest Regents exams are used for practice. Small classes allow teachers to provide individual attention to every student. Classes are completed in time for the June 2014 Regents exams. Review texts included in all courses. (Note: 8th graders may enroll in RR1410, RR1440 and RR1450.) Program Coordinator: Richard Feldman, Ph.D.

Tuition: $325 (Save $25 by enrolling in two Regents courses or save $50 by enrolling in three)

RR1410 Integrated Algebra Regents Review:
8 sessions/ May 5 - June 2/ 6:30 – 7:55 p.m.
Mondays & Wednesdays
(no class May 26) $325

RR1420 Geometry Regents Review:
8 sessions/ May 5 - June 2/ 8:05 – 9:30 p.m.
Mondays & Wednesdays / no class on May 26/ $325

RR1430 Algebra 2 & Trigonometry Regents Review:
8 sessions/ May 5– June 2 / 8:05 – 9:30 p.m.
Mondays & Wednesdays / no class on May 26/ $325

RR1440 Earth Science Regents Review:
8 sessions/ May 6 - May 29/ 6:30 – 7:55 p.m.
Tuesdays & Thursdays / no class on May 26/ $325

RR1450 Biology (Living Environment) Regents
Review: 8 sessions/ May 6 - May 29/ 8:05 – 9:30 p.m.
Tuesdays & Thursdays / $325

RR1460 Chemistry Regents Review:
8 sessions/ May 6 - May 29/ 6:30 – 7:55 p.m.
Tuesdays & Thursdays / $325

RR1470 Physics Regents Review:
8 sessions/ May 6 - May 29/ 8:05 – 9:30 p.m.
Tuesdays & Thursdays / $325

RR1480 Global History & Geography Regents
Review: 8 sessions/ May 5 - June 2/ 6:30 – 7:55 p.m.
Mondays & Wednesdays / no class on May 26/ $325

CATHOLIC HIGH SCHOOL ENTRANCE EXAM

CATHOLIC HIGH SCHOOL ENTRANCE EXAM (CHSEE) PREP

Eighth graders planning to attend any of the ten Catholic high schools on Long Island in September 2015 are required to take this rigorous, annual entrance exam in October 2014. Students review the math, reading, writing, vocabulary, and grammar skills on the exam, and learn test-taking strategies to help them work faster and more confidently to maximize their score. All materials are included. Classes are completed before the October 25, 2014 CHSEE exam and are taught by experienced teachers.

Course Number: CHS-2400
Tuition: $395

Section A Rockville Centre Campus
6 Saturdays, September 13 - October 18, 2014;
8:30 a.m. - 10:25 a.m.

Section B Rockville Centre Campus
6 Saturdays, September 13 - October 18, 2014;
10:35 a.m. - 12:30 p.m.

Section C Suffolk Center*
6 Sundays, September 14 - October 19, 2014;
8:30 a.m. - 10:25 a.m.

Section D Suffolk Center*
6 Sundays, September 14 - October 19, 2014;
10:35 a.m. - 12:30 p.m.

Section E Suffolk Center*
6 Sundays, September 14 - October 19, 2014;
12:40 p.m. - 2:35 p.m.
* The Suffolk Center is located at: 7180 Republic Airport (off Route 110) in East Farmingdale.

A Registration Form Can Be Found On The Inside Back Cover
**WRITING**

**EFFECTIVE WRITING SKILLS FOR BUSINESS**

Learn the art of better business writing: memos, letters and other vital documents. Utilize the best vocabulary to set the perfect tone and style. You will write attention-grabbing openings, better sentences, effective paragraphs and endings. Arrange ideas and facts logically, increase coherence, edit and proofread. Make successful writing part of your skill base. 1.5 CEUs

Instructor: MAUREEN H. CRONIN, Novelist, Go Faster Go. She has over 20 years experience as a writer, copy editor and marketing professional.

Course Number: WR-1500  
Section B  6 Tuesdays, March 4 – April 8; 7:00 p.m. – 9:30 p.m.  
Section C  6 Wednesdays, July 9 – August 13;  
6:30 p.m. – 9:00 p.m.

**CREATIVE WRITING**

Wouldn't you like to write so persuasively that you could virtually will people to do what you want? Whether it's writing to sell your product or service, a short story, or the ever-elusive novel, this course will cover all the bases of powerful, creative writing. You will also learn how to find your personal "voice", to edit your own work, to perfect and polish your style, and most importantly, how to get past 'writer's block' with a simple creative brainstorming method. Information about the paper-to-print process, the new world of on-demand printing, and the truth about agents and publishers is included. It's a writing course for the writer in everyone and for anyone.

Instructor: MAUREEN H. CRONIN, Novelist, see bio under WR-1500

Course Number: WR-2500  
Section A  6 Mondays, February 24 – March 31; 7:00 p.m. – 9:00 p.m.  
Section B  8 Thursdays, June 5 – July 31 (no class April 21); 6:15 p.m. – 7:45 p.m.

**NEW THIS SPRING!**

**CREATIVE WRITING II**

A continuation of Creative Writing. This course will help further develop your writing skills. Hear feedback from Ms. Cronin and your fellow classmates. Complete your novel! This class also spends time discussing query letters and synopses for publishers or literary agents. The pros and cons of self-publishing will be discussed. Prerequisite: WR-2500 or equivalent.

Instructor: MAUREEN H. CRONIN, Novelist, see bio under WR-1500

Course Number: WR-2520  
Section A  5 Thursdays, March 6 – April 3; 7:00 p.m. – 9:00 p.m.  
Section B  5 Tuesdays, July 15 – August 12; 6:15 p.m. – 8:15 p.m.

**BEING FUNNY ON THE WEB**

Have a funny bone but aren't ready yet for Open Mike night? The Web is an excellent vehicle for showcasing your sense of humor. Learn how to write funny content for websites, blogs, social media outlets like Twitter and Facebook, and even create your own website/blog. This class will also cover how to get your voice "noticed" on the web and eventually get paid for your funny writing.

Instructor: RISA LEWAK, MSEd, is a comedy writer. She is the author of the humor book, "Don't Stalk the Admissions Officer" and runs her own blog: www.admissionsangst.com She also is a writer for Nickelodeon's humor website for moms: www.nickmom.com

Course Number: WR-2700  
Section A  5 Thursdays, March 6 – April 3; 7:00 p.m. – 9:00 p.m.  
Section B  5 Tuesdays, July 15 – August 12; 6:15 p.m. – 8:15 p.m.

**Online Courses**

Instructor-led courses, 6 weeks in length with start dates every month. Tuition: $95 See page 53 for details.  
• The Craft Of Magazine Writing  
• Write And Publish Your Nonfiction Book  
• Writing For Children

**Molloy College Summer Music Institute**

Molloy College Summer Music Institute  
Grades 8-12  
July 1-25, 2014

Come to Molloy College this summer for a fun and engaging opportunity to continue making music throughout the summer. Students entering grades 8-12 will study with renowned professionals from Molloy College and area schools. Our program of study allows students to build upon existing skills while also exploring new musical avenues. It is designed to accommodate students with a variety of musical interests, from those who hope to gain new musical insight in a supportive setting to those who are considering a career in music.

Open House and Further Information

Visit us at the Molloy College Summer Music Institute Open House on either Monday, March 24 or May 19 at 7:30 pm in the Public Square Building at Molloy College. Tour the facilities, meet the faculty, and get your questions answered. Call 516-323-3320 or email cpetersen@molloy.edu to RSVP or for further information. You can also visit us online at: www.molloy.edu/ce/smi.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
Molloy College offers courses and programs at its Suffolk Center located at 7180 Republic Airport, East Farmingdale. Our location has a dynamic educational atmosphere, offering convenient course hours, easy parking, a student lounge, and computer and library facilities. Graduate courses are offered in Education and Nursing leading to a Master of Science degree and in Business Management leading to an MBA degree. Undergraduate courses are offered for Registered Nurses who would like to complete their bachelor's degree. Non-credit, continuing education courses are also offered in Home Inspection, Development and Fundraising Management, Medical Records, Nursing, Human Resources Management, Nonprofit Management, Pharmacy Technician and Alcoholism and Chemical Dependency.

Continuing Education Courses:

- Home Inspections (see page 29)
- Enrolled Agent (see page 24)
- Medical Records/Medical Billing Continuing Education (see page 35)
- Nursing Continuing Education Courses (see page 46)
- Addiction Studies Program (see page 3)
- Human Resources Management (see page 11)
- Pharmacy Technician (see page 55)

Graduate Courses:

Graduate Education
- Teacher of Childhood Education grades 1-6
- Teacher of Adolescent Education grades 7-12
- Teacher of English to Speakers of Other Languages (TESOL)
- Special Education - Childhood and Adolescent levels.
- Dual certification programs also available

Candidates who teach full-time in a religious affiliated school may qualify for a 30% tuition reduction

Graduate Nursing
- Nursing Education
- Family Nurse Practitioner
- Adult Nurse Practitioner
  (Nurse Practitioner graduates are eligible for NYS certification)

Undergraduate Courses:

For more information:
(516) 323-3570
suffolk@molloy.edu
www.molloy.edu/suffolk

To Register With Your MasterCard or Visa - Call 516-323-3550
Molloy Institute For Lifelong Learning

Join “MILL” An Intellectual Feast

MILL I
Meets on Tuesdays
Rockville Centre

MILL II
Meets on Fridays
Rockville Centre

MILL III
Meets on Wednesdays
Suffolk Center

Participate:
Activities
Group Seminars
Audit Credit Classes
Trips

Experience:
Genial Atmosphere
Intellectual Stimulation
And much, much more...

For complete detailed brochure please call:
Marion Lowenthal, Director, Department of Special Programs
Jessie Prasad, Assistant
Kellenberg Hall, Room 321A
516-323-3941 or 516-323-3940
Molloy College Institute for Interfaith Dialogue

SPRING 2014 EVENTS
HAYS THEATRE, WILBUR ARTS CENTER
3:00 P.M.

THE MANY FACES AND PLACES OF FAITHS

Sunday, February 23, 2014 – Baha’i Buddhism Christianity

Sunday, March 30, 2014 – Hinduism Jain Judaism

Sunday, April 27, 2014 – Mormonism Native American Quakerism

Round Table Discussions

FOR COMPLETE DETAILED BROCHURE, PLEASE CALL:
MARION LOWENTHAL, DIRECTOR, DEPARTMENT OF SPECIAL PROGRAMS
JESSIE PRASAD, ASSISTANT
KELLENBERG HALL, ROOM 321A
516-323-3941 or 516-323-3940
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Office of Continuing Education
Kathleen Lapkowski, RN, M.S., C.N.O.R. Associate Director for Nursing
Ann McTigue, B.A., Associate Director

Staff:
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Cindy Thomas, Assistant to the Director, Office of Summer Sessions and Conference Services
Dorothy Bock, Accounts Coordinator
Mary Jo Formoso, Office Assistant
Carmela Leone, Registration Coordinator
Luisa Quiambao, Administrative Assistant

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
OFFICE HOURS AND LOCATION
The Division Of Continuing Education is open Mondays through Thursdays 8:30 a.m. - 7:00 p.m., Fridays 8:30 a.m. – 5:00 p.m., and on most Saturdays 8:30 a.m. – 12:30 p.m. The office is located in Siena Hall, Room 106. Our phone number is: 516-323-3550. Our fax number is 516-323-3560. Our e-mail address is conted@molloy.edu. You can visit us on the web at: www.molloy.edu/ce
Our office is located in Siena Hall, Room 106. Siena Hall is located directly behind the Casey Center. For a campus map please see page 72.

POLICIES AND PROCEDURES

COURSE CONFIRMATIONS & ROOM ASSIGNMENTS
Course confirmations are mailed out within one week of the receipt of your registration. If your course room assignment is not indicated on your confirmation it will be posted on the bulletin board next to our office in Siena Hall, Room 106 prior to the beginning of a course.

SCHOOL CALENDAR
Please consult individual course descriptions for no-class dates.

PARKING
There are no parking fees. A course confirmation notice will be mailed to you upon registration.

PAYMENT OF TUITION
Tuition must be paid in full at time of registration. The amount of tuition is indicated next to each course description. Cash, money order, check and credit card (Master Card or VISA) are acceptable forms of payment. All checks are payable to MOLLOY COLLEGE. See the inside back cover for a registration form and registration instructions. There is a $25 fee for any check that is returned.

TUITION DISCOUNTS*
Senior Citizens (62+ proof of age required at time of registration) 10%
Molloy College Alumni 10%
Employees of the Diocese of Rockville Center 25%
Members of the Molloy Institute for Lifelong Learning (MILL) 25%
Employees of St. Mary’s/Mercy First 25%
Employees of Family & Children’s Association 25%
Employees of Catholic Charities 25%
The Salvation Army Employees 25%

*Discount Exceptions: No discounts granted for: CHSEE Prep, SAT Prep, Regents Review, Speed Reading, A+ Study Skills, Online Courses, or on any course $35 or less. Only one discount per person.

FINANCIAL ASSISTANCE
Financial Assistance may be available for non-credit programs if you qualify. If you have a disability, please inquire with your local ACCES-VR (Adult Career and Continuing Education Vocational Rehabilitation Services) office. If you are a veteran or dependant of a veteran, the following programs are approved for veterans benefits: Credential Alcohol and Substance Abuse Counselor (CASAC), Management Certificate Program, Home Inspection, Financial Planning, Real Estate Salesperson, Medical Records, (Coding Specialist, Health Care Billing, and Medical Assistant). For more information about VA Education Benefits, call 1-888-GI BILL 1. Dislocated workers and displaced homemakers may be eligible for retraining programs. Call us for information at (516) 323-3550.

REFUND POLICY
If a student must withdraw from a course, a refund is generally granted if notice of withdrawal is received prior to the beginning of the course (see below for exceptions). Non-attendance in a course does not constitute a withdrawal. After the first session, refunds will be made in accordance with the following schedule:

- Prior to the start of the 2nd session ............... 80% refund
- After the 2nd session .............................................. No refund

During the first hour of class the instructor will present an outline of the course, along with the course goals and objectives. If the student does not feel that this course will meet their expectations, then a full refund will be granted if the student presents their refund request on the first business day after the class has met.

No refunds will be granted on a one or two-day course after the course has been completed, however a tuition credit may be granted.

The refund policy for certain certificate and professional programs, such as in nursing, is on a program-by-program basis. Please consult the individual program description for details.

Notice of withdrawal must be made directly to a representative of the Division of Continuing Education & Professional Development either by mail, fax or in-person.

OUR GUARANTEE TO YOU!
If you take a course, have attended each class, and still do not master the course work, we invite you to re-register for the same course, same level, free of charge (exceptions: A+ Study Skills, Speed Reading, CHSEE Prep, SAT Preparation, Regents Review, Nursing and ESL Courses). Your registration will be accepted on a space available basis within one year of the course end date. Re-registration in the course is required. If you have any questions, please call our office for clarification.
GENERAL INFORMATION

CONTINUING EDUCATION UNITS (CEUs)
CEUs are measures of hourly participation in qualified programs of non-credit continuing education and are nationally recognized. Molloy College Division of Continuing Education and Professional Development will award CEUs where indicated. One Continuing Education Unit usually equals 10 class hours of participation. (Some associations recognize attendance by a different method. If in doubt, contact your association or call for information.) Nursing Contact hours are issued based on the standard set by New Jersey State Nurses Association.

COURSE CANCELLATIONS/CHANGES
All courses are subject to cancellation. If the class needs to be canceled because of low enrollment we will attempt to notify you at least one day before class is scheduled to begin. When courses are cancelled or changed for any reason, students may transfer to another course or receive a full refund. Molloy College reserves the right to modify or withdraw any course offering.

FOOD SERVICE
The Anselma Room- a full-service cafeteria, located in Kellenberg Hall, is open Monday-Friday, 7:00 a.m. – 9:00 p.m., Saturday, 8:00 a.m. – 6:00 p.m, and Sunday, 10:00 a.m. – 8:00 p.m.. The Quick Byte Café, with grab and go food service, is located in the Public Square and is open Monday through Thursday, 11:30 a.m. - 5:00 p.m., and Friday, 11:00 a.m.– 4:00 p.m. Starbucks is located in the Public Square and is open Monday through Thursday, 7:00 a.m. - 8:00 p.m., and Friday, 7:00 a.m.– 6:00 p.m. Vending machines are available in the lower level of Kellenberg Hall, on the first and lower floors of the Wilbur Arts Center, and on the first floors of the Casey and Siena buildings.

SECURITY AND CAMPUS ESCORT SERVICE
Molloy College has an extensive 24-hour security system. The parking lot is well lighted and observed by patrol and TV surveillance.

If a student wants a Molloy Security Guard to escort her/him to her/his car during evening hours, use the following procedure:

How to use the callbox – While pressing the red button, speak into the intercom and ask for Public Safety. Release the red button to hear Public Safety’s response. Again depress the red button to give your location and your request.

The Department of Public Safety is temporarily located in the trailers in front of Kellenberg Hall.

TEXTBOOKS
Textbooks may be purchased in the Molloy College Bookstore located on the main level of the Public Square. Bookstore hours: Monday, Thursday, Friday, 9:00 a.m. - 5:00 p.m., Tuesday, Wednesday, 9:00 a.m. - 7:00 p.m. The phone number for the bookstore is 516-323-3935.

USE OF LIBRARY FACILITIES
All Continuing Education students are welcome to use the James E. Tobin Library at Molloy College. Students may utilize our electronic resources as well as books but usage of both must be done within the confines of the library. Continuing Ed students are not permitted to take books out of the library or use reserve materials such as print and media items.

The library welcomes your patronage and we are here to offer any assistance you may require. Students may contact the library at 516-323-3910.
GRADE REPORTS AND DOCUMENTATION

Grade reports and verification letters at the end of each course will be supplied upon request. Complete transcripts of all your classes are available for a fee of $10. Send your transcript request with your $10 check to the Division of Continuing Education. A record of attendance is not available after 5 years of the date of attendance.*
*Exceptions: Infection Control, Training of Identification of Child Abuse and Real Estate course attendance are not available after 7 years of the date of attendance.

To receive a duplicate copy of record of attendance/certificate for a non-credit course a fee of $10 is required.*
*Exceptions: To receive a duplicate copy of record of attendance/certificate for Infection Control, Training of Identification of Child Abuse and Real Estate a fee of $5 is required.

SCHOOL CLOSINGS

In the event of inclement weather, power outages or other emergencies, students should listen to WOR, WABC, WINS, WGBB, WCBS, WBAB, WHLI, WBLI, WALK, WLIM and Channel 12 or visit our website at: www.molloy.edu

NON-DISCRIMINATION POLICY

Molloy College admits students without regard to age, race, color, gender, religion, sexual orientation, national or ethnic origin or physical and/or learning disability to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, race, color, gender, religion, sexual orientation, national or ethnic origin or physical and/or learning disability in administration of its education policies, admissions policies, scholarships and loan programs and athletic and other College administered programs. Inquiries concerning the College’s non-discrimination policies may be referred to the Office of Financial Affairs.

STUDENTS WITH DISABILITIES

All buildings are fully accessible to handicapped students. Before arriving, please notify us if you need assistance so we may make proper arrangements.

In compliance with Section 504 of the Rehabilitation Act of 1973 and with ADA requirements, Molloy College offers the following auxiliary aids and academic adjustments free of charge to all admitted students submitting a current psychological evaluation/diagnostic testing by a certified expert in the field, indicating such need. Auxiliary Aids: Extended time for course completion; note takers; use of tape recorders for class; extended time for tests; alternate testing sites; reader for tests; scribes for test; tutorial services for math and science; personal counseling services; career counseling services.
DIRECTIONS TO ROCKVILLE CENTRE CAMPUS

Molloy College's Rockville Centre Campus is located at 1000 Hempstead Avenue, Rockville Centre, NY, 11571.

Traveling By Car:

**From the East:** Southern State Parkway to exit 20S. Turn right onto Grand Avenue. Make right onto Georgia Street. Georgia Street becomes Beech Street, which ends opposite Molloy College.

**From the West:** Southern State Parkway to exit 19N (Peninsula Boulevard). Make the second right turn onto Alabama Avenue. Continue to S. Franklin Avenue. Make right turn. Molloy is on the right side of the street after the overpass.

Traveling By Train or Bus:

Take the Long Island Railroad Babylon line from Pennsylvania Station in Manhattan, Flatbush Avenue Station in Brooklyn, or other Babylon line stations to the Rockville Centre Station. (Eastbound travelers inquire about a possible change at the Jamaica Station.) Bus and taxi service is available to and from the campus. The N16 line of the Metropolitan Suburban Bus Authority stops at the campus entrance.

DIRECTIONS TO SUFFOLK CENTER AT ROUTE 110

Molloy College's Suffolk Center at Route 110 is located just off Route 110 on the grounds of Republic Airport at: 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. The main office is open Monday-Thursday from 9:00 a.m. – 7:00 p.m. and Friday from 9:00 a.m. – 5:00 p.m. For further information, please call 516-323-3570.

**Travel Directions:**

**From the West**
Take the Southern State Parkway East to Exit 32N (Route 110 N toward Huntington). Proceed north on Route 110 for approximately 1.5 miles. Look for the sign for the Republic Airport entrance which is Grumman Lane, turn right. Molloy is the fourth building on the left-hand side of the road, 7180 Grumman Lane.

**From the East**
Take the Southern State Parkway West to Exit 33 (Route 109 W toward Farmingdale). Take ramp right to merge onto Route 110 N. Look for the sign for the Republic Airport entrance which is Grumman Lane, turn right. Molloy is the fourth building on the left-hand side of the road, 7180 Grumman Lane.

**From the North**
Take the Long Island Expressway to Exit 49S (Route 110), Proceed south on Route 110 for approximately 3.5 miles. Look for the sign for the Republic Airport entrance which is Grumman Lane, turn left. Molloy is the fourth building on the left-hand side of the road, 7180 Grumman Lane.
About Molloy College

Molloy College, an independent Catholic college based in Rockville Centre, was founded in 1955. The College serves a student population of approximately 4,400 undergraduate and graduate students. The main campus is located on the South Shore of Long Island in Rockville Centre.

The College also offers off campus locations for study at the Suffolk Center in East Farmingdale, just off the Rt. 110 corridor. In addition, the College offers courses at area hospitals and schools - all designed to provide convenience for our undergraduates, graduate and continuing education students.

Molloy College offers AA degree in liberal arts; the AAS degree in cardiovascular technology, nuclear medicine technology and respiratory care; and the BA or BS degree in accounting, art, business, child care training, computers & technology, criminal justice, education, English, English as a Second Language, fine arts, fine art therapy, floristry, furniture design, French, German, home inspection, health information management, industrial design, interdisciplinary studies, interior decorating, Italian, Japanese, leadership, liberal arts, music, music therapy, nursing, philosophy, political science, psychology, recreation, religion, Russian, speech language pathology, Spanish, speech language pathology, sociology, Spanish, speech language pathology, theology, and the 85W in Social Work, and the BFA in art and music. Teacher certification programs are available in childhood (1-6), adolescence (7-12), programs are available in accounting, business, criminal justice, education, music therapy, nursing, speech pathology and personal financial planning. Molloy College offers over 13,000 Molloy College alumni have benefited from this combination of traditional, liberal studies and practical, professional coursework. Their personal development and professional success are a testimony to the tradition of Dominican education at Molloy College.

The Rockville Centre campus is located off the Southern State Parkway, between exits 19 and 20, the college is easily accessible from all parts of Long Island, Queens, Manhattan and Brooklyn by bus, LIRR or automobile. The Suffolk Center is also located off of the Southern State Parkway at exit 32N on the grounds of Republic Airport. (For more specific directions to both campuses, see page 72.)

Division of Continuing Education and Professional Development

Molloy College has a strong commitment to provide education and training for adult learners. A large number of individuals want to learn throughout the life cycle. A changing world due to socioeconomic conditions has created the need for continuous education and training. Regardless of whether an individual needs to attend courses to enhance their job skills, to train for a new career or just for the joy of learning, the Division of Continuing Education and Professional Development at Molloy College offers courses and certificate programs specially designed with the adult student in mind.

At the Division of Continuing Education and Professional Development, our mission is:

“To teach others how to achieve their dreams.”

Registration is easy!

FIVE WAYS TO REGISTER:

Online Registration
Visit our website at: www.molloy.edu/ce and click on the “Registration” icon on the left-hand side of the page and follow the directions.

By Phone
Call 516.323.3500 with your MasterCard® or Visa® number during the times listed under in-person registration.

By Fax
Complete the registration form and include your MasterCard or Visa number. Fax the form to 516.323.3500.

In-Person
Please come to the Continuing Education Office located in Siena Hall, Room 106 during the following office hours:

Mondays - Thursdays
8:30 a.m. - 7:00 p.m.

Fridays
8:30 a.m. - 5:00 p.m.

Saturdays
8:30 a.m. - 12:30 p.m.

A Campus Map can be found on page 72 of this catalog.

By Mail
Complete the registration form and mail it with a check, money order or credit card information to:

Molloy College
Division of Continuing Education
1000 Hempstead Avenue
P.O. Box 5002
Rockville Centre, NY 11571-5002

Refund Policies are listed on page 69 of this catalog.

REGISTRATION FORM
DIVISION OF CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

For fax, mail or in-person registration, please complete the information below. Only one person may register on this form. Additional forms may be copied. A confirmation, with your room assignmet, will be sent upon receipt of your registration. Room assignments are also posted on the bulletin board outside of Room 106 in Siena Hall.

PLEASE PRINT TYPE

DATE

LAST NAME FIRST NAME M.I.

MAILING ADDRESS

CITY STATE ZIP

HOME PHONE BUSINESS PHONE

E-MAIL FAX

PAYMENT METHOD

Check # Cash

Visa MasterCard

EXP. DATE (Month/Year)

ACCOUNT NUMBER

SIGNATURE OF CARDHOLDER

OFFICE USE ONLY

TAKEN BY: (P) (AC) (P)

MARK YOUR CALENDAR!

Information and Registration Session

Tuesday, January 14

5:30 p.m. - 8:00 p.m.
Casey Center
No Charge

Seek advice and guidance from faculty, staff, and administrators in the following areas:

- Accounting/Bookkeeping
- Addiction Studies
- CASAC Education
- Recredentialling
- Business
- Child Care Training
- Computers & Technology
- English as a Second Language
- Enrolled Agent
- Financial Planning
- Floral Design
- Health Information Management
- Medical Coding/Billing
- Home Inspection
- Human Resource Management
- Interior Decorating
- Medical Assistant
- Nonprofit Management
- Nursing
- Paralegal
- Pharmacy Technician
- Real Estate
- Speech Language Pathology

Plus dozens of other courses in writing, languages and test preparation. Call 516.323.3550 for further information and to RSVP.

Online Registration Available!

Online registration is available for courses offered by the Division of Continuing Education and Professional Development at Molloy College. Students can go online and register 24 hours a day, seven days a week. You can also update your personal data, check on your registration status and see your grades.

To access the system, please visit our website at: www.molloy.edu/ce/registration and go to “online registration”. To register for classes you will need an e-mail address and a MasterCard or Visa charge card.

If you should need assistance with the system, or if you should have any questions, please contact us by e-mail at: conted@molloy.edu or by phone at 516.323.3550.

Refund Policies are listed on page 69 of this catalog.

MARK YOUR CALENDAR!
Career Seminars

Tuesday, January 14, 6:00 p.m. - 7:30 p.m.
Rockville Centre Campus
No Charge

Call 516.323.3550 or e-mail us at conted@molloy.edu for further information and to RSVP

Molloy College is also in Suffolk!