CONTINUING EDUCATION

SPRING 2020

Our programs can alter your course
Online Registration Available!

Online registration is available for courses offered by the Division of Continuing Education and Professional Studies 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 or Discover 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 4,500 undergraduate and graduate students. Molloy students can earn degrees in a variety of outstanding academic programs, including nursing, business, education, social work, music therapy and many more.

Molloy ranked #1 Value All-Star nationally in Money Magazine's ratings among the approximately 4,500 colleges and universities in the country.

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 undergraduate, 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, biology, business management, communications, computer science, computer information systems, criminal justice, earth and environmental studies, education, English, finance, health service leadership, history, interdisciplinary studies, marketing, mathematics, music, music therapy, new media, nuclear medicine technology, nursing, philosophy, political science, psychology, social work, sociology, Spanish literature and culture, speech language pathology & audiology theatre arts and theology. Teacher certification programs are available in childhood (1-6), adolescence (7-12), and special education. Dual degree programs are available in Accounting, Business, Criminal Justice, Education, Music Therapy, and Nursing. There are DNP and Ph.D. programs in Nursing and an Ed.D. program in Education.

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 Studies

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 Studies 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.”
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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, Discover or Visa charge to register.

**By Phone:**
Call 516-323-3550 with your MasterCard, Discover 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, Discover 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

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Visit us on the web at: [www.molloy.edu/ce](http://www.molloy.edu/ce)
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 7, 2020 and May 12, 2020 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)
FINANCIAL PLANNER (Course Number: FP-1000, see page 23)
HEALTH INFORMATION MANAGEMENT (Course Number: MR-9999 Section A, see page 33)
HOME INSPECTION (Course Number: HI-9999 Section A, see page 25)
HUMAN RESOURCES (Course Number: HR-9999 Section A, see page 10)
INTERIOR DESIGN (Course Number: ID-9999 Section A, see page 29)
MEDICAL ASSISTANT (Course Number: MA-9999, see page 31)
NONPROFIT MANAGEMENT (Course Number: NPM-2000 Section A, see page 41)
PARALEGAL (Course Number: PL-9999 Section A, see page 53)
PHARMACY TECHNICIAN (Course Number: PT-9999 Section A, see page 54)
REAL ESTATE (Course Number: RE-9999 Section A, see page 55)

Most of these Career Seminars will be repeated on Tuesday, May 12, 2020 from 6:00 - 7:30 p.m.
R.S.V.P. by calling 516-323-3550 or emailing: conted@molloy.edu

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. See page 51 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 51 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 51 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 51 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 51 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!
Important Change in CASAC/CASAC-T Certification Requirements for New and Current Students

The New York State Office of Alcoholism and Substance Abuse Services (NYS-OASAS) has changed the requirements for the Credentialed Alcoholism and Substance Abuse Counselor (CASAC/CASAC-T) certification as of September 1, 2013. 350 clock hours for the program will be still be required. However, in the past, candidates could take the 350 clock hours with more than one provider or school and could also choose to take electives within each of the four sections of the program. Those seeking their CASAC certification must now take the 350 educational hours with one provider or school, and there are no longer elective courses.

Molloy has been approved to offer the new CASAC 350-Hour Standardized Curriculum and the program has been re-designed so that the courses listed are the courses needed to complete the 350 hours. Courses will no longer be listed under sections.

Those students who have been in the program prior to the changes and still need to complete hours in a certain section, can contact Vanessa Formoso, Assistant Director, Division of Continuing Education & Professional Development at vformoso@molloy.edu or at 516.323.3557 to schedule an appointment and review their transcript. For clarification - please call the Office of Continuing Education at: 516-323-3550 or email: conted@molloy.edu or join us at our Career Seminar held every January, May and September.

Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Requirements

To become a CASAC, you must:
- be at least 18 years of age;
- have earned at least a High School Diploma or a General Equivalency Diploma (GED); and
- reside or work in New York State at least 51 percent of the time to be issued a credential.

In addition, you must satisfy requirements in the following areas (please click on the title for a description):
- Evaluation of Competency and Ethical Conduct
- Work Experience
- Education and Training

Upon completion of the 350-Hour program, students will be issued the OASAS CASAC 350-Hour Standardized Certificate of Completion. Students will be required to submit this document to the Office of Alcoholism and Substance Abuse Services' (OASAS) Credentialing Unit when submitting your application for your credential. Please note that completion of the 350-hour program does not provide you with CASAC Trainee status. Students must complete and submit the OASAS Credentialing application and required fee ($100) to OASAS' Credentialing Unit staff to achieve this status. Upon receipt of the application, a review will be conducted to determine eligibility for the CASAC Trainee and CASAC Examination.

For further information on the credentialing process and requirements, please visit the OASAS webpage at: https://www.oasas.ny.gov/sqa/credentialing/index.cfm or contact the Credentialing Unit staff at 1-800-482-9564. Staff are available Monday, Wednesday and Friday from 9 a.m. - 3 p.m.

Molloy Program Background

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.

Program webpage: www.molloy.edu/ce/addiction

A Registration Form Can Be Found On The Inside Back Cover
Recredentialing Requirements
Those students who are already CASAC's and must renew their credential with NYS-OASAS must document 60 clock hours, of which, 40 clock hours must be in education and training related to alcoholism and substance abuse. Renewal of your CASAC credential is done every three years. All courses listed may be used for recredentialing purposes.

Social Work Continuing Education Credit
Molloy College, Continuing Education & Professional Development Social Work CPE is recognized by the New York State Education Department’s State Board for Social Work as an approved provider of continuing education for licensed social workers #0110 and a number of course offered in the CASAC program have been approved for Social Work CE credit. If a course is approved for Social Work CE credit it will have an asterisk next to the title in the list of courses below. It will also be indicated in the course schedule.

Courses Offered
The program consists of 24 courses that vary in length from 3-28 hours and together total 365 hours. The list of courses in the program can be found below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hour</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Knowledge: Physiology, Psychological and Pharmacological Effects</td>
<td>27</td>
<td>$405</td>
</tr>
<tr>
<td>Overview of the Addictions Field</td>
<td>28</td>
<td>$420</td>
</tr>
<tr>
<td>Diversity of Intervention and Treatment Approaches</td>
<td>14</td>
<td>$210</td>
</tr>
<tr>
<td>*Introduction to Diagnostic Criteria</td>
<td>19</td>
<td>$275</td>
</tr>
<tr>
<td>Knowledge of 12 Step and Mutual Aid Groups (self-help groups)</td>
<td>4</td>
<td>$60</td>
</tr>
<tr>
<td>Toxicology Testing/Screening (urinalysis as a therapeutic tool)</td>
<td>3</td>
<td>$50</td>
</tr>
<tr>
<td>*Foundational Counseling Skills of Individual and Group Counseling</td>
<td>21</td>
<td>$315</td>
</tr>
<tr>
<td>*Individual Counseling</td>
<td>20</td>
<td>$300</td>
</tr>
<tr>
<td>*Group Counseling (MAT)</td>
<td>25</td>
<td>$375</td>
</tr>
<tr>
<td>*Counseling Special Populations/Cultural Competency</td>
<td>25</td>
<td>$375</td>
</tr>
<tr>
<td>*Theories of Human Development and the Relationship to Substance Use</td>
<td>10</td>
<td>$150</td>
</tr>
<tr>
<td>*Counseling and Communicating with Families and Significant Others</td>
<td>18</td>
<td>$260</td>
</tr>
<tr>
<td>*Integrated Care</td>
<td>10</td>
<td>$150</td>
</tr>
<tr>
<td>*Crisis Management</td>
<td>10</td>
<td>$150</td>
</tr>
<tr>
<td>Recurrence of Symptoms/Relapse Prevention</td>
<td>15</td>
<td>$215</td>
</tr>
<tr>
<td>*Screening, Assessment, and Evaluation</td>
<td>24</td>
<td>$345</td>
</tr>
<tr>
<td>*Treatment Planning, Client Record Keeping, and Discharge Planning</td>
<td>24</td>
<td>$345</td>
</tr>
<tr>
<td>*Case Management, Referral, and Service Coordination</td>
<td>15</td>
<td>$215</td>
</tr>
<tr>
<td>*Patient, Family, and Community Education and Prevention</td>
<td>10</td>
<td>$150</td>
</tr>
<tr>
<td>*Counselor-Client Relationship</td>
<td>16</td>
<td>$230</td>
</tr>
<tr>
<td>*Ethical Decision Making &amp; Conduct (ethics in the digital age)</td>
<td>9</td>
<td>$130</td>
</tr>
<tr>
<td>*Ethics: Confidentiality/Legal Issues (mandated reporter training)</td>
<td>9</td>
<td>$130</td>
</tr>
<tr>
<td>*Professional Development</td>
<td>4</td>
<td>$60</td>
</tr>
<tr>
<td>*Counselor Wellness</td>
<td>5</td>
<td>$75</td>
</tr>
<tr>
<td>Total</td>
<td>365</td>
<td>$5,390</td>
</tr>
</tbody>
</table>

*Approved for Social Work CPE credit

Course Descriptions, Plan of Study, Schedules and Locations
Courses are offered at night, during the day and on Saturdays. The number of sessions each course meets varies from anywhere to 1 session to 10 sessions, as do the number of hours. Courses are offered throughout the year, including the summer. The courses can be taken at either our Rockville Centre campus or at our Suffolk Center in East Farmingdale. Courses will be offered at both loca-

Admission
Candidates for the Center for Addiction Studies 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 please download it from our webpage at: www.molloy.edu/ce/addiction or call the Division of Continuing Education and Professional Development at 516.323.3550. The application is due at time of registration and need only be completed once. There is no fee involved to apply.

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 6 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.

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.

Certificates
A certificate will be awarded upon satisfactory completion of each course and at the completion of the program. Course certificates are usually mailed out automatically 1-2 weeks after course grades have been submitted. However, students should contact the Office of Continuing Education at 516.323.3550 or by e-mail at: conted@molloy.edu at the completion of the program to have a program certificate issued.

Accreditation
The program is approved by the New York State Office of Alcoholism and Substance Abuse Services, Bureau of Credentialing, Provider Number ED0021. 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: www.oasas.ny.gov.

Questions?
For questions regarding the program, course schedules and/or registration, visit us on the web at: www.molloy.edu/ce/addiction or call 516.323.3550 or email conted@molloy.edu.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
Overview of the Addiction Field
This class will explore relevant concepts in addiction. This will include different beliefs in the etiology of the substance use disorder and how that affects the treatment approach. Issues of trauma, family history, etc. will be addressed introducing “Seeking Safety” as a new tool and recognizing the risk and protective factors in the individual’s environment, cultural group and belief system. The current ambivalence of the political and legal climate will be explored with Drug Courts, DWI enforcement and the decriminalization and possible legalization of other controlled substances. The economics and politics of addiction will also be addressed with “who will pay for it.” Private insurance with examples of managed care, self-insured unions and counties will be reviewed. Public assistance eligibility including NYS Medicaid and Federal SSI and, SSD will also be covered. The requirements and obligations of receiving Federal Block Grants including priority placement and interim services will be reviewed.
Instructor: JAMES MULLAN, C.A.S.A.C

Diversity of Intervention and Treatment Approaches
This course will cover diagnosis of substance use disorder using the DSM 5, ATOD viewed on a continuum, starting with experimentation and ending with the relapse prevention and recovery. It will also look into the different types of chemical dependency treatment and the criteria for referral, matching levels to the severity of the substance use disorders, different philosophies and beliefs regarding the etiology of addiction and more.
Instructor: JAMES MULLAN, C.A.S.A.C

Course Number: AD-1016
Tuition: $210
Section R
Rockville Centre Campus
2 Saturdays, April 18 & 25
9:00 a.m. – 4:00 p.m.
Section S
Suffolk Center
4 Thursdays, July 7 – 28
6:30 p.m. – 10:00 p.m.

Introduction to Diagnostic Criteria
Through didactic learning, collaboration, discussion, research and classroom participation, participants will develop a basic understanding of the assessment instruments and diagnostic tools for Substance Use Disorder treatment, including but not limited to the current Diagnostic and Statistical Manual (DSM-5), International Classification of Diseases (ICD) standards, the Addiction Severity Index (ASI), the A.S.A.M Patient Placement Criteria, OASAS LOCODTR Non-Crisis Level of Care Determination, NYSCRI Mental Health Status Exam, and the SAMHSA suicide risk assessment.
Instructor: ELIZABETH PERETTA, LCSW, C.A.S.A.C, ICADC

Course Number: AD-1017
Tuition: $275
Section R
Rockville Centre Campus
3 Saturdays, June 6 -20
9:00 a.m. – 3:30 p.m.
Section S
Suffolk Center
2 Saturdays, April 18 & 25
9:00 a.m. – 4:00 p.m.

Knowledge of 12 Step and Mutual Aid Groups
Students will understand the dynamics of a self help group, the evolution of self help groups in the USA, how different groups adapt the Twelve Steps to their particular circumstances, the function of the Twelve Traditions in self regulation of the group, and the alternatives to Twelve Steps groups including: Women for Sobriety, and SMART.
Instructor: JAMES MULLAN, C.A.S.A.C

Course Number: AD-1020
Tuition: $60
Section R
Rockville Centre Campus
1 Friday, February 7
9:00 a.m. – 1:00 p.m.
Section S
Suffolk Center
1 Thursday, July 2
6:30 p.m. – 10:30 p.m.

*Approved for social work CEU credit.
Toxicology Testing/Screening
The participant will understand the different outcomes possible for urine results, the window of detection for each group of drugs, and cross reaction in specific groups of drugs.
Instructor: JAMES MULLAN, C.A.S.A.C.
Course Number: AD-1555  Tuition: $50
Section B  Rockville Centre Campus
1 Friday, January 10
9:00 a.m. – Noon
Section S  Suffolk Center
1 Friday, May 1
9:00 a.m. – Noon

* Foundational Counseling Skills of Individual and Group Counseling
Through didactic learning, collaboration and class discussion, participants will become familiar with the foundational counseling skills essential for the successful delivery of group and individual therapies. The participant will develop a basic understanding of client engagement, stages of change, appropriate counseling approaches to address defense mechanism, use of positive reinforcement, relaying and practicing respect for personal differences and individual needs, protecting client rights, grievance policies and navigating the termination stages of both individual and group therapy. Participants will apply counseling theories and techniques inherent to each milieu and will identify client concerns, developing effective clinical plans for the group and the individual.
Instructor: ELIZABETH PERETTA, LCSW, C.A.S.A.C., ICADC
Course Number: AD-2010  Tuition: $315
Section R  Rockville Centre Campus
7 Mondays, January 27 – March 16
(No class 2/17)
6:00 p.m. – 9:00 p.m.

* Individual Counseling
This course will cover the essentials of Substance Use Disorder counseling with individuals, including the theory and practice of clinical management of the individual recovery process, the application of diagnostic criteria and the importance of vocational readiness.
Instructor: PAULA SUSSMAN, M.S.W., A.C.S.W., L.C.S.W-R, C.A.S.A.C-T
Course Number: AD-2015  Tuition: $300
Section R  Rockville Centre Campus
3 Saturdays, February 1 – 15
9:00 a.m. – 5:00 p.m.
(1 hour break; class 2/15 meets 9:00 a.m. – 4:00 p.m.)
Section S  Suffolk Center
3 Sundays, August 2 – 16
9:00 a.m. – 5:00 p.m. (1 hr break)

* Group Counseling
Through didactic learning, collaboration, discussion and role playing, participants will become familiar with the parameters, function and purpose of various types of groups, including support groups. The participant will develop a basic understanding of group stages, focusing specifically on conflict and cohesion, group dynamics, intervention techniques, and the leadership and skill techniques necessary to successfully manage and facilitate each phase of group dynamics. Participants will apply counseling theories and techniques inherent to the group milieu and will identify client concerns, developing effective clinical plans for the group and the individual.
Instructor: ELIZABETH PERETTA, LCSW, C.A.S.A.C., ICADC0.07 in
Course Number: AD-2030  Tuition: $375
Section R  Rockville Centre Campus
8 Mondays, March 23 – May 11
6:00 p.m. – 9:00 p.m.

ADDITION STUDIES

* Counseling Special Populations/Cultural Competency
This course will cover Comprehensive exploration of "Special populations" as defined by race; minority/protected status; ethnicity; gender/identity; religion; legal status; age; and/or other status (specific to veterans, trauma survivors, criminal justice-involved, sexual orientation, domestic violence, co-occurring disorders or other disabilities). The specific SUD prevention/treatment needs of particular populations, the different patient feelings and behaviors that may result from their respective culture including those about substance use and treatment compliance. In-depth discussion on cultural considerations as they relate to resources available for diverse populations and development of the skills necessary to effectively counsel individuals in those populations.
Instructor: VALERIE FARRELL, L.M.S.W., C.A.S.A.C-T, RMT
Course Number: AD-2016  Tuition: $375
Section R  Rockville Centre Campus
5 Sundays, February 2 – March 1
9:00 a.m. – 3:00 p.m. (1 hr break)
Section S  Suffolk Center
8 Wednesdays, July 8 – August 26
6:30 p.m. 9:30 p.m.
(first 4 sessions meet 6:30 p.m. – 9:45 p.m.)

* Theories of Human Development and the Relationship to Substance Use
Human development occurs in predictable stages, but any number of circumstances can impede normal development at any stage or age and lead to a range of problems, including substance abuse, addiction and other mental illnesses. A comprehensive review of theories, models and interventions will be addressed.
Instructor: VALERIE FARRELL, L.M.S.W., C.A.S.A.C-T, RMT
Course Number: AD-2017  Tuition: $150
Section R  Rockville Centre Campus
2 Sundays, January 12 & 19
9:00 a.m. – 3:00 p.m. (1hr break)
Section S  Suffolk Center
2 Sundays, June 7 & 14
9:00 a.m. – 3:00 p.m. (1 hr break)

* Counseling and Communicating with Families and Significant Others
This course will explore the impact of addiction on families with specific attention to family dynamics and interaction, family counseling theories, family education and the role of the family in relapse and relapse prevention.
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.
Course Number: AD-2020  Tuition: $260
Section A  Rockville Centre Campus
6 Thursdays, March 12 – April 23
(No class 4/9)
6:45 p.m. – 9:45 p.m.
Section B  Rockville Centre Campus
6 Mondays, August 3 – September 14
(No class 9/7)
6:45 p.m. – 9:45 p.m.

* Integrated Care
This course will focus on the Comprehensive exploration of the medical issues/health consequences common to individuals with SUD including; diabetes, heart disease, cirrhosis, HIV/AIDS,STD's, hepatitis and other communicable diseases, as well as, other effects of chemical substances on the body; interventions/treatment which promote health, wellness and the recovery process.
Instructor: VALERIE FARRELL, L.M.S.W., C.A.S.A.C-T, RMT
Course Number: AD-2018  Tuition: $150
Section R  Rockville Centre Campus
2 Saturdays, February 22 & 29
9:00 a.m. – 3:00 p.m. (1hr break)
Section S  Suffolk Center
3 Wednesdays, May 13 – 27
6:30 p.m. – 10:00 p.m.
(5/27 class meets 6:30 p.m. – 9:30 p.m.)

*Approved for social work CEU credit.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
* Crisis Management

Students will understand the need for crisis management regarding how to triage and respond to crisis; utilizing crisis intervention techniques and emergency procedures in response to overdose and acute withdrawal symptoms; methods to respond to individuals/families in crisis.

Instructor: PAULA SUSSMAN, M.S.W., A.C.S.W., L.C.S.W-R, C.A.S.A.C-T

Course Number: AD-2019

Tuition: $150

Section R Rockville Centre Campus

3 Thursdays, January 9 – 23
9:00 a.m. – 1:00 p.m.
(last two classes meet 9:00 a.m. – Noon)

Section S Suffolk Center

3 Thursdays, May 21 – June 4
9:00 a.m. – 1:00 p.m.
(last two classes meet 9:00 a.m. – Noon)

* Recurrence of Symptoms/Relapse Prevention

Students will understand the view of substance use as a chronic problem and the need for long-term treatment, different approaches to treat substance use, how withdrawal syndromes can affect relapse prevention, different stages of recovery, changing role of the counselor, strategies in dealing with cravings and urges, recognize the internal warning signs as well as outside stimuli of pending relapse, impulse control, and "cost/benefit analysis.

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

Course Number: AD-2035

Tuition: $215

Section S Suffolk Center

5 Thursdays, April 16 – May 14
6:30 p.m. – 9:30 p.m.

Section R Rockville Centre Campus

3 Thursdays, July 11 – 25
9:00 a.m. – 3:00 p.m. (1hr lunch)

* Screening, Assessment, and Evaluation

This course will assist the counselor to: determine the presence and extent of substance use disorder, identify points of intervention and significant others in the assessment process, identify risk factors and recognize possible signs of harmful behaviors, and etc.


Course Number: AD-3010

Tuition: $345

Section A Rockville Centre Campus

6:00 p.m. – 9:00 p.m.
8 Tuesdays, April 7 – May 26

Section B Rockville Centre Campus

9:00 a.m. – Noon
3 Sundays, January 11 – 25
9:00 a.m. – 1:00 p.m.
(last two classes meet 9:00 a.m. – Noon)

* Treatment Planning, Client Record Keeping, and Discharge Planning

This course will cover: review of continuum care, how to determine the appropriate LOC, treatment planning process, teach SOAP note form of documentation, demonstrate team interaction in treatment planning, explore role of treatment team in implementing the treatment plan, and explore the role of treatment team in developing D/C plans.


Course Number: AD-3035

Tuition: $345

Section A Rockville Centre Campus

8 Mondays, January 6 – March 9
(No class 2/27 & 3/5 class meets 6:45 p.m. – 10:15 p.m.)
6:45 p.m. – 9:45 p.m.

Section B Rockville Centre Campus

8 Mondays, June 1 – July 20
6:45 p.m. – 9:45 p.m.

* Case Management, Referral, and Service Coordination

Understand the need for crisis management regarding how to triage and respond to crisis; utilizing crisis intervention techniques and emergency procedures in response to overdose and acute withdrawal symptoms; methods to respond to individuals/families in crisis.

Instructor: PAULA SUSSMAN, M.S.W., A.C.S.W., L.C.S.W-R, C.A.S.A.C-T

Course Number: AD-3025

Tuition: $215

Section R Rockville Centre Campus

3 Sundays, March 8 – 22
9:00 a.m. – 3:00 p.m. (1hr break)

Section S Suffolk Center

3 Thursdays, November 11 – 25
9:00 a.m. – 3:00 p.m. (1hr break)

* Patient, Family, and Community Education and Prevention

Comprehensive exploration of models and theories relating to prevention, risk and protective factors, gambling best practice standards and their application for patients, families and communities addressing substance use and their related problems; encouraging an understanding of addiction and the recovery process. Training techniques for community presentations and coalition building in substance use communities.

Instructor: VALERIE FARRELL, L.M.S.W., C.A.S.A.C-T, RMT

Course Number: AD-3050

Tuition: $150

Section R Rockville Centre Campus

2 Saturdays, March 7 & 14
9:00 a.m. – 3:00 p.m. (1hr break)

Section RX Rockville Centre Campus

2 Saturdays, August 1 & 8
9:00 a.m. – 3:00 p.m. (1hr break)

* Counselor- Client Relationship

* The course will assist students to: maintain their therapeutic role at all times in professional and community settings, understand the role of transference and countertransference, develop cultural competency and increase awareness of one’s own beliefs and values, be aware of client rights and advocate for their clients, maintain healthy boundaries in the therapeutic relationship, and etc.


Course Number: AD-4015

Tuition: $230

Section A Rockville Centre Campus

6:45 p.m. – 9:45 p.m.
5 Tuesdays, August 4 – September 1
(8/25 & 9/1 class meets 6:45 p.m. – 10:15 p.m.)
6:45 p.m. – 9:45 p.m.

Section B Rockville Centre Campus

6:45 p.m. – 9:45 p.m.
5 Thursdays, February 6 – March 5
(2/27 & 3/5 class meets 6:45 p.m. – 10:15 p.m.)
6:45 p.m. – 9:45 p.m.

* Ethical Decision Making & Conduct

* Using current ethical issues as they relate to substance abuse treatment. Participants will practice analytical skills and develop a basic knowledge of critical thinking in effective ethical decision making. They will examine the differences between virtue ethics and decision making. They will obtain knowledge of the ethical responsibilities outlined for but not limited to the OASAS Canon of Ethical Principles as they relate to other regulatory practice standards and discuss the important role professional supervision plans in ethical decision making.

Instructor: ELIZABETH PERETTA, LCSW, C.A.S.A.C, ICADC

Course Number: AD-4010

Tuition: $130

Section A Rockville Centre Campus

6:00 p.m. – 9:00 p.m.
3 Thursdays, January 9 – 23

Section B Rockville Centre Campus

6:00 p.m. – 9:00 p.m.
3 Wednesdays, May 27 – June 10

* Confidentiality & Legal Issues

* Using current ethical issues as they relate to substance abuse treatment. Participants will practice analytical skills and develop a basic knowledge of critical thinking in effective ethical decision making. They will examine the differences between virtue ethics and decision making. They will obtain knowledge of the ethical responsibilities outlined for but not limited to the OASAS Canon of Ethical Principles as they relate to other regulatory practice standards and discuss the important role professional supervision plans in ethical decision making.

Instructor: ELIZABETH PERETTA, LCSW, C.A.S.A.C, ICADC

Course Number: AD-4011

Tuition: $130

Section A Rockville Centre Campus

9:00 a.m. – Noon
3 Saturdays, January 11 – 25

Section B Rockville Centre Campus

9:00 a.m. – Noon
3 Tuesdays, June 16 – 30

*Approved for social work CEU credit.

A Registration Form Can Be Found On The Inside Back Cover
Professional Development
This course is designed for students enrolled in CASAC training. This course serves as a foundation from which all students who are seeking a career as a helping professional in the field of addiction treatment must understand and embrace in order to function in a competent, effective and ethical manner. This course will identify and address the personal, professional, organizational, cultural, societal and other factors that may impact the CASAC’s role while in training and throughout the course of one’s professional career.
Instructor: HOWARD RIESEL, L.C.S.W
Course Number: AD-4020
Tuition: $60
Section A
Rockville Centre Campus
1 Sunday, January 26
9:00 a.m. – 1:00 p.m.
Section B
Rockville Centre Campus
1 Sunday, April 19
9:00 a.m. – 1:00 p.m.
Section C
Rockville Centre Campus
1 Sunday, July 12
9:00 a.m. – 1:00 p.m.

Counselor Wellness
Knowledge of the importance of self-care for the Substance Use Disorder Counselor and the application of Counselor Wellness tools/resources which can identify work-related stressors and provide counselor assistance through EAPs, clinical supervision or other service counterparts.
Instructor: PAULA SUSSMAN, M.S.W., A.C.S.W., L.C.S.W-R, C.A.S.A.C.-T
Course Number: AD-4025
Tuition: $75
Section C
Rockville Centre Campus
1 Saturday, January 4
9:00 a.m. – 3:00 p.m. (1 hr break)
Section A
Rockville Centre Campus
1 Sundays, March 29
9:00 a.m. – 3:00 p.m. (1 hr break)
Section B
Rockville Centre Campus
1 Saturday, August 15
9:00 a.m. – 3:00 p.m. (1 hr break)
*Approved for social work CEU credit.

Re-credentialing 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. All of the courses listed under the CASAC program are approved for re-credentialing. For clarification of exam requirements, categorization of courses, re-credentialing 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.

FACULTY:
MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.
Community Housing Innovations, Inc.
LINDA BABOLCSAY, L.C.S.W.-R, C.A.C.A.C., BCD
VALERIE FARRELL, L.M.S.W., C.A.S.A.C.-T, RMT,
ELIZABETH PERRETTA-KENNEDY, L.C.S.W., 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
PAULA SUSSMAN, M.S.W., A.C.S.W., L.C.S.W-R, C.A.S.A.C.-T

Online Registration Available - visit our website at: www.molloy.edu/ce for details!
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 Studies 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 areas of study are offered in this section of the catalog:

- Accounting and Bookkeeping (see this page)
- Human Resource Management (see page 10)
- Management (see page 13)
- Notary Public (see page 14)

**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 16). Textbook required.

Course Number: BK-1000
Tuition: $295
Section A
Rockville Centre Campus
5 Thursdays, January 30 - February 27
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: $295
Section A
Rockville Centre Campus
5 Thursdays, March 5 - April 2
6:45 p.m. - 9:45 p.m.
Instructor: THOMAS ATHY, BA, 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, 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. He now works in private practice.

Course Number: AC-2000
Tuition: $125
Section A
Rockville Centre Campus
2 Thursdays, January 2 & 9, 2020
6:30 p.m. – 9:30 p.m.
Section B
Rockville Centre Campus
2 Thursdays, May 7 & 14, 2020
6:30 p.m. – 9:30 p.m.

Online Option:
This course can also be taken totally online for $125. Classes start every month throughout the year. Please note that if you are taking this course online there is a different registration procedure. Please see page 51 for registration procedures and additional information.

**Program webpage:**
www.molloy.edu/ce/business

**Program in:**

**Nonprofit Management**
See page 40 for details.

**Notary Public Course**
See page 14 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.

The courses are:

REQUIRED COURSES (all five must be taken):
• Human Resource Management: An Overview
• Compensation & Benefits
• Human Resources And The Law
• The Employee Handbook
• Interviewing Techniques

ELECTIVE COURSES (select one for certificate; all five for advanced certificate):
• Employee And Labor Relations
• Employee Selection And Staffing
• Performance Appraisals
• Training And Development
• Safety, Security And Health In The Workplace

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! Cania Infante and Kristin Seely, both experienced human resources professionals, 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 7, 2020; 6:00 – 7:30 p.m.

Section B
1 Tuesday, May 12, 2020; 6:00 – 7:30 p.m.

Visit us on the web at: www.molloy.edu/ce/business.
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
Instructors: KATE RALEIGH, MS, Director, Human Resources, Northwell Health (Rockville Centre campus) and MICHAEL S. NERSESIAN, Human Resource Business Director, MTA-Long Island Rail Road (Suffolk campus)

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, HIPAA, union-related laws, and Executive Order 11246. The program is presented in a teaching method that is fast-paced and stimulating. 9 CEUs
Instructors: KATE RALEIGH, MS, Director, Human Resources, Northwell Health (Rockville Centre campus) and MICHAEL S. NERSESIAN, Human Resource Business Director, MTA-Long Island Rail Road (Suffolk campus)

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.
Instructors: CHARLES GRUDER, MBA, human resources professional who has worked for such firms as Empire Blue Cross/Blue Shield, Catholic Health Services and SIGNET, among others (Rockville Centre campus) and MICHAEL S. NERSESIAN, Human Resource Business Director, MTA-Long Island Rail Road (Suffolk campus)

THE EMPLOYEE HANDBOOK
Learn the importance of the employee handbook as it sets the tone and clarifies the culture of the organization. Writing and updating a handbook is the essential core of the 3 sessions. It will include difficult sections like the hiring process and trial period. .9 CEUs
Instructor: EDWARD MAINES has over 30 years experience in business management in both the public and private sectors. In addition, Mr. Maines has 11 years teaching experience including business and human resource management courses. Mr. Maines holds a BS in Professional Administration from Barry University and an MBA in Business Administration from Dowling College (Suffolk campus).

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
Instructors: KATE RALEIGH, MS, Director, Human Resources, Northwell Health (Rockville Centre campus) and EDWARD MAINES, see bio under course HR-1075. (Suffolk campus)

A Registration Form Can Be Found On The Inside Back Cover
ELECTIVE COURSES:
Please note: additional 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
Instructors: MICHAEL S. NERSESIAN, Human Resource Business Director, MTA-Long Island Rail Road (Rockville Centre campus) and EDWARD MAINES, see bio under course HR-1075 (Suffolk center).

Course Number: HR-2050
Section A Rockville Centre Campus
3 Mondays, February 3 - 24
(No Class February 17)
6:30 p.m. – 9:30 p.m.
Section B Suffolk Center Campus
3 Thursdays, February 6 - 20
6:30-9:30 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
Instructors: MICHAEL S. NERSESIAN, Human Resource Business Director, MTA-Long Island Rail Road (Rockville Centre campus) and EDWARD MAINES, see bio under course HR-1075 (Suffolk center).

Course Number: HR-2010
Section A Rockville Centre Campus
3 Mondays, March 2 - 16
6:30 p.m. – 9:30 p.m.
Section B Suffolk Center Campus
3 Thursdays, February 27 - March 12
6:30 - 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 and 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
Instructors: MICHAEL S. NERSESIAN, Human Resource Business Director, MTA-Long Island Rail Road (Rockville Centre campus) and EDWARD MAINES, see bio under course HR-1075 (Suffolk center).

Course Number: HR-2020
Section A Rockville Centre Campus
3 Mondays, March 23 - April 6
6:30 p.m. – 9:30 p.m.
Section B Suffolk Center Campus
3 Thursdays, March 19 - April 2
6:30-9:30 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
Instructors: MICHAEL S. NERSESIAN, Human Resource Business Director, MTA-Long Island Rail Road (Rockville Centre campus) and EDWARD MAINES, see bio under course HR-1075 (Suffolk center).

Course Number: HR-2030
Section A Rockville Centre Campus
3 Mondays, May 4 - 18
6:30 p.m. – 9:30 p.m.
Section B Suffolk Center Campus
3 Thursdays, April 16 - 30
6:30 - 9:30 p.m.

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
Instructors: MICHAEL S. NERSESIAN, Human Resource Business Director, MTA-Long Island Rail Road (Rockville Centre campus) and EDWARD MAINES, see bio under course HR-1075 (Suffolk center).

Course Number: HR-1095
Section A Rockville Centre Campus
3 Mondays, April 13 - 27
6:30 p.m. – 9:30 p.m.
Section B Suffolk Center Campus
3 Thursdays, May 7 - 21
6:30-9:30 p.m.

Program in:
Nonprofit Management
See page 41 for details.
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. 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:

New Online Option This Year! Students now have the option of taking six (6) of the courses listed below with an asterisk totally online. While the courses are all instructor-led, you do not have to log-in at any pre-defined time. New sessions start every month, so you can sign up anytime. Please note that if you are taking these courses online there is a different registration procedure. Please see page 50 for registration procedures and additional information. You can take all or some of the courses online or in the classroom, the choice is yours!

The courses in the program are:

**Required Courses** (select any 6),
- *Management Concepts and Principles: An Overview
- *Effective Communication
- *Building Dynamic And Highly Effective Teams
- Influencing, Persuading, And Negotiating
- *Conflict Resolution
- *Leadership and Management
- *Financial Accounting for Non-Financial Managers

**MANAGEMENT CONCEPTS AND PRINCIPLES: AN OVERVIEW**
In this course, students will be exposed to the principals and fundamental skills of management. A definition of management will be developed and principals including trust, ethics and candor will be discussed. Students will delve into the concepts of time management, decision making, organizational and worker power planning as well as other management based activities. Students will come away with a greater understanding of the complex issues that make up the Management Process.

Instructor: KIM LABAY

Course Number: MT-1060
Tuition: $125
Section A 2 Thursdays, January 23 & 30
7:00-10:00 p.m.

*Online Option:
This course can also be taken totally online for $125. Classes start every month throughout the year. Please note that if you are taking this course online there is a different registration procedure. Please see page 51 for registration procedures and additional information.

**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: JACQUELINE DUODU-BURBRIDGE

Course Number: MT-1010
Tuition: $125
Section A 2 Thursdays, February 6 & 13
7:00 p.m. – 10:00 p.m.

*Online Option:
This course can also be taken totally online for $125. Classes start every month throughout the year. Please note that if you are taking this course online there is a different registration procedure. Please see page 51 for registration procedures and additional information.

Program webpage: www.molloy.edu/ce/business
**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: KIM LABAY

Course Number: MT-1000  
Tuition: $125

Section A  
2 Thursdays, April 23 & 30  
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: NATASHA KITTLE

Course Number: MT-1040  
Tuition: $125

Section A  
2 Thursday, March 12 & 19  
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: SUSAN SHAMBATH

Course Number: MT-1030  
Tuition: $125

Section A  
2 Thursdays, March 26 & April 2  
7:00 p.m. – 10:00 p.m.

*Online Option:
These courses can also be taken totally online for $125. Classes start every month throughout the year. Please note that if you are taking one or more of these courses online there is a different registration procedure. Please see page 51 for registration procedures and additional information.

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

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**ONLINE PROGRAMS**

**Online Program in:**

*Nonprofit Management*

See page 41 for details.
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 3 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: $950 (textbook included)
Section R   Rockville Centre Campus
            Thursday's and Saturday's
            June 25 - October 21, 2020
            6:30 p.m. – 9:30 p.m.
            Saturday dates and times TBD in class
**Computers & Technology (Online Courses)**

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 visit us at: www.ed2go.com/molloy, email us at conted@molloy.edu or call us at 516-323-3550.

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**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.

**Performing Payroll in QuickBooks**

Learn how to use QuickBooks to create paychecks, pay taxes, produce job costing reports, and generate forms and reports quickly and easily.

**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

**Creating Mobile Apps with HTML5**

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

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

- Teacher Candidate Mandated Programs: see below
- Content Specialty Test Prep Courses: page 18
- Summer Institutes for Teachers: see page 19
- Teacher Certification: page 20
- Teacher Professional Development (online): page 21

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 Protection 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. The workshop facilitates understanding regarding the major issues that confront and challenge today’s educators. The presenter is 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)

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<tr>
<th>Section</th>
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<tr>
<td>D</td>
<td>Saturday, January 25, 9:30 a.m. – 12:30 p.m.</td>
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<tr>
<td>E</td>
<td>Monday, February 3, 7:00 p.m. – 10:00 p.m.</td>
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<td>F</td>
<td>Saturday, March 7, 9:30 a.m. – 12:30 p.m.</td>
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<td>G</td>
<td>Monday, April 6, 7:00 p.m. – 10:00 p.m.</td>
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<td>H</td>
<td>Monday, May 18, 7:00 p.m. – 10:00 p.m.</td>
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<td>I</td>
<td>Monday, June 22, 7:00 p.m. – 10:00 p.m.</td>
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<td>J</td>
<td>Saturday, July 11, 9:30 a.m. – 12:30 p.m.</td>
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TRAINING IN THE IDENTIFICATION AND REPORTING OF CHILD ABUSE AND NEGLECT

Molloy College is an approved provider of the coursework required by the New York State Education Laws of 1988 regarding the identification and reporting of child abuse and maltreatment. The course is part of the state requirements some health and school professionals must meet for state licensure, re-registration and certification. All persons applying for a provisional or permanent certificate or license valid for classroom teaching, service administration, supervisory service or school service must complete the required training.

Instructor: **KELLY MAHER**, LMSW

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

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<td>E</td>
<td>Monday, January 27, 6:30 p.m. – 9:30 p.m.</td>
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<td>F</td>
<td>Saturday, February 29, 9:30 a.m. – 12:30pm</td>
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<td>Monday, March 23, 6:30 p.m. – 9:30 p.m.</td>
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<td>Saturday, April 25, 9:30 a.m. – 12:30pm</td>
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<td>I</td>
<td>Monday, June 1, 6:30 p.m. – 9:30 p.m.</td>
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<td>J</td>
<td>Monday, July 13, 6:30 p.m. – 9:30 p.m.</td>
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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.

New Digital Fingerprinting Service - NYSED has implemented a new digital fingerprinting program effective August 1, 2015 operated by MorphoTrust in conjunction with the Division of Criminal Justice Services for the capture and transmission of the fingerprint application, fee and digital fingerprint images. There are currently approximately 100 digital fingerprinting sites statewide operated by MorphoTrust, some of which have evening and weekend hours www.l1enrollment.com/locations/?st=ny. The current MorphoTrust fee for the fingerprinting service is less than $10 per individual (in addition to the DCJS and FBI fee). For further information, to set-up an appointment and for locations visit the MorphoTrust website at: www.l1enrollment.com/locations/?st=ny. Please note that students can still elect to come in and have their fingerprinting done in the Office of Continuing Education. The digital fingerprinting service is just an additional method of completing the requirement.

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)

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<td>E</td>
<td>Monday, January 27, 3:00 p.m. – 10:00 p.m.</td>
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<td>F</td>
<td>Monday, February 24, 3:00 p.m. – 10:00 p.m.</td>
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<td>Monday, March 30, 3:00 p.m. – 10:00 p.m.</td>
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<td>H</td>
<td>Monday, April 27, 3:00 p.m. – 10:00 p.m.</td>
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<td>I</td>
<td>Saturday, May 16, 9:00 a.m. – 4:00 p.m.</td>
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<td>Saturday, June 13, 9:00 a.m. – 4:00 p.m.</td>
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<td>Monday, July 13, 3:00 p.m. – 10:00 p.m.</td>
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<td>L</td>
<td>Monday, August 17, 3:00 p.m. – 10:00 p.m.</td>
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Visit us on the web at: www.molloy.edu/ce/education for current program and schedule information.
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. Most tests are computer-based and can be taken at any time. One exception from the list is the Spanish CST which has set test dates.

Please note:
The CST Prep courses will only be offered once per year in the fall.

**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 (characteristics of genres) and Literature (historical, social, and cultural aspects)

Instructor: JEFF LITTWIN, Roosevelt High School
Course Number: CST-7300  Tuition: $175 (Molloy Students) $195 (Non Molloy Students) offered Fall 2020

**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, and Government; Social Studies Skills; and History: Constructed-Response Assignment.

Instructor: DR. PAUL VAN WIE, Molloy College
Course Number: CST-7400  Tuition: $175 (Molloy Students) $195 (Non Molloy Students) offered Fall 2020

**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.

Suggested text: **NYSTCE Students with Disabilities (060) Book + Online (NYSTCE Teacher Certification Test Prep)** by REA publishers. The text is available on Amazon at the following link: http://www.amazon.com/NYSTCE-Students-Disabilities-Teacher-Certification/dp/073861145X for about $28 and it includes free shipping (as of May, 2016).

Instructor: TBA
Course Number: CST-7600  Tuition: $175 (Molloy Student) $195 (Non Molloy Student) offered Fall 2020

**MULTI-SUBJECT; TEACHERS OF CHILDHOOD (GRADES 1 - 6) 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 and Foundations of Reading: Constructed-Response Assignment. The participants will be provided with sample questions as well as strategies for answering the questions.

Instructor: FRANCINE WISNEWSKI, and PATRICIA N. ECKARDT, Molloy College
Course Number: CST-7700  Tuition: $175 (Molloy Students); $195 (Non–Molloy Students) Tu, W and Th, January 7, 8 and 9, 2020 9:00 a.m. – 12:00 p.m.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
**EDUCATION**

**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 3-graduate 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 2020 will be offered starting on June 29 and will run each week through the week of August 10th. The course descriptions, schedule of classes and tuition rates are generally available at: www.molloy.edu/ce/summer. Contact Louis Cino at: lcino@molloy.edu or call (516) 323-3554, to be placed on our mailing list.

**EDUCATION INSTITUTES**

There are over 70 Education Institutes planned for this 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 2020 will include:**
- English Language Arts
- Math
- Science
- General Interest
- TESOL

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.

**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 $850 per course. All the Institutes are usually offered on a one-week, Monday-Thursday, 8:00 a.m. – 4:00 p.m. basis (except for the week of July 1) 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 2020.

RVC= Rockville Centre Campus
Suffolk= Suffolk Center Campus, E. Farmingdale

**June 29-July 2**
- **Computer Science Principles:** Instructor: Jill Westerlund; RVC
- **Spanish Literature:** Instructor: Pablo Dario Elizaga; Suffolk
- **Statistics:** Instructor: Dr. Joe Oechsle; Suffolk
- **World History (E):** Instructor: Charles Hart; Suffolk

**July 6-9**
- **Art History:** Instructor: John Nici; Suffolk
- **Calculus AB:** Instructor: Dr. Joe Oechsle; Suffolk
- **Biology:** Instructor: Richard Kurtz; RVC
- **English Literature:** Instructor: Ed Schmiede; Suffolk
- **Government & Politics:** US: Instructor: Maria Schmidt; Suffolk
- **Spanish Language:** Instructor: Jose Diaz; Suffolk

**July 13-16**
- **Chemistry:** Instructor: Mark Langella; RVC
- **U. S. History:** Instructor: Alice Grant; Suffolk

**July 20-23**
- **Calculus BC:** Instructor: Dr. Joe Oechsle; Suffolk
- **European History:** Instructor: Alice Grant; Suffolk

**July 27-30**
- **Computer Science A:** Instructor: Maria Litvin; RVC
- **Environmental Science:** Instructor: Jeanne Kaidy; RVC
- **Physics 1:** Instructor: Jesus Hernandez; RVC

**August 3-6**
- **English Language:** Instructor: Barbara Murphy; Suffolk
- **World History (B&E):** Instructor: Charles Hart; Suffolk

**August 10-13**
- **Economics:** Instructor: Dr. Anthony Gyapong; Suffolk
- **Government & Politics:** US: Instructor: Maria Schmidt; 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.

**A Registration Form Can Be Found On The Inside Back Cover**
Molloy College is proud to announce a wonderful opportunity for you to grow in your professional development through a series of Educational Technology courses offered at a discounted tuition rate of $900 per course. The program will lead to certification through an individual pathway. Our series of 10 courses in the practice of the latest, most cutting-edge technology is offered in a blended format of both classroom and online instruction for your convenience. Teachers can take these courses for professional development without going for certification. To find out more about this program and the courses offered, visit: www.molloy.edu/et.

- Educational Technology Specialist Certification Pathway (www.molloy.edu/et)
- TESOL Certification Pathway (www.molloy.edu/tesol)
- Online Graduate Credit Courses for Professional Development (www.molloy.edu/onlinepd)
- Students with Disabilities 1-6 or 7-12 Individual Pathway Certification (www.molloy.edu/swd)

In addition, we also offer the following non-credit programs that are offered for CTLE credit:

- Conferences for Teachers (www.molloy.edu/ce/education)
- Online Noncredit Workshops (see page 22)

Molloy College is an approved Sponsor of Continuing Teacher and Leader Education (CTLE) by the New York State Education Department (NYSED), sponsor number 23216.

Educational Technology Specialist Certification Pathway

Molloy College is proud to announce a wonderful opportunity for you to grow in your professional development through a series of Educational Technology courses offered at a discounted tuition rate of $900 per course. The program will lead to certification through an individual pathway. Our series of 10 courses in the practice of the latest, most cutting-edge technology is offered in a blended format of both classroom and online instruction for your convenience. Teachers can take these courses for professional development without going for certification. To find out more about this program and the courses offered, visit: www.molloy.edu/et.

TESOL Certification Pathway

The Teachers of English to Speakers of Other Languages (TESOL) Certification Pathway: Additional Classroom Teaching Certificate (Must hold a valid certificate) courses are designed for teachers who hold a valid New York State Teaching Certificate and wish to earn TESOL Certification without having to earn an additional degree. Teachers can take these courses for professional development without going for certification. www.molloy/tesol

Students with Disabilities: Childhood 1-6 & Adolescent 7-12 Certification Pathway

The Students with Disabilities: Childhood 1-6 and Adolescent 7-12 Certification Pathway: Additional Classroom Teaching Certificate at Molloy College is designed for teachers who hold a valid New York State Teaching Certificate, hold a Master's degree and wish to earn certification in either of these areas without having to earn an additional degree. Candidates for NYS certification through this "Individual Pathway" must meet certain Content Core and Pedagogical Core requirements and must also meet any non-coursework requirements. The specific requirements can be found at: www.molloy.edu/swd.

Conferences for Educators

Long Island English to Speakers of Other Languages (LI ESOL) Conference (3.5 CTLE hours)
Saturday, February 8, 2020; 8:00 a.m. - 1:00 p.m. • Public Square, Madison Theatre, RVC

Children and Adolescents with Developmental and Neurodevelopmental Challenges
An Introduction to the DIRFloortime Model: A Primer for Parents, Clinicians and Educators (8 CTLE hours)
Friday, February 28, 2020, 9:00 a.m. - 5:00 p.m., Public Square, Larini Room, Second Floor, Molloy College, Rockville Centre Campus, Presenter: John Carpenter

New Media and Digital Writing Workshop for High School Teachers (3 CTLE hours)
Wednesday, March 25, 2020; 9:45 a.m. - 2 p.m., Public Square, Room 290A, Molloy College, Rockville Centre Campus
Presenters: Jamie Cohen and Matt Applegate, Ph.D.

Further information on all the conferences can be found at: www.molloy.edu/ce/education under "Conferences" or call 516-323-3550 or email: conted@molloy.edu.

Online Professional Development Courses (Graduate Credit)

Molloy College, Education Division offers fully online graduate education courses. Visit: www.molloy.edu/onlinepd or contact Louis Cino at: lcino@molloy.edu for further information and to register.
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 or page 50 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 visit us at: www.ed2go.com/molloy, email us at conted@molloy.edu or call us at 516-323-3550.

A SAMPLE OF OUR PROFESSIONAL DEVELOPMENT WORKSHOPS:

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.
**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 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.

Molloy College offers two CFP™ educational programs that meet the educational requirements to sit for the CFP™ exam:

1. **Certificate Program in Financial Planning** (6 courses) - designed for people who already have at least a bachelor's degree and are not interested in an advanced degree.

2. **Undergraduate Minor in Personal Financial Planning** (18 credits) - designed for people who need to meet the requirement to have at least a bachelor's degree, while meeting the additional educational requirements to sit for the CFP™ exam.

   However, the information on this page pertains only to Certificate Program in Financial Planning.

For more information about the Undergraduate Minor in Personal Financial Planning, visit: www.molloy.edu/personal-financial-planning or call 516-323-3079 or 516-323-3081.

The following information pertains only to the non-credit, non-degree Certificate Program in Financial Planning:

The certificate program consists of the following six (6) courses:

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

Registration for the certificate program is on-going and you have up until 1 week before the start of classes to register. Courses are held one course per-night, once per-week schedule, for 7 weeks from 6-10:10 p.m.. Classes are offered during the fall, spring and possibly the summer semesters, depending upon demand. It is suggested that students begin their studies in the fall semester and that the course, Financial Planning Process and Insurance (FP 525) should be taken first. Further information can be found at: www.molloy.edu/ce/program in Financial Planning.

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.

**Free Seminar - How to Earn the CFP Designation**

If you have ever thought about becoming a Certified Financial Planner™ and were not sure of the process, or even if financial planning was right for you, then you should attend this free seminar. Topics to be discussed include: the value of the CFP™ designation, the educational requirements, the work experience requirement, the ethics requirement and the continuing education requirement. The speakers will also offer their insights into working in the area of financial planning, including: career paths and options, job outlook, working conditions, skills required, and compensation. Information on the three Molloy financial planning educational programs (MBA, Undergraduate and certificate programs) registered with the CFP Board will also be discussed. Although this seminar is offered at no charge, you should pre-register for the session.

The next sessions will be on Tuesday, January 7, 2020 and on Tuesday, May 12, 2020 from 6:30-8 p.m. in the Casey Center, Room 101, Rockville Centre Campus. To register online visit: www.molloy.edu/ce. To register by phone or email, please call 516-323-3550 or email: lcino@molloy.edu.

**SCHEDULE OF CLASSES - SPRING 2020**

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<tr>
<th>Course Number</th>
<th>Section A</th>
<th>Tuition: $575</th>
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<td>Rockville Centre Campus</td>
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<td>7 Tuesdays, January 14 - February 25, 2020;</td>
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<td>Instructor: Robert Kirchoff, CFP</td>
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<td>7 Thursdays, March 5 - April 30, 2020; (No class March 12 and April 9);</td>
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<td>7 Wednesdays, March 18 - April 29, 2020;</td>
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<td>Instructor: Kevin Cantwell, CFP</td>
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**CFP™, 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 CFP™, CERTIFIED FINANCIAL PLANNER™ or CFP (with flame logo)* certification marks.**

Molloy College does not award the CFP™ and CERTIFIED FINANCIAL PLANNER™ Certification. The right to use the marks CFP 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 CFP™ 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 CFP™ Certification Examination. CFP certification is issued only by the CFP Board.
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)
- AHA Basic Advanced Cardiac Life Support (this page)
- Medical Assisting Skills (see page 31)
- Medical Records (HIM) (see page 33)
- Nursing (see page 44)

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.

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

**HEALTHCARE**

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

Course Number: **CAS000**

Tuition: $40 (Molloy Students)

$50 (Non Molloy Students)

Please see page 17 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) 323-3550.

Instructor: **KATHY DIBENDETTO, MSN, RN, CIC & SUSAN MARTINO, RN MBA CIC**

Course Number: **HE5000**

Tuition: $40 (Molloy Students)

$50 (Non Molloy Students)

**AHA BASIC ADVANCED CARDIAC LIFE SUPPORT SERIES**

**AHA BASIC ADVANCED CARDIAC LIFE SUPPORT**

This course is designed for people in the health care field. The course is composed of instruction in Basic life support skills, including effective chest compressions, use of a bag-mask device, use of an AED. Recognition and early management of respiratory and cardiac arrest, airway management, and related pharmacology will also be presented. Management of ACS and strokes as well as effective communication as a member and leader of a resuscitation team will be taught. Certified American Heart Association Instructors. Basic (16 hours)

Instructor: TBA

Course Number: **NUB 0097**

Tuition: $275

Section B: Rockville Centre Campus

Saturday & Sunday, January 11 & 12, 2020

9:00 a.m.-5:00 p.m.

Section C: Rockville Centre Campus

Saturday & Sunday, May 2 & 3

9:00 a.m.-5:00 p.m.

**AHA RENEWAL ADVANCED CARDIAC LIFE SUPPORT**

This course is designed for health care providers who need to renew their Basic Advanced Cardiac Life Support certification.

Faculty: Certified American Heart Association Instructors.

Renewal (8 hours)

Instructor: TBA

Course Number: **NUB 0098**

Tuition $190

Section B: Rockville Centre Campus

Saturday, February 1, 2020

9:00 a.m.-5:00 p.m.

Section C: Rockville Centre Campus

Saturday, June 6

9:00 a.m.-5:00 p.m.

**QUESTIONS?**

Come to our

**INFORMATION & REGISTRATION SESSION**

Tuesday, January 7, 2020 and Tuesday, May 12, 2020

5:30 p.m. – 8:00 p.m.

Casey Center

Rockville Centre Campus

To RSVP and for further information, call 516-323-3550
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 5 Modules.

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

Curriculum, Scheduling and Locations
Molloy College offers the approved 140-hour course of study consisting of the following five modules:
- Home Inspection Module 1: Structure, roofing and exteriors
- Home Inspection Module 2: Interiors, electrical systems, insulation and ventilation
- Home Inspection Module 3: Heating, cooling and plumbing
- Home Inspection Module 4: License law, overview of profession and report writing
- Home Inspection Module 5: Field training

Modules 1-4 are offered one night a week for 8 weeks usually from 6:30 p.m.- 9:40 p.m. at our Rockville Centre campus and for 6 weeks from 6:00 p.m. - 10:10 p.m. at our Suffolk Center campus in East Farmingdale. (Please see page 72 for directions to each campus). They can be taken in any order. However, Module 5: Field Training, must be taken last and can only be taken by students who have completed Modules 1-4 at Molloy College. Module 5 will be conducted off-campus, with only part of the first session done on campus. Module 5 is scheduled on an hours-arranged basis with the faculty member, but it is usually held on Saturdays or Sundays. The classes are scheduled on an on-going basis throughout the year, September - July.

Note: It is possible to take four courses at a time by enrolling at both at Rockville Centre and Suffolk Center locations. However, while it's possible to complete Modules 1-4 in three (3) months, you can proceed through the program at your own pace. There is no time limit.

The schedule listed below is for the current upcoming semester. 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: www.molloy.edu/ce/hi or call 516-323-3550 for the current schedule or to be placed on our mailing list. We will also email you monthly reminders of the upcoming schedule if you have provided us with an email address.

Faculty
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.

Required Text
The required text for all Modules is: The Home Inspection Book: A Guide for Professionals, by Marcia Darvin Spada, Thomson, 2007. It can be ordered online from most online bookstores, including amazon.com.

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

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.

CAREER SEMINAR:
Not sure if this program or this career is right for you? Then attend our free career seminar: (See next page)
YOUR CAREER IN HOME INSPECTION

The career seminar will be led by experienced home inspection professionals who will offer real world advice about the career and licensing requirements. 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 Tuition: No Charge

Section B Rockville Centre Campus
1 Tuesday, January 7, 6 – 7:30 p.m.

Section A Rockville Centre Campus
1 Tuesday, May 12 – 7:30 p.m.

Course Schedule:

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 12;
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 20 years’ experience as a home inspector. He has over 20 years of teaching experience and received the Outstanding Faculty Member Award from Molloy College in 2013. He holds a Bachelor of Electrical Engineering from Manhattan College.

Section B Suffolk Center Campus
6 Mondays, March 9 – April 13;
6-10:10 p.m.

Instructor: PAUL D. BARROCA, P.E. is a New York State Licensed Home Inspector & Instructor. He is also a Licensed Professional Engineer in the States of NY, PA and CT. He is the founder & CEO of PR Consulting Engineering, PC, Engineering Dept. Head & Senior Project Manager & Designer, Representative of Multiple Private Clients & Former On-Call Engineer for a number of LI Villages.

Section C Suffolk Center Campus
6 Mondays, June 8 – July 13;
6-10:10 p.m.

Instructor: RICHARD BARBIERI, is a New York State Licensed Home Inspector & Instructor. He is a Consultant Engineer, NYS Building Code Official, and an Adjunct Professor. He is a part-time engineer and building code consultant for the Incorporated Village of Garden City and two local Long Island Engineering Firms. Formally, Building Inspector and Superintendent of Buildings for various LI Villages.

MODULE 2: INTERIORS, ELECTRICAL SYSTEMS, INSULATION & VENTILATION
25 hours, plus exam; No prerequisites
Course Number: HI-2000 Tuition: $395

Section A Suffolk Center Campus
6 Wednesdays, January 15 – February 19;
6:30-10:10 p.m.

Instructor: ALAIN ATTIAS, licensed Home Inspector, Board Certified Master Home Inspector, Pro-Lab Mold Inspector

Section B Rockville Centre Campus
8 Thursdays, March 18 – May 7;
6:30 p.m. - 9:40 p.m.

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

Section C Suffolk Center Campus
6 Wednesdays, April 8 – May 13;
6-10:10 p.m.

Instructor: ALAIN ATTIAS, licensed Home Inspector, Board Certified Master Home Inspector, Pro-Lab Mold Inspector

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 21 – March 10;
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 Wednesdays, February 26-April 1;
6-10:10 p.m.

Instructor: ALAIN ATTIAS, licensed Home Inspector, Board Certified Master Home Inspector, Pro-Lab Mold Inspector

MODULE 4: LICENSE LAW, OVERVIEW OF PROFESSION & REPORT WRITING
25 hours, plus exam; No prerequisites
Course Number: HI-4000 Tuition: $395

Section A Suffolk Center Campus
6 Mondays, January 13 – March 2
(no class 1/20 & 2/17);
6-10:10 p.m.

Instructor: PAUL D. BARROCA, P.E. see bio under course HI-1000

Section B Rockville Centre Campus
8 Tuesdays, March 17 – May 5;
7:00 – 10:10 p.m.

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

Section C Suffolk Center Campus
6 Mondays, April 20 – June 1
(no class 5/25);
6-10:10 p.m.

Instructor: RICHARD BARBIERI, see bio under course HI-1000

MODULE 5: FIELD TRAINING
Course Number: HI-5000 Tuition: $695
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 module 1 - 4 courses end on Saturdays and possibly some Sundays from 9 a.m. – 5 p.m.

Section B Saturdays, RVC Campus
first class January 4 additional weekend dates will be given out in class.

Section C Saturdays, RVC Campus
first class March 14; additional weekend dates will be given out in class.

Section D Saturdays, RVC Campus
first class May 9; additional weekend dates will be given out in class.

Section E Saturdays, RVC Campus
first class July 18; additional weekend dates will be given out in class.

Instructors: RICH MANNING, NY State licensed home inspector, and PAUL D. BARROCA, P.E.
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

INTRO TO AUXILIARY ASHI STANDARDS: RESIDENTIAL PREDRYWALL INSPECTIONS & POOL/SPA INSPECTIONS (2 CE hours)
Course Number: HI-6040  Tuition: $55
Section A  Rockville Centre Campus
Thursday, January 9, 2020, 7:00-9:00 p.m.
Instructor: JOHN WEIBURG

INSULATION EVALUATION (6 CE hours)
Course Number: HI-6225  Tuition: $145
Section B  Suffolk Center Campus
Monday and Wednesday, January 6 & 8, 2020, 6:30-9:30 p.m.
Instructor: RICH MANNING, see bio under course, HI-6200.

EFFECTIVE REPORT WRITING TECHNIQUES (6 CE hours)
Course Number: HI-6050  Tuition: $145
Section B  Rockville Centre Campus
Thursday, January 23, 2020, 3:30-9:30 p.m.
Instructor: JOHN WEIBURG

MOLD IS IN THE AIR FOR HOME INSPECTORS! (6 CE hours)
Course Number: HI-6075  Tuition: $145
Section A  Rockville Centre Campus
Thursday, February 6, 3:30-9:30 p.m.
Instructor: ALAIN ATTIAS

HOME INSPECTOR SAFETY (3 CE hours)
Course Number: HI-6250  Tuition: $75
Section A  Rockville Centre Campus
1 Saturday, February 8, 9:00 a.m.-12:00 p.m.
Instructor: PAUL D. BARROCA

HOW TO INSPECT ENERGY STAR HOMES (3 CE hours)
Course Number: HI-7100  Tuition: $75
Section A  Suffolk Center Campus
Monday, February 10, 6:30-9:30 p.m.
Instructor: RICH MANNING

INTRODUCTION TO LEED: LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (4 CE hours)
Course Number: HI-6025  Tuition: $95
Section A  Suffolk Center Campus
Thursday, March 5, 6:30-10:30 p.m.
Instructor: JOHN WEIBURG

ELECTRICAL INSPECTION BASICS (6 CE hours)
Course Number: HI-6100  Tuition: $145
Section A  Rockville Centre Campus
2 Mondays, March 9 & 16, 6:30-9:30 p.m.
Instructor: DENNIS J. DEVOTI

UNDERSTANDING MOISTURE IN BUILDINGS (6 CE hours)
Course Number: HI-6200  Tuition: $145
Section A  Suffolk Center Campus
Monday and Wednesday, March 23 & 25, 6:30-9:30 p.m.
Instructor: RICH MANNING

INSPECTING ROOFS AND ATTICS (3 CE hours)
Course Number: HI-6150  Tuition: $75
Section A  Rockville Centre Campus
Thursday, April 2, 6:30-9:30 p.m.
Instructor: ALAIN ATTIAS

ENVIRONMENTAL ISSUES IN HOME INSPECTIONS: ASBESTOS, LEAD, MOLD & WATER QUALITY (2 CE hours)
Course Number: HI-6035  Tuition: $55
Section A  Suffolk Center Campus
Thursday, April 23, 7:00-9:00 p.m.
Instructor: JOHN WEIBURG

WATER AND WASTE WATER (3 CE hours)
Course Number: HI-6000  Tuition: $75
Section A  Suffolk Center Campus
Thursday, May 14, 6:30-9:30 p.m.
Instructor: JOHN WEIBURG

INSPECTING STORM DAMAGED HOUSES (4 CE hours)
Course Number: HI-6130  Tuition: $95
Section A  Rockville Centre Campus
Thursday, May 28, 6:30-10:30 p.m.
Instructor: JOHN WEIBURG

HOME INSPECTION Q/A: 10 SECOND RULE (3 CE hours)
Course Number: HI-6175  Tuition: $75
Section A  Suffolk Center Campus
Thursday, June 11, 6:30-9:30 p.m.
Instructor: JOHN WEIBURG

BASEMENT WATER PENETRATION (3 CE hours)
Course Number: HI-6125  Tuition: $75
Section A  Rockville Centre Campus
Monday, June 15, 6:30-9:30 p.m.
Instructor: DENNIS J. DEVOTI

INTRODUCTION TO RESIDENTIAL GREEN BUILDING (3 CE hours)
Course Number: HI-6080  Tuition: $75
Section A  Suffolk Center Campus
Thursday, June 25, 6:30-9:30 p.m.
Instructor: JOHN WEIBURG

INSPECTING AND EVALUATING HOT WATER HEATERS (3 CE hours)
Course Number: HI-7000  Tuition: $75
Section A  Suffolk Center Campus
Monday, July 6, 6:30-9:30 p.m.
Instructor: JOHN WEIBURG
MAGNETIC RESONANCE IMAGING PROGRAM: REGISTRY PREP AND REVIEW
The goal of the program is to prepare Radiologic Technologists, Nuclear Medicine Technologists, Radiation Therapy Technologists and other Licensed Imaging Technologists to sit for and pass the ARRT exam in Magnetic Resonance Imaging. Course curricula and clinical competency (at your place of employment or clinical affiliate) follow the guidelines established by the American Registry of Radiologic Technologists. Course Objective - The objective of this ASRT approved 87.5 CEU Category A credit course is to prepare certified technologists for the successful completion of the post primary examination in Magnetic Resonance Imaging (MRI). The curriculum has been developed to provide the student with the cognitive skills necessary for entry-level technologists to practice in the field of Magnetic Resonance Imaging. Part I of the course will include: Basic Physics of Magnetism, Image Formation, Pulse Sequences, and Equipment operations. Part II of the course will include: Patient care, MRI safety, Cross-sectional anatomy, data acquisition, image display and post processing of all imaging procedures, quality control, informatics, contrast media, and MRI Artifacts. Students are required to pass the program with a minimum of a 75% grade point average and will receive the ASRT approved 87.5 CEU credits if they attend the entire didactic program. Attendance is mandatory for CEU credits. To qualify and complete all of the board requirements, Students will be required to meet all supervised clinical competency standards (at participating facilities or at your own place of employment) to be eligible for the ARRT exam. These clinical requirements can be achieved in concert or after the didactic course.
The didactic course will be taught Tuesday and Thursday evenings from 6:30-9:30pm, every Spring semester following the Molloy College 14-week academic schedule at Molloy’s Rockville Centre campus. Textbooks are highly recommended.
Instructors:
ERIC LOBEL, L.R.T.-ARRT. (R) (CT), FRANK CAIRO, L.R.T. (R) (CT) (MR), MARC FISCHER, MBA, L.R.T., CNMT, RT(N): Administrator
Program Requirements:
- Applicant must be registered by the ARRT or NMTCB in Radiography, Nuclear Medicine or Radiation Therapy and maintain a Current NYS license. Other Licensed or Registered Imaging Technologists may also participate in the course.
- Recent physical exam with updated immunizations (if utilizing an affiliate of Molloy College for clinical training)
- Malpractice insurance required (for clinical other than your own facility)
Tuition:
Didactic Lectures: $2500
Application and Registration:
Please call 516-323-3558 or email conted@molloy.edu or visit us online at: www.molloy.edu/ce/mri for an application for admission and further information on the application and registration process.
Course Number: MRI-1000
Section A
Rockville Centre Campus
Lectures: Tuesdays and Thursdays
January 13 - May 7, 2020
Clinical schedule TBA

COMPUTED TOMOGRAPHY (CT) CROSS TRAINING: REGISTRY PREP AND REVIEW
The goal of the program is to prepare Radiologic Technologists, Nuclear Medicine Technologists and Radiation Therapy Technologists to sit for and pass the ARRT exam in Computed Tomography. Course curricula and clinical competency follow the guidelines established by the American Registry of Radiologic Technologists. The curriculum also corresponds with all of the requirements set forth by the NMTCB for their CT specific exam. Comprehensive didactic instruction includes, but is not limited to: patient care and safety, CT physics, systems operations and instrumentation, cross-sectional anatomy/data acquisition, image display and post processing of all imaging procedures, quality control, informatics, contrast media and administration along with intensive examination. Students are required to pass the program with a minimum of a 75% grade point average and will receive the ASRT approved 72 hours of CEU credits if they attend the entire didactic program. Attendance is mandatory for CEU credits. To qualify and complete all of the board requirements, Students will be required to meet all supervised clinical competency standards (at participating facilities or at your own place of employment) to be eligible for the ARRT and NMTCB exam. These clinical requirements can be achieved in concert and after the didactic course.
Upon completion of the didactic and clinical components of the program, participants will be signed off to qualify to sit for the advanced level examination in CT offered by the ARRT and/or NMTCB.
The didactic course will be taught Tuesday and Thursday evenings from 6:30-9:30 p.m. every Fall semester following the Molloy College 14-week academic schedule at Molloy’s Rockville Centre campus. Textbook required: to be announced.
Instructors:
FRANK CAIRO, L.R.T., R.T. (R) (CT), PAUL VAN GUILDER, M.S., DABR, MARC FISCHER, MBA, L.R.T., RT, CNMT- Administrator
Program Requirements:
- Applicant must be registered by the ARRT or NMTCB in Radiography, Nuclear Medicine or Radiation Therapy and maintain a Current NYS license.
- Recent physical exam with updated immunizations (for clinical other than your own facility)
- Malpractice insurance required (for clinical other than your own facility)
Tuition:
Didactic Lectures: $2,500
Application and Registration:
Please call 516-323-3558 or email conted@molloy.edu or visit us online at: www.molloy.edu/ce/ct for an application for admission and further information on the application and registration process.
Course Number: CT-1000
Section A
Rockville Centre Campus
Lectures: Tuesdays and Thursdays, offered Fall, 2020
6:30 - 9:30 P.M.  Clinical schedule TBA

A Registration Form Can Be Found On The Inside Back Cover
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 and will be discussed in class. Please visit www.molloy.edu/id or call the office at 516-323-3550 for further information. 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. 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
• History of Interiors & Furniture
• Color
• Drawing I
• Drawing II
• Decorating & Design Applications
• Materials
• Business Procedures

ELECTIVE COURSES (select two):
• Rendering
• Lighting
• Interior Decorating Resources
• One Point Perspective Drawing
• Resources: Tools of the Trade

REQUIRED COURSES:
DESIGN CONCEPTS
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. Textbook required. (no prerequisites) 20 hrs
Instructors: MARIE BYRNE, ASID, NY Certified Interior Designer with over 15 years of teaching experience. Schools include Nassau Community College, New York Institute of Technology and Queensborough Community College. Marie is the faculty advisor for the IDS (Interior Design Society) Molloy Student Chapter. and DIEDRE BOWERS the Principal Owner of Diedre Bowers Interiors with over 15 years of experience. She has a Certificate in Interior Decoration. Schools include Molloy College.
Course Number: ID-0701
Tuition: $275
Offered in the future.

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! Our faculty, made up of 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 7, 2020
6:00 – 7:30 p.m.
Section B 1 Tuesday, May 12, 2020
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: DIEDRE BOWERS, See bio under ID-0701
Course Number: ID-0702
Tuition: $275
Section A 8 Tuesdays, March 10 - May 5
(No class April 14);
9:30 a.m. – 12:00 p.m.

COLOR
Color is one of 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: DIEDRE BOWERS, See bio under ID-0701
Course Number: ID-0703
Tuition: $275
Offered in the future.

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
Instructors: MARIÉ BÝRÝNE, see bio under course ID-0701 and TÉRRI NÉMÝSCHOFF has over 30 years of experience working in the design industry. She holds a B.A. in Studio Art, an A.A.S. in Textile Design, and a Certificate in Interior Decoration. She is currently working as a designer at Karen Arpino Interiors and is the principal of her own interior design business, Inspired Interiors.
Course Number: ID-0704 Tuition: $275
Offered in the future.

DRAWING II
Continuation of Drawing I. Students are taught to further develop interior plans, elevations & isometrics. (Prerequisite: Drawing I) 20hrs
Instructor: JENNIFER BARR, NKBA, holds an A.A.S degree in interior design. With more than 15 years in the design industry, she also manages a small business focused on residential remodeling and designing. Jennifer also has over 10 years of teaching experience.
Course Number: ID-0705 Tuition: $275
Section A 8 Mondays, March 9 - May 4
(no class April 13);
6:00 – 8:30 p.m.

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, Drawing I and Drawing II)
Instructor: TÉRRI NÉMÝSCHOFF, See bio under course ID-0704
Course Number: ID-0706 Tuition: $275
Section A 8 Tuesdays, March 10 - May 5
(no class April 14);
6:00 p.m. – 8:30 p.m.

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: MARIÉ BÝRÝNE, see bio under course ID-0701
Course Number: ID-0711 Tuition: $275
Section A 8 Wednesdays, March 18 – May 13
(no class April 15),
9:15 a.m. – 11:45 a.m.
Section B 8 Thursdays, March 19 – May 14
(no class April 16),
6:00 p.m. – 8:30 p.m.

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: MARIÉ BÝRÝNE, see bio under course ID-0701.

Tuition: $275

ELECTIVE COURSES:
RESOURCES: TOOLS OF THE TRADE
This course will cover a variety of resources and tools available to the Interior Decorator for the successful completion of a project or their business. The course will consist of lecture and discussion, as well as, a sampling of field trips not visited in the course, “Interior Decorating Resources: Showrooms and Workrooms”. Window treatments, accessories, the use of online resources and social media will also be addressed. Students are responsible for transportation to and from any filed trips. No prerequisites.
Instructor: MARIÉ BÝRÝNE, see bio under course ID-0701
Course Number: ID-0716 Tuition: $275
Offered in the Future.

RENDERING
Course Number: ID-0710 Tuition: $275
This course centers on the development of professional skills in methods of rendering for interiors. Learn to use markers, colored pencils and ink. No prerequisites. Some materials required. Materials list will be distributed in the first class.
Offered in the Future.

LIGHTING
Course Number: ID-0709 Tuition: $275
This course covers the basics of lighting, providing participants with the foundation of what types of lighting to select, when to use specific types of lighting, and why to use specific types of lighting. The student will also explore theories and problems of lighting illumination as an integral part of the interior.
Instructor: TBA
Offered in the Future.

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. No prerequisites.
Instructor: MARIÉ BÝRÝNE, see bio under course ID-0701
Course Number: ID-0713 Tuition: $275
Offered in a future semester.

ONE POINT PERSPECTIVE
Course Number: ID-0708 Tuition: $275
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. (Prerequisites: Drawing I and Drawing II)
Instructor: TBA
Offered in the Future.
MEDICAL ASSISTANT CERTIFICATION 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.

“...I am so grateful that I chose to come to Molloy for Medical Assisting. I was successful and have a great career experience...” Recent Molloy graduate of the program.

Medical assisting continues to be listed among the fastest growing occupations in the country. According to the United States Department of Labor, Bureau of Labor Statistics, “Job opportunities should be excellent, particularly for those with formal training or experience, and certification.” 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 Certification 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.

Gradsutes of Molloy’s Medical Assisting Program are eligible to receive certification thru the National Healthcare Association (NHA). National Healthcare Association, which is is accredited by the National Commission for Certified Agencies (NCCA), is a widely recognized accrediting body for national certifications and licensure examinations. The NCCA Standards were developed to help ensure the health, welfare, and safety of the public. They highlight the essential elements of a high-quality program.

Curriculum and Scheduling
Classes can be taken individually or in pursuit of a certification. 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. Visit www.molloy.edu/ma for the current schedule.

Certification Requirements
Students who have successfully completed Molloy’s Medical Assisting Program within the past 5 years will be eligible to sit for the following NHA certification exams: Clinical Medical Assistant Certification (CCMA) and Medical Administrative Assistant Certification (CMAA). While it is not required for the exam, Molloy College offers a Clinical Medical Assistant Certification Review course to help students prepare for these exams.

To earn the Certification in Medical Assisting Skills, in addition to passing the appropriate exam, each student is required to successfully complete seven required courses. The latest statistics from NHA show that 100% of Molloy students taking the CCMA exam have passed and become certified.

Required Courses
- Medical Office Procedures & Assisting Skills
- Anatomy & Physiology
- Medical Terminology
- Training in Barrier Precaution and Infection Control Measures
- AHA Basic Life Support Certification Course
- Phlebotomy
- Administering Electrocardiograms
- Clinical Externship

Licensing and Certification
Currently, New York State does not require medical assistants to be certified or licensed to work in New York State. Therefore, there is no overall exam that candidates would need to complete once the coursework is completed. However, growing numbers of employers are now beginning to request evidence of professional certification which is why the above mentioned exams are highly recommended.

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. Required textbook: Comprehensive Medical Assisting Fifth Edition by Judy Kronenberger PhD RN CMA(AAMA) & Julie Ledbetter CMA (AAMA) CMRS CPC Fifth edition published by Lippincott Williams & Wilkins’. Instructors: MEDICAL ASSISTING FACULTY
Course Number: MA-1530 Tuition $425.00

Section A Rockville Centre Campus
- 4 Saturdays, January 11- February 15, 2020
  - 9:00 a.m. - 2:00 p.m.
  - No class 1/18/2020

Section B Suffolk Center Campus
- 7 Wednesdays, February 12- April 1
  - 6:00 p.m. - 9:00 p.m.
  - No class 3/19/20

Section C Rockville Centre Campus
- 7 Tuesdays, April 7- May 26
  - 6:00 p.m. - 9:00 p.m.
  - No class 4/7/2021

Section D Rockville Centre Campus
- 4 Saturdays, June 6 – June 27
  - 6:00 p.m. - 9:00 p.m.

Section E Suffolk Center Campus
- 7 Wednesdays, July 1- August 12
  - 6:00 p.m. - 9:00 p.m.

Medical Assisting Certification Review Course Tuition: $100
Instructors: MEDICAL ASSISTING FACULTY
Required workbooks available on the NHA website, the Medical Assistant (CCMA) Online Study Guide 2.0 + Online Practice Test 2.0, available.

Section D Rockville Centre Campus
- Saturday, January 25, 2020
Section E  Rockville Centre Campus  
Saturday, February 8, 2020  
8:30 a.m. – 12:30 p.m.

Section F  Rockville Centre Campus  
Saturday, March 28  
8:30 a.m. – 12:30 p.m.

Section G  Rockville Centre Campus  
Saturday, April 25  
8:30 a.m. – 12:30 p.m.

Section H  Rockville Centre Campus  
Saturday, June 13  
8:30 a.m. – 12:30 p.m.

Section I  Rockville Centre Campus  
Saturday, August 1  
8:30 a.m. – 12:30 p.m.

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 45 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  
Section D  Rockville Centre Campus  
8 Thursdays, January 16 – February 27  
6:30 p.m. – 9:30 p.m.

Section A  Rockville Centre Campus  
8 Mondays, February 3 – March 30  
(No class 2/17)  
6:30 p.m. – 9:30 p.m.

Section B  Suffolk Center  
8 Tuesdays, March 3 – April 21  
6:45 p.m. – 9:45 p.m.

Section C  Rockville Centre Campus  
8 Saturdays, April 18 – June 13  
(No class 5/23)  
8:00 a.m. – 12:00 p.m.

Section DX  Suffolk Center  
8 Wednesdays, May 13 – July 1  
6:45 p.m. – 9:45 p.m.

Section E  Rockville Centre Campus  
8 Tuesdays, June 9 – July 28  
6:30 p.m. – 9:30 p.m.

Section F  Rockville Centre Campus  
8 Saturdays, July 11 – August 29  
9:00 a.m. – 12:00 p.m.

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  
Section D  Rockville Centre Campus  
8 Tuesdays, January 14 – March 3  
6:30 p.m. – 9:30 p.m.

Section A  Rockville Centre Campus  
8 Wednesdays, February 5 – March 25  
6:30 p.m. – 9:30 p.m.

Section B  Suffolk Center  
8 Thursdays, March 5 – April 30  
(No class 4/9)  
6:45 p.m. – 9:45 p.m.

Section C  Rockville Centre Campus  
8 Saturdays, April 18 – June 13  
(No class 5/23)  
12:30 p.m. – 3:30 p.m.

Section DX  Suffolk Center  
8 Mondays, May 18 – July 13  
(No class 5/25)  
6:45 p.m. – 9:45 p.m.

Section E  Rockville Centre Campus  
8 Thursdays, June 11 – July 30  
6:30 p.m. – 9:30 p.m.

Section F  Rockville Centre Campus  
8 Saturdays, July 11 – August 29  
12:30 p.m. – 3:30 p.m.

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 fifteen hour class.  
Prerequisite: Anatomy & Physiology (MR-1510 & Medical terminology MR-1500)  
Course Number: MA-0005  
Tuition: $215  
Instructor: Medical Assisting Faculty

Section C  Suffolk Campus  
Monday, Tuesday, & Wednesday  
January 6, 7, 8, 13, & 14, 2020  
7:00 p.m. – 10:00 p.m.

Section D  Rockville Centre Campus  
Saturday & Sunday February 22 & 23  
8:30 a.m. – 4:00 p.m.

Section E  Rockville Centre Campus  
Saturday & Sunday March 21 & 22  
8:30 a.m. – 4:00 p.m.

Section F  Rockville Centre Campus  
Saturday & Sunday April 18 & 19  
8:30 a.m. – 4:00 p.m.

Section G  Rockville Centre Campus  
Saturday & Sunday May 2 & 3  
8:30 a.m. – 4:00 p.m.

Section H  Suffolk Campus  
Monday, Tuesday, Wednesday & Thursday  
June 8, 9, 10, 11, & 15, 7:00 p.m. – 10:00 p.m.

Section I  Rockville Centre Campus  
Saturday & Sunday July 25 & 26  
8:30 a.m. – 4:00 p.m.

Section J  Rockville Centre Campus  
Monday, Tuesday, Wednesday & Thursday  
August 17, 18, 19, 20, & 24, 7:00 p.m. – 10:00 p.m.

ADMINISTERING ELECTROCARDIOGRAMS  
In this course you will learn the proper procedure in obtaining a resting EKG. Topics covered 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 nine hour course.  
Prerequisite: Anatomy & Physiology (MR-1510 & Medical terminology MR-1500)  
Course Number: MA-0007  
Tuition: $175  
Instructor: Medical Assisting Faculty

Section B  Rockville Centre Campus  
Saturday, January 25, 2020  
8:00 a.m. – 5:00 p.m.

Section C  Rockville Centre Campus  
Tuesday, Wednesday, Thursday March 10, 11 & 12  
7:00 p.m. – 10:00 p.m.

Section D  Suffolk Campus  
Monday, Tuesday, Wednesday  
April 27, 28 & 29  
7:00 p.m. – 10:00 p.m.

Section E  Rockville Centre Campus  
Saturday, May 30  
8:00 a.m. – 5:00 p.m.

Section F  Rockville Centre Campus  
Sunday, June 21  
8:00 a.m. – 5:00 p.m.

Section G  Suffolk Campus  
Monday, Tuesday, Wednesday  
August 10, 11 & 12  
7:00 p.m. – 10:00 p.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 9 or May 15 (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 may be 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 33 for required courses.

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 Campus
1 Tuesday, January 7, 2020
6:00 – 7:30 p.m.

Section B  Rockville Centre Campus
1 Tuesday, May 12, 2020
6:00 – 7:30 p.m.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
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-2510 ICD-10 CM and ICD-10 PCS CODING
- MR-3500 – CPT-HCPCS Coding

BECOME A CERTIFIED CODING SPECIALIST (CCS) or (CCS-P) – OR A CERTIFIED CODING ASSOCIATE (CCA) PREPARE FOR CODING CERTIFICATION

The American Health Information Management Association (AHIMA) administers examinations to certify coders. The exams test ICD-10-CM and CPT-HCPCS coding skills beyond the entry level, therefore, **coding experience is highly recommended**.

The CCA/CCS affords professional recognition to the individual who possesses the credential. This recognition means that the individual has specialized skills that meet a national standard. This may assist an employer in making hiring, promotion, or compensation decisions. For further information regarding the CCA, CCS or CCS-P exams please visit the AHIMA web site at [www.ahima.org](http://www.ahima.org).

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-2510 ICD-10 CM and ICD-10 PCS 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.

**Eight (8) Courses Required:**
- MR-1500 – Medical Terminology
- MR-1510 – Anatomy & Physiology
- MR-2510 ICD-10 CM and ICD-10 PCS CODING
- MR-3500 – CPT-HCPCS Coding
- MR-4530 – Physician Billing, Reimbursement and Collections
- MR-4550 – Computerized Medical Office for Billers and Coders
- MR-1535 – Hospital Billing & Collection
- 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](http://www.ahima.org/membertypes?tabid=student)

QUESTIONS?

Come to our

**INFORMATION & REGISTRATION SESSION**

Tuesday, January 7, 2020 and Tuesday, May 12, 2020

5:30 p.m. – 8:00 p.m.

Casey Center

Rockville Centre Campus

To RSVP and for further information, call 516-323-3550

New Medical records courses and/or schedules may be added throughout the semester. Visit [www.molloy.edu/ce/mr](http://www.molloy.edu/ce/mr) for updated information.
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 $295.

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 Vanessa Formoso at: vformoso@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.

Student Testimonial

“Just a short note to let you know that I just passed the CCS exam! I would not have been able to achieve that accomplishment without your support in the classroom as well as your constant encouragement and positive attitude. All your handouts, practice test cases, and homework provided a solid CPT foundation which contributed enormously to my success on the exam.

I am grateful to have been part of the Molloy program with its staff of dedicated instructors who take a genuine interest in the success of their students.
Thank you again!!”

Sincerely,
Robert Lamont (student)
Certified 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: $330

Section D Rockville Centre Campus
8 Thursdays, January 16 – February 27
6:30 p.m. – 9:30 p.m.

Section A Rockville Centre Campus
8 Mondays, February 3 – March 30
(No class 2/17)
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
8 Tuesdays, March 3 – April 21
6:45 p.m. – 9:45 p.m.

Section C Rockville Centre Campus
8 Saturdays, April 18 – June 13
(No class 5/23)
8:00 a.m. – 12:00 p.m.

Section DX Suffolk Center
8 Wednesdays, May 13 – July 1
6:45 p.m. – 9:45 p.m.

Section E Rockville Centre Campus
8 Tuesdays, June 9 – July 28
6:30 p.m. – 9:30 p.m.

Section F Rockville Centre Campus
8 Saturdays, July 11 – August 29
9:00 a.m. – 12:00 p.m.

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: $330

Section D Rockville Centre Campus
8 Tuesdays, January 14 – March 3
6:30 p.m. – 9:30 p.m.

Section A Rockville Centre Campus
8 Wednesdays, February 5 – March 25
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
8 Thursdays, March 5 – April 30
(No class 4/9)
6:45 p.m. – 9:45 p.m.

Section C Rockville Centre Campus
8 Saturdays, April 18 – June 13
(No class 5/23)
12:30 p.m. – 3:30 p.m.

Section DX Suffolk Center
8 Mondays, May 18 – July 13
6:45 p.m. – 9:45 p.m.

Section E Rockville Centre Campus
8 Thursdays, June 11 – July 30
6:30 p.m. – 9:30 p.m.

Section F Rockville Centre Campus
8 Saturdays, July 11 – August 29
12:30 p.m. – 3:30 p.m.

ICD-10 CM & 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.

Required Text(s): 1) ICD-10 CM Expert for Hospital (Latest Edition)
2) ICD-10-PCS Expert (Latest Edition)
3) ICD 10 CM/PCS Coding Theory & Practice (Latest Edition) (OPTIONAL)

Course Number: MR-2510 Tuition: $650

Section C Rockville Centre Campus
13 Saturdays, January 4 – March 28
8:00 a.m. – 12:00 p.m.

Section D Rockville Centre Campus
17 Tuesdays, March 17 – July 7
6:30 p.m. – 9:30 p.m.

Section A Rockville Centre Campus
17 Mondays, April 13 – August 17
(No class 5/25)
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
17 Tuesdays, May 5 – September 1
(No class 5/12)
6:45 p.m. – 9:45 p.m.

Section CX Rockville Centre Campus
13 Saturdays, June 20 – September 26
(No class 7/4 & 9/2)
8:00 a.m. – 12:00 p.m.

Section DX Suffolk Centre
17 Wednesdays, July 15 – November 4
6:45 p.m. – 9:45 p.m.

Section E Rockville Centre Campus
17 Tuesdays, August 4 – November 24
6:30 p.m. – 9:30 p.m.

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 HIM Department. Expand your knowledge on the different areas of HIM, 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. 2.4 CEUs.

Course Number: MR-2300 Tuition: $330

Section A Rockville Centre Campus
8 Wednesdays, January 8 – February 28
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
8 Mondays, February 3 – March 30
6:45 p.m. – 9:45 p.m.

Section C Rockville Centre Campus
5 Saturdays, April 18 – May 16
9:00 a.m. – 12:00 p.m.

Section D Suffolk Center
8 Thursdays, June 4 – July 23
6:45 p.m. – 9:45 p.m.

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: Medical Terminology and A&P or equivalent. 2.7 CEUs


Course Number: MR-3500 Tuition: $415

New Medical records courses and/or schedules may be added throughout the semester. Visit www.molloy.edu/ce/mr for updated information.
Required Textbook(s): ICD and CPT Code Books – See MR-2500 and in this course.

* All reimbursement methodologies as required by AHIMA are taught
  Encoding (MR-6000) or equivalent coding experience.

Coding (MR-3500), Advanced CPT Coding (MR-4500), and/or Medical
CEUs
Prerequisites: All coding courses, ICD Coding (MR-2500), CPT
coding experience who are planning to take the national exam.  1.8
(see prerequisites listed) and to medical coders with current/previous
The course is divided into segments which will review both ICD-9
application process, visit the AHIMA website at  www.ahima.org.

exams offered by the American Health Information Management
prepared for the Certified Coding Specialist (CCS) and/or
Certified Coding Specialist – Physician based (CCS-P) credentialing
and others.  Prerequisite: Anatomy & Physiology (MR-1510). 1.2 CEUs
and FBI, as well as the techniques involved in the medical application
that drugs can cause.  Topics covered will include cardiovascular,
and microbiology will be reviewed. Normal ranges of all results will
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: $220 (Includes handouts)

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

Course Number: MR-2525 Tuition: $220 (Includes handouts)

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-3500 and

Course Number: MR-6000 Tuition: $295

Section A Rockville Centre Campus
6 Wednesdays, January 29 – March 4
6:30 p.m. – 9:30 p.m.

Section B Rockville Centre Campus
6 Fridays, May 1 – June 12
(No class 5/22)
6:30 p.m. – 9:30 p.m.

New Medical Records courses and/or schedules may be added throughout the semester.
Visit www.molloy.edu/ce/mr for updated information.

- Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
PHYSICIAN BILLING, REIMBURSEMENT & COLLECTIONS

Introduction to physician billing and reimbursement practices. Includes one session devoted entirely to “Managed Care Billing and Reimbursement,” (HMOs, Capitation, Co-pays, Withhold, etc.) Insurance payers such as Medicare, Medicaid and Workers Comp will be discussed including federal and state regulations. Learn to apply good collection and follow-up policies and procedures for physician practices. Accounts receivable analysis, methods for optimizing reimbursement and facilitating cash flow will be discussed. Prerequisite: ICD Coding (MR-2500) and CPT-HCPCS Coding (MR-3500) or equivalent experience. 2.1 CEUs

Course Number: MR-4530
Tuition: $370
Section A Rockville Centre Campus
7 Tuesdays, February 4 – March 17
6:45 p.m. – 9:45 p.m.
Instructor: MARIELA RUSSEL, B.A.

COMPUTERIZED MEDICAL OFFICE FOR BILLERS AND CODERS

Students will learn the features, functions, and workflows of administrative, practice management, clinical, and billing activities using a live electronic medical record (EMR) program. Key topics such as patient demographics and registrations, appointment scheduling, EMR clinical duties, and administrative tasks including billing and collections will be covered. 30 Hours (this is a newly designed course that combines Computerized Medical Billing and Medical Software). Prerequisites: ICD Coding (MR2500/10), CPT Coding (MR3500), Physician Billing (MR4530)

Course Number: MR-4550
Tuition $370
Section A Rockville Centre Campus
7 Tuesdays, March 24 – May 5
6:45 p.m. – 9:45 p.m.
Instructor: MARIELA RUSSEL, B.A.

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

Course Number: MR-1535
Tuition: $250 (includes handouts)
Section A Rockville Centre Campus
5 Saturdays, May 2 – June 6
(No class 5/23)
9:00 a.m. – 12:00 p.m.
Instructor: JEANNE GENTILE, B.S.

New Medical records courses and/or schedules may be added throughout the semester. Visit www.molloy.edu/ce/mr for updated information.

A Registration Form Can Be Found On The Inside Back Cover
MEDICAL RECORDS FACULTY

**BETTY ANDREADIS**, MSN, RN, NPD. Extensive Nursing career for over 35 years in acute care. Currently works as a Nurse Educator in staff development within Catholic Health System.

**LISA BORBEE**, M.S., R.PH. Pharmacy Director. She has over ten years experience as Pharmacy Director.

**JEANNE GENTILE**, B.S. She has over 20 years experience in hospital billing and collection office management.

**SABINA GITLITS**, N.P.A. CPT, RMA Certified, N.H.A. CCMA.

**SUMERA JAMAL**, RHIA, CCS, CDIP, CCDS, MBA.

**RAVI MOSES**, RHIT, CCS, CDIP, CCS, CCS-P, CCDS. AHIMA Certified ICD-10-CM/PCS Trainer Past President, Long Island Health Information Management Association. Member AHIMA Mentoring Program

**JEREMY REISSMAN**, CCS. Several years experience in healthcare and Finance.

**MARIELA RUSSELL**, B.A., Medical billing educator & professional with over 15 years experience with reviewing medical claims, medical billing software computer essentials & applications.

**LINDA M. SCARLATO**, RN, RHIT, CCS. Over thirty-eight years of experience in Health Care Management, implementing, developing, auditing, maintaining Corporate Compliance Systems, coding, documentation, and medical billing.

**CYNTHIA WALLING**, has over 25 years of work experience as a Medical Technologist.

**FEMI YEKU**, Doctor of Public Health Policy and Management, MBA, Clinical Laboratory Consultant.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
The Molloy College Clinical Mental Health Counseling Master of Science Program

Mentoring Compassionate Counselors for Our Communities

The Molloy College Clinical Mental Health Counseling Master of Science program is designed to provide graduate students the professional identity, core knowledge, necessary state-of-the-art practical skills, and multi-cultural sensitivity to excel in a variety of mental health settings. Our 60-credit-hour, New York State approved, part-time, evening program can be completed in three years.

Prepare for a career as a clinical mental health counselor with Molloy College:

• A program designed for working students
• Dedication to the highest standards of accreditation*
• Committed to social justice, diversity, and multicultural humility
• Education in numerous counseling theories and interventions
• Best practices and ethical standards embedded throughout the program
• Highly experiential coursework and hands-on practice
• Small class sizes and one-on-one mentorship throughout the program

Dr. Laura B. Kestemberg, Director
Graduate Program in Clinical Mental Health Counseling

For information please contact:
admissions@molloy.edu | 516.323.4000
www.molloy.edu/cmhcporm | 516.323.3844

*This New York State approved Clinical Mental Health Counseling program is committed to CACREP accreditation, and will be seeking that certification as soon as it is eligible.

Apply now for Fall 2020!
Online Registration Available - visit our web site at: www.molloy.edu/ce for details!

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, and the arts. Visit www.molloy.edu/ce/ non-profitmgmt.

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. (Some also have a classroom or online option).

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 courses are offered every month. Start dates for upcoming classes are: 1/15, 2/12, 3/18, 4/15, 5/13, 6/17, 7/15 and 8/12. Classroom courses are generally offered every month. Start dates for upcoming classes are: 1/15, 2/12, 3/18, 4/15, 5/13, 6/17, 7/15 and 8/12. Classroom courses are generally offered twice a year, in the fall and in the spring. The method and schedules for a course offered can be found after the course title in the listing below.

Core Courses (choice of either for Certificate)

• Introduction to Nonprofit Management (offered online every month)

• Survey of Nonprofit Management (classroom course offered every fall and spring)

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)

• Financial Accounting for Non Financial Managers (online and classroom course offered in the fall and spring semesters)

• Leadership and Management (online and classroom course offered in the fall and spring semesters)

Elective Courses (2 of 3 required for Certificate)

• Grant Writing (offered online every month)

• Special Events Planning (offered online every month)

• Effective Communications (online and classroom course offered in the fall and spring semesters)

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.

Further information can be found on page 51.

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 including course descriptions, visit us at: www.molloy.edu/ce/non-profitmgmt, email us at conted@molloy.edu, call us at 516.323.3550, or attend our free Career Seminar on Tuesday, January 7 or Tuesday, May 12 from 6 - 7:30 p.m.

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

Tuition: No Charge

Section A  Rockville Centre Campus

1 Tuesday, January 7, 2020; 6 – 7:30 p.m.

Section B  Rockville Centre Campus

1 Tuesday, May 12, 2020; 6 – 7:30 p.m.
Effective board governance is one of the most critical factors in the success of any nonprofit organization, particularly in today's increasingly competitive and rapidly changing environment. Molloy College's Second Annual Board Symposium in Nonprofit Governance examines the vital role of nonprofit boards in optimizing mission performance and building sustainable organizations well-positioned for the future.

Learn how high-performing boards evolve and adapt to the realities of 21st century governance. The symposium will focus on the trends, next practices, partnerships and key governance issues that are shaping the future of nonprofits. You’ll learn how high-impact boards are evolving to meet these changes and how your own organization can adapt and respond to the opportunities and challenges facing nonprofits today. Discussion will focus on strategies and plans that can advance your board and mission at a time when the need for nonprofit services has never been greater. The 2020 Symposium provides expanded coverage of key governance and stewardship topics and more opportunities for collaboration with leaders from your organization and other non-profits.

**Intended Audience**
The Board Symposium in Nonprofit Governance is designed for board members serving nonprofits at various stages of organizational development, as well as for those contemplating future board service. Nonprofit executives who want to be more successful in leading organizational change with their board partners are also encouraged to attend.

**Learning Objectives**
- Define the governance trends and "next practices" that can help your board build for the future
- Examine the stewardship issues that high-impact boards are addressing to ensure organizational accountability
- Develop new approaches to attract and retain exceptional board members
- Build strategies that strengthen the board-staff partnership and demonstrate that your organization is worthy of support
- Identify the actions/changes that can help elevate your board and organizational performance

**Agenda**
8:00 a.m. Registration, Breakfast, Networking
8:30 a.m. Welcome and Introduction of Participants and Organizations
9:00 a.m. The State of Nonprofit Governance and the Lessons for Our Own Organizations  
  - Governance Trends and "Next Practices" that Build for the Future
  - Stewardship Issues in a 21st Century World
10:00 a.m. Roundtable Discussion of Key Issues and Strategies
10:30 a.m. Break and Networking
10:45 a.m. The Key Relationships that Elevate Board and Organizational Performance  
  - Attracting/Retaining High-Performing Board Members
  - Strengthening the Board-Staff Partnership
Noon (working lunch) Roundtable Discussion of Key Governance Issues and Strategies
1:15 p.m. Break and Networking
1:30 p.m. Conversations in Change – Considering what you have learned today:  
  - What is the most significant issue that our board needs to address in the next 3 months?
  - What are the 1-2 priorities to address over the next twelve months so that our board will be better positioned for the future?
  - What other partners do we need to include in this conversation?
2:45 p.m. Final Thoughts

Course Number: **NPM-9000A**  
**Tuition:** $175 (by 1/24), $195 (1/25-2/28)

**Rockville Centre Campus**
Saturday, March 14, 2020
8:00 a.m. – 3:00 p.m.

Presenter: Patricia Clemency has been involved with nonprofit governance since 1983 in a variety of capacities: as a board member, board chair, chief executive officer, facilitator, and consultant to nonprofit boards. She was board chair for Make-A-Wish Metro New York from 1983 to 1985 and a board member for Make-A-Wish America from 1984 to 1988. Pat has served on numerous national committees and task forces for Make-A-Wish America and headed its National Strategic Planning Task Force on Governance in 2003-04, which resulted in a new governance model for the nationwide organization.

Pat was named President and CEO for Make-A-Wish Metro New York in 1988 and for Metro New York and Western New York when the chapters combined in September 2011. Under her leadership, the chapter received both national and regional recognition for its board and organizational achievements, including The Nonprofit Times’ 50 Best Nonprofits to Work For; Finalist for the Brooke W. Mahoney Award for Outstanding Board Leadership, established by Governance Matters; Finalist for the New York Community Trust – New York Magazine Nonprofit Excellence Awards, which honors outstanding management practices; The Power of One award by Make-A-Wish America, which recognizes chapters whose work strengthens the entire national organization.

Pat joined Make-A-Wish America as Diversity and Development Officer from 2016-2018 to develop a national model for Inclusion & Diversity, in support of the organization's strategic plan, Every Eligible Child. She remains active with Make-A-Wish as a wish granting volunteer for the Arizona chapter and is a member of the National Board Alumni Association of Make-A-Wish America.

Pat is a member of the Board of Regents for NYU Winthrop and a former member of the Board of Trustees for Sacred Heart Academy. Pat has been a philanthropy instructor at Molloy College, Hofstra University and LIU Post. A graduate of Northwestern University with an M.A. from the School of Communication, Pat was also selected by the National AFP for their inaugural class of 22 Master Trainers in philanthropy through a program developed with Indiana University School of Philanthropy and funded by the Eli Lilly Foundation.
TRANSFORMING BOARD AND ORGANIZATIONAL PERFORMANCE – THE GOVERNANCE “NEXT PRACTICES” THAT BUILD FOR THE FUTURE

High-impact Boards of Directors recognize that board and organizational performance are inextricably linked. In this workshop you’ll learn how the most effective Boards are focused on the future and the critical governance practices that build board and organizational excellence. This workshop addresses four governance issues that represent significant challenges for most nonprofits as they effectively position their missions for the future:

- Board Diversity: A Mission Imperative
- Strategic Board Recruitment: Intentional, Future-Focused, Multi-Year
- Board Fundraising Leadership: Empowering the Board for Success
- Succession Planning: It’s About Capacity Building

Explore the transformative “next practices” around these issues that are helping high-impact Boards compete successfully in every arena in which they operate, now and in the future. This workshop provides a collaborative format to work with leaders from your organization and other non-profits in examining these strategies and developing action plans for your organization.

Intended Audience
This workshop is designed for board members serving nonprofits at various stages of organizational development, as well as those contemplating future board service. Nonprofit executives, in all areas of operation, who want to be more successful in leading organizational change with their board partners are also encouraged to attend.

NOTE: Attendance at the Board Symposium in Nonprofit Governance is recommended but is not required to register for this course.

Agenda
8:30 a.m.  Registration, Breakfast, Networking
9:00 a.m.  Welcome and Introductions of Participants and Organizations
9:15 a.m.  Assessing the Opportunities/Challenges Facing Our Boards
9:45 a.m.  How High-Impact Boards Are Shaping Their Futures – Part I
            (Diversity/Strategic Board Recruitment)
10:30 a.m. Break and Networking
10:45 a.m. How High-Impact Boards Are Shaping Their Futures – Part II
            (Board Fundraising Leadership/Succession Planning)
11:30 a.m. Roundtable Discussion of “Next Practices” and Strategies
            Noon  Conversations in Change
            •  What is the most significant governance issue that will impact our future?
            •  What are the 1-2 actions we need to take in the next year to be better positioned for the future?
            •  How do we ensure continued momentum after today?

Course Number: NPM-9500A          Tuition: $95 (by 3/27), $115 (3/28-4/24)
Rockville Centre Campus
Saturday, May 9, 2020
8:30 a.m. - 12:30 p.m.
Presenter: Patricia Clemency (see bio on page 41)
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) 323-3570 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:

- Operating Room Training Program
- Intro to EKG Interpretation
- AHA Basic Life Support Certification Course
- Advanced Cardiac Life Support
- Hemodialysis Training for RN’S & LPN’S
- 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.
**EKG SERIES**

**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

Unless noted, the faculty, speakers/planners have no financial interest or other relationship with the manufacturer of products or providers that may be discussed.

Participants must remain for the entire program in order to earn a contact hour certificate.

Instructor: **JOANNE MANNING-BAKER, MS, RN**

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

Course Number: **NUE-0073** Tuition: **$150**

**Section F** Rockville Centre Campus
2 Wednesdays, January 8 & 15, 2020
6:30 p.m. - 9:30 p.m.

Section A Rockville Centre Campus
2 Wednesdays, April 22 & 29
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

Unless noted, the faculty, speakers/planners have no financial interest or other relationship with the manufacturer of products or providers that may be discussed.

Participants must remain for the entire program in order to earn a contact hour certificate.

Instructor: **MARY FAY, DNP, ANP-BC**

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

Course Number: **NUE 0127** Tuition: **$160**

**Section I** Rockville Centre Campus
Saturday, January 25, 2020
9:00 a.m.-5:00 p.m.

Section A Rockville Centre Campus
Saturday, March 7, 2020
9:00 a.m.-5:00 p.m.

Section B Rockville Centre Campus
Saturday, May 2
9:00 a.m.-5:00 p.m.

Section C Rockville Centre Campus
Saturday, July 11
9:00 a.m.-5:00 p.m.

**AHA BASIC LIFE SUPPORT SERIES**

**AHA BASIC LIFE SUPPORT CERTIFICATION COURSE**

This course is designed for health care providers. Course is composed of instruction in Basic Life Support as well as technical aspects of cardiopulmonary resuscitation. Faculty: Certified American Heart Association Instructors. Basic (5 Hours).

Course Number: **NUB–0092** Tuition: **$85**

Molloy students: **$80**

The following sections will be held at the **Rockville Centre Campus** on Hempstead Ave in Rockville Centre.

**Section L** Thursday, February 13, 5:30 p.m. – 10:30 p.m.
**Section M** Saturday, February 29, 9:00 a.m. – 2:00 p.m.
**Section N** Wednesday, March 4, 5:30 p.m. – 10:30 p.m.
**Section O** Tuesday, March 24, 5:30 p.m. – 10:30 p.m.
**Section P** Wednesday, April 1, 5:30 p.m. – 10:30 p.m.
**Section Q** Monday, April 27, 5:30 p.m. – 10:30 p.m.
**Section R** Wednesday, May 5, 5:30 p.m. – 10:30 p.m.
**Section S** Wednesday, May 20, 5:30 p.m. – 10:30 p.m.
**Section T** Thursday, June 11, 5:30 p.m. – 10:30 p.m.
**Section U** Saturday, June 20, 9:00 a.m. – 2:00 p.m.
**Section V** Saturday, July 11, 9:00 a.m. – 2:00 p.m.
**Section W** Tuesday, July 28, 10:00 a.m. – 3:00 p.m.
**Section X** Monday, August 3, 5:30 p.m. – 10:30 p.m.
**Section Y** Saturday, August 22, 9:00 a.m. – 2:00 p.m.

Course Number: **NUB: SC92** Tuition: **$85**

Molloy students: **$80**

The following sections will be held at the **Suffolk Center** on Route 110 in Farmingdale.

**Section I** Thursday, January 16, 2020 5:30 p.m. – 10:30 p.m.
**Section J** Thursday, February 6, 5:30 p.m. – 10:30 p.m.
**Section K** Wednesday, March 15 5:30 p.m. – 10:30 p.m.
**Section L** Wednesday, April 15, 5:30 p.m. – 10:30 p.m.
**Section M** Friday, May 8, 10:00 a.m. – 3:00 p.m.
**Section N** Tuesday, June 2, 5:30 p.m. – 10:30 p.m.
**Section O** Thursday, July 9, 9:00 a.m. – 2:00 p.m.
**Section P** Tuesday, August 25, 5:30 p.m. – 10:30 p.m.
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: $70
The following courses will be held at the Rockville Centre Campus on Hempstead Avenue in Rockville Centre.
Section I Monday, January 6, 2020 5:30 p.m. - 9:00 p.m.
Section J Wednesday, January 29, 2020, 5:30 p.m. - 9:00 p.m.
Section K Thursday, February 6, 2020 5:30 p.m. - 9:00 p.m.
Section L Tuesday, February 25, 5:30 p.m. - 9:00 p.m.
Section M Saturday, March 14, 9:00 a.m.-12:00 p.m.
Section N Monday, March 30, 5:30 p.m. - 9:00 p.m.
Section O Monday, April 6, 5:30 p.m. - 9:00 p.m.
Section P Thursday, April 23, 5:30 p.m. - 9:00 p.m.
Section Q Saturday, May 16, 9:00 a.m.-12:00 p.m.
Section R Wednesday, May 27, 5:30 p.m. - 9:00 p.m.
Section S Sunday June, 7, 9:00 a.m.-12:00 p.m.
Section T Thursday June, 25, 9:00 a.m.-12:00 p.m.
Section U Tuesday July, 7, 5:30 p.m. - 9:00 p.m.
Section V Saturday July 25, 9:00 a.m.-12:00 p.m.
Section W Monday August 10, 5:30 p.m. - 9:00 p.m.
Section X Wednesday August 26, 5:30 p.m. - 9:00 p.m.
Course Number: NUB-SC93
The following Courses will be held at the Suffolk Center on Route 110 in Farmingdale.
Section M Monday January 21, 2020 5:30 p.m. - 9:00 p.m.
Section N Tuesday February 11, 2020 5:30 p.m. - 9:00 p.m.
Section O Wednesday March 25 5:30 p.m. - 9:00 p.m.
Section P Thursday, April 30, 5:30 p.m. - 9:00 p.m.
Section Q Friday May 22, 9:00 a.m.-12:00 p.m.
Section R Tuesday June 16, 5:30 p.m. - 9:00 p.m.
Section S Thursday July 23, 5:30 p.m. - 9:00 p.m.
Section T Tuesday August 18, 5:30 p.m. - 9:00 p.m.
Section H Rockville Centre Saturday, June 13 9:00 a.m.- 5:00 p.m.
Section I Rockville Centre Saturday, July 18 9:00 a.m.- 5:00 p.m.
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.
Instructor: Sangeetha Shashi, MS, RN
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUS-0125  Tuition: $100
Unless noted, the faculty, speakers/planners have no financial interest or other relationship with the manufacturer of products or providers that may be discussed. Participants must remain for the entire program in order to earn a contact hour certificate.
Section I Rockville Centre Campus Sunday January 12, 2020 9:00 a.m.-1:00 p.m.
Section A Rockville Centre Campus Sunday February 9, 2020 9:00 a.m.-1:00 p.m.
Section B Rockville Centre Campus Sunday March 8 9:00 a.m.-1:00 p.m.
Section C Rockville Centre Campus Sunday April 26 9:00 a.m.-1:00 p.m.
Section D Rockville Centre Campus Sunday May 17 9:00 a.m.-1:00 p.m.
Section E Rockville Centre Campus Sunday June 14 9:00 a.m.-1:00 p.m.
Section F Rockville Centre Campus Sunday July 19 9:00 a.m.-1:00 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 registered 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

Unless noted, the faculty, speakers/planners have no financial interest or other relationship with the manufacturer of products or providers that may be discussed. Participants must remain for the entire program in order to earn a contact hour certificate.

Section D  Rockville Centre Campus
Saturday, January 4, 2020
9 a.m. - 5 p.m.

Section E  Rockville Centre Campus
Saturday, March 7, 2020
9 a.m. - 5 p.m.

Section F  Rockville Centre Campus
Saturday, July 11, 2020
9 a.m. - 5 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 titres, CPR, malpractice insurance.

Tuition: $1,150

Course Number: NUS-0050

Unless noted, the faculty, speakers/planners have no financial interest or other relationship with the manufacturer of products or providers that may be discussed. Participants must remain for the entire program in order to earn a contact hour certificate.

Instructor: HEMODIALYSIS FACULTY

Section S  Suffolk Center
6 Tuesdays, February 4- March 17, 2020
5:00 p.m.-8:00 p.m.
Plus 3 clinical days that will be decided upon in class
No class 2/18

Section T  Suffolk Center
6 Tuesdays, May 5- June 16
5:00 p.m.-8:00 p.m.
Plus 3 clinical days that will be decided upon in class

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 will be awarded.

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

Course Number: NUS-0054  Tuition: $410

Section A  Rockville Centre Campus
Friday, Saturday & Sunday January 3, 4 & 5, 2020
9:00 a.m. - 5:00 p.m.

Section B  Rockville Centre Campus
Friday, Saturday & Sunday January 10, 11 & 12
9:00 a.m. - 5:00 p.m.

Section C  Rockville Centre Campus
Friday, Saturday & Sunday, January 17, 18, & 19
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: CHRIS HANLEY, Pharm D, R.Ph.

Participants must remain for the entire program in order to earn a contact hour certificate.

Unless noted above, the faculty/speaker/planners have no financial interest or other relationship with any manufacturer if products or providers are being discussed.

Course Number: NUS-0138  Tuition: $100

Section E  Rockville Centre Campus
Tuesday January 24, 2020
6:30 p.m. - 9:30 p.m.

Section A  Rockville Centre Campus
Thursday, April 16
6:30 p.m.-9:30 p.m.

Section B  Rockville Centre Campus
Wednesday, June 24
6:30 p.m.-9:30 p.m.

PHARMACOLOGY REVIEW AND UPDATE

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

Instructor: CHRIS HANLEY, Pharm D, R.Ph.

Unless noted above, the faculty/speaker/planners have no financial interest or other relationship with any manufacturer if products or providers are being discussed. Participants must remain for the entire program in order to earn a contact hour certificate.

Course Number: NUS-0128  Tuition: $130

Section C  Rockville Centre Campus
Saturday, February 1, 2020,
8:30 a.m.-4:30 p.m.

Section A  Rockville Centre Campus
Saturday, April 18
8:30 a.m.-4:30 p.m.

Section B  Rockville Centre Campus
Saturday, June 27
8:30 a.m.-4:30 p.m.

TRAINING IN BARRIER PRECAUTION & INFECTION CONTROL MEASURES

Course Number: HE-5000  Tuition: $45

Please see page 23 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 17 for dates, times and a course description.
**New! Operating Room Training**

**OR Training**
Operating Room nursing is an increasingly complex area for patient care, characterized by rapid changes in technology and economic influences.

The job outlook for perioperative nurses is similar to that of registered nurses showing a substantial increase by the year 2022 of 19%. This information is according to the United States Bureau of Labor Statistics, and shows that the perioperative nursing position will have plenty of room for additional candidates over the coming decade. It also supplies a competitive salary, and has plenty of room for advancement, which can also increase pay. The average Perioperative Nursing salaries for job postings in New York are 21% higher than average Perioperative Nursing salaries for job postings nationwide.

Molloy College, Division of Continuing Education is now offering an "Operating Room Training Program for RN's". This course offers a structured learning opportunity with emphasis on the application of theoretical knowledge to the professional practice and is designed to give professional nurses without previous operating room experience an introduction to the basic competencies of the perioperative RN role. Through the combination of classroom didactic and clinical experiences students will be given the opportunity to develop basic operating room skills. The course will follow the framework of Peri-op 101. Knowledgeable and experienced perioperative nurses will guide the student to begin a career in the Operating Room. Upon successful completion of the program an AORN Certificate will be awarded.

**Prerequisites include:** Completed application with biography, current NY State Nursing license, CPR certification for healthcare providers, recent physical exam, including immunizations and current malpractice insurance.

**Course Number:** NU-0147  **Tuition:** $3,950
Tuition includes the cost of the Periop 101 modules and the: AORN's Guidelines for Perioperative Practice, and Alexanders Care of the Patient in Surgery.

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**For further information:**
Please call 516-323-3558 or visit: www.molloy.edu/ce/nursing for an application for admission or for further information.

You may also attend one of free **OR Training Program Information Sessions** on Tuesday, September 3, 2019 or Tuesday, January 7, 2020 from 6-7:30 p.m. on the Rockville Centre campus. RSVP by calling 516-323-3550, emailing: conted@molloy.edu or registering online at: www.molloy.edu/ce/nursing.
**NURSE PRACTITIONER COURSES**

**NURSE PRACTITIONER PRACTICE REVIEW COURSE**

Course objectives will include understanding the role of the nurse practitioner 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. 16 contact hours.

Instructors: MARY FAY, DNP, RN

Course Number: NUN-0100  Tuition: $395

Unless noted, the faculty, speakers/planners have no financial interest or other relationship with the manufacturer of products or providers that may be discussed.

Participants must remain for the entire program in order to earn a contact hour certificate.

Section B  Rockville Centre Campus

Saturday & Sunday January 25, & January 26, 2020
9:00 a.m. - 5:00 p.m.

Section A  Rockville Centre Campus

Saturday & Sunday April 25 & 26
9:00 a.m. - 5:00 p.m.

**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:

Each workshop is four hours in duration on Saturday mornings and afternoons. Take one workshop for $100.00 each or save by taking the entire series for $425. The target audience is the registered nurse.

Course Number: NUS-0175A  Tuition: $100.00

Wound Care

Wound Care objectives will focus on the listing the classifications of wounds and the complications of wound healing.

Course Number: NUS-0175A  Tuition: $100.00

Injections & IV Care (pumps & calculations)

Injections & IV Care objectives will explain parenteral nutrition and discuss injection type syringes with proper placement/landmarks.

Course Number: NUS-0178A  Tuition: $100.00

Enteral feedings and Colostomy care

Enteral feeding and colostomy care objectives will discuss the anatomy and physiology of the GI track and describe various types of ostomies.

Course Number: NUS-0176A  Tuition: $100.00

Respiratory Care (trachs, suctioning)

Respiratory care objectives will describe mechanical ventilation with nursing management and explain acid-base regulation and arterial blood gases.

Course Number: NUS-0177A  Tuition: $100.00

GU Skills and catheterizations

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.

**RN REFRESHER PROGRAM**

Course Number: NUS-0179A  Tuition: $100.00

RN REFRESHER

“I was in the RN Refresher course that ended in August….I know that 6 of the 11 students have become employed. After 18 years, I’m back and feeling pretty comfortable. The clinical aspect was most helpful.”

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 hands 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 516-323-3558 for an application. Text required.

Course Number: NUR-0040  Tuition: $2,100

Section R  Rockville Centre Campus:

Lectures Tuesday, Wednesday & Thursday
April 14 - June 7, 2020
6:30 p.m. - 9:30 p.m
(There is a Thursday April 16 Medication Calculations class & Saturday Pharmacology class 4/18)
(No class 4/21) (No clinical 5/23 & 5/24)

Section S  Suffolk Center

Lectures Thursday & Friday
April 17 – May 30, 9:00 a.m.-2:30 p.m.
(No clinical 5/23 & 5/24)

Section R  Rockville Centre Campus:

Lectures Tuesday & Thursday
June 23- August 13, 6:30 p.m.-9:30 p.m
(There is a Wednesday Medication Calculations class on 6/24 & Saturday Pharmacology class 6/27)
Clinical dates: 6/28, 7/11, 7/12, 7/18, 7/19, 7/25, 7/26, 8/1, 8/2, 8/8 & 8/9
(No clinicals 7/4 & 7/5)

Section S  Suffolk Center

Lectures Thursday & Friday
June 19 - August 2, 9:00 a.m.-2:30 p.m.
Clinical dates: 6/27, 6/28, 7/11, 7/12, 7/18, 7/19, 7/25, 7/26, 8/1 & 8/2
(No clinical 7/4 & 7/5)

**Molloy College is closed on Fridays 7/17 - 9/4**
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: TBD
Course Number: LA-0505
Section A Suffolk Center Campus
7 Mondays, February 3 – March 23, 2020
6:30 p.m. - 9:30 p.m.
Tuition: $225

STATISTICS
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: TBD
Course Number: NUM-0213
Section C Rockville Centre Campus
Tuesdays, Wednesday, & Thursday,
January 7, 8, & 9, 2020
5:30 p.m. - 8:30 p.m.
Section D Rockville Centre Campus August 25, 26, & 27
5:30 p.m. - 8:30 p.m.
Tuition: $115

PEDIATRIC NURSING SERIES
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 A Rockville Centre Campus
4 Tuesdays March 24 - April 14, 2020
6:30 p.m. - 9:30 p.m.

SCHOOL NURSING SERIES
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 program is designed for the registered nurse with current medical-surgical or pediatric experience that would like to learn the role of the school nurse.
The School Nurse Training Program consists of two courses: the 6-hour “Transition to School Nursing: An Orientation” class and “Transition to School Nursing: Field Training”, which consists of 4 days of onsite training in the school setting.

TRANSITION TO SCHOOL NURSING: AN ORIENTATION
Nursing services in the educational environment are unique, varied multidisciplinary and comprehensive. The purpose of this class is to explore the role of the professional nurse as a member of the educational team. Legal responsibilities and clinical functions (documentation, medication administration, emergency and chronic health interventions and planning, students with special needs and more) will be discussed. The target audience is the registered nurse. 6 contact hours will be awarded.
Instructor: Carol Henck, MA, RN & Elizabeth Lebowitz, RN
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUP-0139
Tuition: $100
Unless noted, the faculty, speakers/planners have no financial interest or other relationship with the manufacturer of products or providers that may be discussed. Participants must remain for the entire program in order to earn a contact hour certificate.
Section A Rockville Centre Campus
Tuesday & Thursday, January 21 & 23, 2020
6:30 p.m. - 9:30 p.m.

TRANSITION TO SCHOOL NURSING: FIELD TRAINING
School nursing is a specialized practice of professional nursing that advances the well-being, health and safety of the school-aged client. The participant will be provided with an overview of the full scope of school nursing services delivered within a professional school health office setting, and will have an opportunity to interact with students and members of the educational team. Hands on activities and multiple resources will be provided. “Transition to School Nursing: An Orientation” must be completed before field training is scheduled. Prerequisites also include: completed medical-surgical or pediatric experience that would like to learn the role of the school nurse.
“Transition to School Nursing: Field Training” , which consists of 4 days of onsite training in the school setting.
Instructor: Carol Henck, MA, RN & Elizabeth Lebowitz, RN
Course Number: NUP-0210
Tuition: $895.00
Section A
4 days of clinical placement, arranged by instructors.
Molloy College, in collaboration with community partners, is pleased to be offering its 11th Palliative Care Conference on Long Island. The conference will be held on Friday, May 29, 2020 from 8:30 a.m. – 4:00 p.m. in the Madison Theater at Molloy’s Rockville Centre campus. The agenda for the day will include a Keynote Speaker, a series of topics offered during three concurrent sessions, session and lunch.

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.

For a Conference brochure, with session descriptions and additional information please call 516-323-3554 or e-mail: lcino@molloy.edu or visit: www.molloy.edu/ce/pcc.
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 online classes in cooperation with Ed2Go: short, individual, instructor-led courses. 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.

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 usually between $115-$125 per course. Courses run for 6 weeks with two lessons each week. Course begin dates for the upcoming months are as follows: 1/15, 2/12, 3/18, 4/15, 5/13, 6/17, 7/15, 8/12.

Course Format
While the courses are all instructor-led, you do not have to log-in at any pre-defined time. Instructors lead the courses through discussion areas that can be accessed at any time after the course starts. Courses run for six weeks, with an available 10-day extension period at the end, and most take an average of 24 hours to complete. One lesson is released every Wednesday and Friday for the six-week duration of the course. You do not have to be present when lessons are released and you can login to the courses at any time after the course starts. You will have access to all lessons until the course ends. However, the interactive Discussion Area that accompanies each lesson will automatically close two weeks after the lesson is released. Thus, we strongly recommend that you complete each lesson within two weeks of its release.

A sample of the courses and the program areas that are offered online include:
- Accounting Fundamentals (see page 9)
- Accounting Software
- Arts & History
- Career Builders
- College Readiness
- Computer Basics & Windows (see page 16)
- CompTIA A+, Network+ & Security+
- Creative Writing
- Digital Photography
- English-As-A-Second Language
- Financial Accounting For Non-Financial Managers (see pages 9 & 42)
- Grant Writing (see page 43)
- Healthcare
- Investments
- Instant Italian
- Job Search
- Jump Start Your Career With LinkedIn
- Languages
- Leadership Skills (see pages 13 -14)
- Legal
- Management Skills (see pages 13 -14)
- MS Access, Excel, PowerPoint, Publisher & Word
- Networking & Wireless
- Nonprofit Management (see page 41)
- Nutrition
- Parenting
- Personal Finance
- Project Management
- Publishing
- Quick Books
- Sales & Marketing
- Spanish for the Healthcare Provider
- Speed Spanish
- Start Your Own Business
- Test Preparation (GED, GMAT, GRE, LSAT, Praxis)
- Teacher Professional Development (see page 22)
- Web Design, Graphics & Animation
- Writing

How to Get Started and Registration:
1. Visit our Online Instruction Center: www.ed2go.com/molloy
2. Choose the department or area 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.
Paralegal Studies Program

American Bar Association Approved!

Interested in the legal professions? Changing careers? The Paralegal Studies Program at Molloy College may be the right move for you! Paralegals can interview clients or witnesses, assist in trial preparation and discovery, draft legal documents and perform legal research. A paralegal works directly under the supervision and direction of an attorney and may not give legal advice or otherwise engage in the practice of law. According to the United States Department of Labor, career opportunities for paralegals show sustained growth in both the private and public sector.

The program provides students with a practical foundation in the substantive areas of the law, a strong ethical base, and the ability to develop proficiency in both oral and written communication. Students are empowered with marketable skills. Earn a Certificate in Paralegal Studies from Molloy, and prepare yourself for employment as a paralegal or legal professional or for advanced study in law.

Entrance Requirements and Admission:

Applicants must have a minimum of 60 college credits (18 of which must be in general education), an associate’s degree or a bachelor’s degree. A Bachelor’s degree is strongly suggested. Candidates need to complete an application for admission and be interviewed by Director of Legal Studies/Paralegal Studies. 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 will qualify for a Certificate in Paralegal Studies upon completion of the required courses as outlined below (21 credits taken on a non-credit basis).

Required courses (10 credits):
- Introduction to Legal Studies
- Professional Responsibility in the Law
- Legal Research and Writing
- Litigation

Selected specialty elective course (choose 8 credits):
- Tort Law
- Family Law
- Probate Law
- Real Property Law
- Electronic Discovery Skills
- Technology and the Law Office
- Substantive Law and Drafting Essentials

Students will also complete 3 elective course credits from the above specialty courses or the below electives (offered on a rotating basis):
- Elder Law
- Immigration Law
- Pre-Employment Skills
- Concepts of Insurance Law
- Alternative Dispute Resolution
- Professional Office Management

American Bar Association Approved Education

Molloy College’s Paralegal Studies Program is approved by the American Bar Association (ABA). Since its establishment in 1878 as the national representative of the legal profession, the ABA serves the public by defending liberty and promoting justice. The ABA established standards for the education of paralegals, advancing the highest quality legal education, ethical conduct, and legal professionalism. With this prestigious and respected designation, Molloy is among the select group of the distinguished programs nationwide to have satisfied the ABA’s rigorous process.

Course Schedule and Plan of Study:

Courses are scheduled in the fall (September-December), and spring (January – May). You may begin your studies in either semester. The current schedule of classes is available at: www.molloy.edu/ce/paralegal.

Tuition and Registration

Non-credit tuition is $4725.00 for the entire academic program. Textbooks are not included. Students who pay in full prior to attending classes receive a substantial discount. Students may also pay through a payment plan or on a course by course basis. The program does not qualify for financial aid. Students will be informed of the advisement and registration process upon acceptance.

Questions?

Please contact Dr. Judith Mathers Maloney, Director of Legal Studies/Paralegal Studies at 516-323-3812 or jmaloney@molloy.edu for Paralegal Studies Program information or visit our web page at: www.molloy.edu/ce/paralegal.
Certificate in Electronic Discovery Fundamentals

Electronic discovery, also called "e-discovery," is one of the fastest growing segments of the legal industry. Experts predict annual growth in the electronic discovery market of 10 to 15 percent in upcoming years. It involves the technological acquisition, exchange, submission and maintenance of data and evidence in a lawsuit or criminal proceeding.

Molloy College is pleased to announce an online Certificate in Electronic Discovery (eDiscovery) Fundamentals. The curriculum has been specifically designed to give participants exposure to the basic knowledge skills in this cutting-edge legal field. This fully online course fits into your busy life.

Background
Students will be introduced to a relatively new yet quickly emerging legal niche known as electronic discovery (eDiscovery). The prolific use of technology has created an enormous amount of data and information found all around us. Electronic discovery is the process of managing data and information in such a way that it can be identified, preserved, collected, processed, reviewed, analyzed and produced during litigation or regulatory proceedings. Throughout the course students will become acquainted with a myriad of employment opportunities in this area available at law firms, companies, legal service providers and vendors. Moreover, many of these well-paying opportunities don’t even require a law degree. However, what is required is an understanding of the mechanics of eDiscovery. This course will familiarize participants with key terminology; relevant law; basic principles of information governance; the EDRM process, including workflow and best practices; technological solutions to common discovery issues; and provide different eDiscovery perspectives from the points of view of the lawyers, legal professionals, clients and vendors.

The eDiscovery Fundamentals Certificate covers, in part:

- The role of eDiscovery in today’s legal system
- The eDiscovery process and fundamental legal principles
- Principles of eDiscovery workflow and best practices
- Introduction to Information Governance
- The basics of the eDiscovery software program Relativity
- The necessity of metrics
- The problem-solving and analytical skills required to manage eDiscovery initiatives

The course of study includes:
1. Fundamentals of eDiscovery (Terminology and the Law)
2. Information Governance
3. The EDRM and the workflow process
4. Project Management
5. Design and Implementation of eDiscovery Metrics
6. Use of Relativity, an eDiscovery software program, to manage the EDRM workflow

The Learning Objectives are, in part:
- Demonstrate basic knowledge of the eDiscovery process, fundamental legal principles and the EDRM process
- Proficiently access, locate, and manage eDiscovery ESI by both traditional and electronic methods
- Demonstrate knowledge of the principles of eDiscovery, including terminology, statutory and case law, EDRM workflow and Best Practices
- Practicing with real world examples using Relativity software.

Course Format
This totally online, semester long (14 week) course is not taught in "real time," meaning students do not have to attend at a given time. You can log on at any time to take the course. However, there will be assignments that will be due at specific times.

Molloy College uses a Learning Management System or online platform called Canvas. Once you have registered for the course, you will be information on logging onto your Canvas account.

Tuition
Tuition for the course is: $675. There are no additional fees for the course.

Spring 2020 Schedule
January 13 – May 11, 2020

Registration
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, Discover 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: LGL-2110

For more information, call 516-323-3812 or email jmaloney@molloy.edu

A Registration Form Can Be Found On The Inside Back Cover
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 160 hour pharmacy technician program which consists of 80 hours of theory and 80 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 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.

Instructor: PHARMACY TECHNICIAN FACULTY

PHARMACY TECHNICIAN
Course Number: PT-1000 Tuition: $1,950

Section R Rockville Centre Campus
Saturday’s, February 1 – May 9, 2020
9:00 a.m. - 3:30 pm.
(No class 2/15 & 4/11)

Section S Suffolk Center Campus
Monday & Wednesday’s
February 3 – May 27
6:30 p.m.-9:30 p.m.
(No class 2/17, 2/19, 4/13 & 4/15)

Section R Rockville Centre Campus
Saturday’s, June 6 – August 29
9:00 a.m. - 3:30 pm.
(No class 7/4)

*The 80 hr. externship will be arranged by course facilitator upon successful completion of lecture series.

REGISTRATION AND TUITION
Candidates who have been accepted into the program will be notified of the registration procedures.

Tuition for the program is $1,950. A tuition deposit of $950 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, Discover 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 B Tuesday, September 3, 2019, 6 - 7:30 p.m.
Section A Tuesday, January 7, 2020, 6 - 7:30 p.m.
**New York State Licensing Requirements:**
To obtain a Salesperson's License, a person must complete the 75-hour (plus exam) 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 is required to complete 22.5 hours of approved continuing education every two years. For information about your licensing requirements call 518-474-4429.

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**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 online)

**Instructor:** MARY BROWER, Valuation Standards, Nassau County Department of Assessment

**Course Number:** RE-0240
**Tuition:** $525

**Section B**
12 Mondays & 14 Wednesdays
January 22 - April 27
(no class 2/17 & 4/13)
7:00 - 10:00 p.m.

**Section A**
12 Mondays & 14 Wednesdays
May 13 - August 12
(no class 5/25)
7:00 - 10:00 p.m.

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**REAL ESTATE SALESPERSON CAREER SEMINAR**
Not sure if a career in real estate is right for you? Not sure how you can get started and what the requirements are? If so, then this seminar is for you! Mary Brower, an experienced real estate professional, will offer you real world advice about this career. For additional information on the Career Seminar, please see page 2.

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

**Section B**
1 Tuesday, January 7, 2020; 6:00 – 7:30 p.m.

**Section A**
1 Tuesday, May 12, 2020; 6:00 – 7:30 p.m.

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**CONTINUING EDUCATION**

**Home Inspection Licensing**
see page 25
The courses in this program can be taken for **22.5 hours of Real Estate continuing education credit**.

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

As society ages, there is a rising need for qualified professionals in the rapidly growing field of senior fitness instructors/trainers.

Molloy has collaborated with the Senior Fitness Association, and has developed a certificate program that is designed to prepare Senior Fitness Instructors/Senior Personal Trainers.

The Senior Fitness Association (SFA) has developed a curriculum that meets National Standards for Senior Fitness. SFA is also recognized as a provider of continuing education by ACE, AIFE, API, AQUA, BCRPA, HFPA, ISSA, IWA, NAFC, NCHEC, NETA, NFPT, SFA, Wi.T.S, NCCAP, and ELITE.

Make yourself more marketable! SFA professionals are sought-after by health clubs, city recreation programs, and nursing homes. Furthermore, physical therapist, PT. assistants, nurses, and other health care workers are eager to earn their SFA certificate. It allows professionals in the arena to make themselves more marketable and desired in the workplace.

Classes will be held at Molloy College and Sportset- Health and Fitness Club. Classes will be offered days, evenings, and weekends.

The program consists of six modules that will cover everything from Anatomy to exercises for seniors.

- Module 1 - Traditional and Non-Traditional Exercises Approaches
- Module 2 - Health Risk Factors
- Module 3 - Introduction to Senior Nutrition
- Module 4 - Senior Fitness Programming
- Module 5 - Health Program Planning and Fitness Testing for older adults
- Module 6 - Q & A and Exam

**Faculty:**

Classes are taught by certified nutritionists, certified personal trainers, group trainers, and RN's. Please visit the website at www.molloy.edu/ce/sfi for a list of the faculty and their bios.

**Course Descriptions and Schedule:**

Please visit the website at www.molloy.edu/ce/sfi for course descriptions.

The Spring, 2020 schedule of classes is as follows:

Module 1: Tuesday, May 5, 2020, 7:00 p.m. - 10:00 p.m., Molloy RVC campus, Instructor: Bud Cosgrove, BS, MA

Module 2: Wednesday, May 6, 2020, 7:00 p.m. - 10:00 p.m., Molloy RVC campus, Instructor: Betty Andreadis, RN

Module 3: Thursday, May 7, 2020, 7:00 p.m. - 9:00 p.m., Molloy RVC campus, Instructor: Tracy Cleary, C.H.H.P

Module 4: Tuesdays & Thursday, May 12, 14 & 19, 2020, 7:00 p.m. - 10:00 p.m., Sportset RVC, Instructors: Nancy Codispoti, Theresa Marigliano, Jamie Reis

Module 5: Thursday, May 21, 2020, 7:00 p.m. - 10:00 p.m. Sportset RVC, Instructor: Bud Cosgrove

Module 6: Tuesday, May 26, 2020, 7:00 p.m. – 10:00 p.m., Molloy RVC campus, Instructor: Bud Cosgrove, BS, MA.

*CPR (basic or renewal will be offered to those students who need it)

**Complimentary Gym Membership:**

Sportset, located at 60 Maple Ave, Rockville Centre, NY 11570 will be offering a complimentary month membership to those who are in the program.

**Tuition:**

Tuition is $480. There are no course fees. Tuition payment is due at the time of registration. However, if your company is paying for the course we will invoice your company. Please provide us with your company's purchase order, educational voucher or documentation on company letterhead stating that they are responsible for payment along with the registration form and we will process an invoice directly to your company. Invoicing is available only if you register by mail or fax.

**Registration:**

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.

Online registration is available at www.molloy.edu/ce/registration. Phone in registration is available by calling 516-323-3550 with your MasterCard, Discover or Visa. To register in person, by fax or mail, please follow the directions on our web page, www.molloy.edu/ce/registration.

**Questions?**

If you have any questions, would like to be placed on our mailing list or would like additional information regarding the program, please call 516-323-3550.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
Molloy College, Continuing Education & Professional Development Social Work CPE is recognized by the New York State Education Department’s State Board for Social Work as an approved provider of continuing education for licensed social workers #0110. Select courses in our Addiction Studies Program (CASAC and Recredentialling), as well as three conferences (Social Work, Clinical Mental Health Conference and Palliative Care Conference), will all be offered for Social Work CPE credit. The information is as follows:

Social Work Conferences
Molloy College, Department of Social Work and Fordham University Graduate School of Social Service Collaborative Program at Molloy College usually offer 1-2 conferences each year and are held on Molloy’s Rockville Centre campus located at 1000 Hempstead Avenue, Rockville Centre, New York, 11571.

The amount of Social Work CPE hours varies from conference to conference and program to program.

Information on all the fall, 2019 conferences was not available at the time of this printing and should be available by August, 2019. The program and schedule will be posted on the Social Work CE webpage at: www.molloy.edu/ce/sw. The conference information will also be emailed to those people who have expressed an interest in social work conferences. To be placed on our email and mailing lists, please contact Cindy Thomas, Assistant to the Director Summer Sessions and Conference Services at 516.323.3554 or by e-mail at cthomas@molloy.edu.

GROUP WORK TRAINING AND SUPERVISION (10 Social Work, Nursing, CTLE, CEU’s)
People of all ages from children thru adulthood have the opportunity to thrive and grow in a supportive group milieu. If you are a teacher, nurse, mental health professional or social worker whose assignments includes bringing people with common themes and issues together, this training is for you. The course will be held at Molloy’s Suffolk Center campus located at 7180 Republic Airport, East Farmingdale. Please visit: www.molloy.edu/ce/sw for details.
Course Number: SW1000 Tuition: $150
Section A Suffolk Center Campus
5 Saturdays: January 11, February 8, March 14, April 11 and May 9, 2020; 8:30-10:30 a.m.
Faculty: Dr. Lois A. Carey, PhD, LCSW

MINDFULNESS-BASED STRESS REDUCTION (MBSR): A TRAINING PROGRAM FOR ALL HEALTH AND MENTAL HEALTH PROFESSIONALS
(30 LMHC, SW, Nursing and CASAC CEUs)
This 11 session, 30 hour, experiential program includes the formal 8 week MBSR program, as well as an explanation of how the practice of MBSR can be applied in behavioral health/health practice. Discover simple and powerful ways to cope with stress and anxiety. You have the capacity to change the way you live your life. You can learn to live in a more liberated way. You can learn to relate to yourself and others in a more compassionate and fulfilling way. You can experience more acceptance and gratitude. You can do all these things by using simple mindfulness practices. The Mindful Place offers this class designed to help you learn these liberating practices for you and your clients/patients. The course will be held at Molloy’s Suffolk Center campus located at 7180 Republic Airport, East Farmingdale. Please visit: www.molloy.edu/ce/mhc for further information
Course Number: MBSR1000 Tuition: $825 (25% discount for Molloy: alumni, students, faculty and staff). There are no additional fees. Payment is due at the time of registration.
Section A Suffolk Center Campus
11 sessions (30 hours) offered on the following schedule:
(1) Monday, May 11, 2020, 6:00-7:30 p.m.
(orientation- 1.5 hours)
(9) Tuesdays, May 12-July 7; 6:00-8:30 p.m.
(final class on 7/7 is from 6-8 p.m.)
(1) Saturday, June 20, 9:00 a.m. - 4:00 p.m.
(1 hour lunch)
Faculty: James D’Aconti, LMSW

Palliative Care Conference (5.5 contact hours)
12th Annual Conference
Friday, May 29, 2020; 8:30 a.m. - 4:00 p.m., Madison Theater, Rockville Centre Campus

Molloy College, in collaboration with community partners, is pleased to be offering its eleventh annual Palliative Care Conference on Long Island. The conference will be held on Friday, May 29, 2020 from 8:30 a.m. - 4:00 p.m. in the Madison Theater at Molloy’s Rockville Centre campus. The agenda for the day will include a Keynote Session and a series of topics offered during three concurrent sessions. 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.

The conference brochure should be available in late January, 2020. However, registration is available now, along with further details, on the conference webpage at: www.molloy.edu/ce/pcc. For further information or to be placed on our mailing list, please call 516-323-3550 or email: lcino@molloy.edu.

Addiction Studies Program (CASAC and Recredentialling)
(various contact hours)
A number of course offered in the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) program have been approved for Social Work CE credit. The courses are listed on pages 4-8 of this catalog. If a course is approved for Social Work CPE credit it will have an asterisk next to the title in the list of courses. It will also be indicated in the course schedule. Further information can be found on our webpage at: www.molloy.edu/ce/addiction or call the Division of Continuing Education and Professional Development at 516.323.3550.

A Registration Form Can Be Found On The Inside Back Cover 57
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 2020 Program:**

(.6 ASHA CEUs) - Program TBA

**Communication Sciences and Disorders Department**

Molloy’s Communication Sciences and Disorders Department continues to offer a comprehensive undergraduate program in Speech-Language Pathology/Audiology and also offers an M.S. in Speech-Language Pathology. The M.S. education program speech-language pathology at Molloy College is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association. Additionally, our Speech, Language and Hearing Center is located off campus in a new facility and continues to serve the community by providing an array of evaluation and treatment services.

**Speech, Language and Hearing Center**

The Speech, Language and Hearing Center facilities, a dynamic place where faculty, staff and students evaluate and treat communication disorders in children and adults. The Center provides students with the opportunity to gain clinical practicum hours under the close supervision of highly-qualified professionals.

The Speech Center offers both evaluation and treatment services in the areas of speech, language and hearing. The Center is staffed with licensed and experienced professionals, certified by the American Speech Language and Hearing Association. These professionals work closely with the student clinicians who treat clients. We are here to help you!

Clinicians and student clinicians treat clients in an atmosphere of mutual respect. Consideration is given to the individual needs of the client based on developmental and neurodevelopmental issues, as well as the functional needs of the individual.

In preparation for treating pediatric clients with developmental delays and language disorders, students master principles of learning theory. Additionally, students are required to master knowledge of typical language, cognitive and social development. This mastery allows the student clinicians to shape the targeted skills.

Student clinicians possess an extensive knowledge of anatomy and physiology, speech science, language and audistics, enabling them to treat clients using a variety of techniques. Whether a client’s deficits are the result of a developmental delay or an acquired neurogenic disorder, students possess the knowledge, technology and guidance to facilitate skill improvement in a supportive, nurturing environment. The Speech, Language and Hearing Center fosters an understanding of culturally and linguistically diverse populations. True to our philosophy of integrating theory and practice, there are many opportunities for students to work with clients from diverse backgrounds engaging in clinical, outreach and service learning activities with diverse populations.

Who we are and what we do:

- Our staff consists of ASHA certified Speech-Language Pathologists and an ASHA and AAA certified audiologist.
- Our clinicians are students of our degree program in Speech-Language Pathology and Audiology.
- We provide a learning environment for our students wherein they provide valuable services to individuals with communication disorders under the close supervision of and collaboration with licensed and certified professionals.

This enables us to

- Provide diagnostic services, both evaluations and screenings, to children and adults.
- Provide treatment services to clients with an array of communication disorders.
- Provide speech and hearing screenings and informational workshops within the community.
- Educate clients and their families about communication disorders and how to facilitate positive changes.

Treatment groups that integrate social activity are an important part of what is offered by the Molloy College Speech, Language and Hearing Center. Learn more about the Aphasia Group and the Pediatric Group. To register for either individual or group sessions, please visit: www.molloy.edu/about-molloy-college/offices-and-services/office-of-the-president/centers-and-institutes/the-speech-language-and-hearing-center-at-molloy-college/clinic.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
Molloy College is offering the Enrolled Agents (EA) Test Preparation course in cooperation with Skillmaker Career Consulting (SMCC). 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.

### Enrolled Agent Prep Course

**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

Skillmaker Career Consulting (SMCC) will teach live classes at the Rockville Centre Campus of Molloy College. SMCC 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. SMCC uses the comprehensive materials offered by Gleim 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 Rockville Centre campus located at 1000 Hempstead Avenue, Rockville Centre, NY 11571.

### SCHEDULE

You may choose to enroll in all 3 parts or just Parts I and III or just Part II.

**New this year! Six hours have been added to the course.**

**ALL THREE PARTS:** Includes: Part I-Individuals, Part II-Business and Part III-IRS Practice

**Section A** 12 Evenings, May 19, 21, 26, 27, 28 June 2, 4, 9, 11, 16, 17, and 18; 6:30 p.m. - 9:30 p.m.

**TWO PARTS ONLY** Includes Part I-Individuals and Part III-IRS Practice

**Section A** 5 Evenings, May 19, 21, 26, 27 and 28; 6:30 p.m. - 9:30 p.m.

**ONE PART ONLY** Includes Part II-Business only

**Section A** 7 Evenings; June 2, 4, 9, 11, 16, 17, and 18; 6:30 p.m. - 9:30 p.m.

This course is only offered once per year in the spring. The schedule and related information will be posted on the program webpage at: www.molloy.edu/ce/ea.

The schedule will also be emailed to anyone who has expressed an interest in the course. To be placed on our email list for the course, please call 516-323-3550 or email: conted@molloy.edu.

### REGISTRATION AND TUITION

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, Discover 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.

**TUITION:**
- Parts I and II: $850
- Part II: $925
- All Three Parts: $1,499

**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 5, 2020; 6:00 p.m. - 8:00 p.m. at Molloy College’s Rockville Centre Campus. 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 I Tuesday, May 5, 2020; 6:00 - 8:00 p.m.

**Rockville Centre 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.
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 HODOVANU

Course Number: ES-0100  Tuition: $200
Section A  Saturdays, January 11 – April 18  
(No class on 4/11)  
9:00 a.m. – 12:00 p.m.

Section B  Tuesday & Thursday, June 2 – July 21  
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: REENA MATHEW

Course Number: ES-0125  Tuition: $200
Section A  TBA
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: REENA MATHEW
Course Number: ES-0135 Tuition: $200
Section A Tuesdays & Thursdays, January 13 – May 8 5:00 p.m. – 6:25 p.m.

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: ROUYA HASHEMI
Course Number: ES-0145 Tuition: $200
Section A TBA

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: ROUYA HASHEMI
Course Number: ES-0155 Tuition: $200
Section A Tuesdays & Thursdays, January 13 – May 8 6:35 p.m. – 8:00 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: $200
Section A Saturdays, January 11 – April 18 (No class on 4/11) 9:00 a.m. – 12:00 p.m.
Section B Monday & Wednesday, June 1 – July 15 6:30 p.m. – 9:30 p.m.

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 2020 Programs
Each level is $160; 25% discount available for multi-family registration, children under 18, seniors and for members of the Irish Cultural Center in Mineola. Register for an upper level, and you get two more free, one for your review and one for moving ahead more quickly. Or use both free classes for review. Scholarships also available.

To register and for more information contact Jackie Williams at (516) 323-4730, jwilliams4@molloy.edu. For additional programming, please refer to our website: http://connect.molloy.edu/IrishInstitute
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 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.

A sample of the courses that are offered include:

<table>
<thead>
<tr>
<th>Speed Spanish</th>
<th>Discover Sign Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed Spanish II</td>
<td>Instant Italian</td>
</tr>
<tr>
<td></td>
<td>Beginning Conversational French</td>
</tr>
</tbody>
</table>

**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 usually between $115-$125 per course. Courses run for 6 weeks with two lessons each week. Course begin dates for the spring and summer are as follows: 1/15, 2/12, 3/18, 4/15, 5/13, 6/17, 7/15 and 8/12.

**Course Format**

While the courses are all instructor-led, you do not have to log-in at any pre-defined time. Instructors lead the courses through discussion areas that can be accessed at any time after the course starts. Courses run for six weeks, with an available 10-day extension period at the end, and most take an average of 24 hours to complete. One lesson is released every Wednesday and Friday for the six-week duration of the course. You do not have to be present when lessons are released and you can login to the courses at any time after the course starts. You will have access to all lessons until the course ends. However, the interactive Discussion Area that accompanies each lesson will automatically close two weeks after the lesson is released. Thus, we strongly recommend that you complete each lesson within two weeks of its release.

Your lessons will include text-based practical instruction, illustrated examples, audio files if needed, and supplemental material that your instructor thinks you’ll find helpful or interesting. Your lessons will also be accompanied by an assignment that will help you gain practical first-hand experience with the new skills taught in the course. These assignments will be optional and self-evaluating. However, some course topics will require feedback from your instructor, which will be provided within the Discussion Area of the classroom.

Each time you complete a lesson, you will also be asked to take a brief multiple-choice quiz. The interactive multiple-choice quizzes are designed to test your comprehension of the course material. When you complete a quiz, you will receive an instant analysis of your work.

The six-week, 12-lesson format used in instructor-led courses gives you an optimal amount of time to read, reflect upon, and apply the material you will find in each lesson. We’ve found that the pace we use leads to the highest possible levels of completion and student satisfaction. In addition, this classroom is built around a set of 12 interactive Discussion Areas that permit students to ask and answer questions related to the 12 lessons that make up the course. The interactions in the Discussion Area are richer and more rewarding when all students are progressing through the course at the same pace, as in an on-campus course.

Instructor-led courses conclude with a final exam, which tests your comprehension of the material covered in the class. You must complete the final exam within two weeks of the release of Lesson 12. Although the final exam answers can be submitted multiple times, only the first submission counts. Your performance on the final exam is the only factor we will consider when determining your eligibility for a certificate of completion.

Instructor-led course classrooms close after the end date of the course, and you will not be able to enter the classroom again after it closes. Printer-friendly versions of each lesson are available to you so you can keep copies of lesson text, assignments, supplementary material, and FAQs for future reference.

**How to Get Started and Registration:**

1. Visit our Online Instruction Center: www.ed2go.com/molloy
2. Choose the department or area 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 visit us at: www.ed2go.com/molloy, email us at conted@molloy.edu or call us at 516-323-3550.
The Molloy College Institute for Lifelong Learning (MILL) program is a membership program that has been in existence at Molloy College since 1992. Most members are retirees, however, not everyone, nor is this a requisite for membership. Many members are consultants, work part time, own their own business or volunteer and are therefore at liberty to participate in day activities. Some members are in their fifties, sixties, seventies, some in their eighties and beyond. All ages are welcome, men and women, singles or couples, as long as there is a willingness to participate in learning and to maintain a rigorous mind.

Members have one thing in common: love of learning, leading an interesting, stimulating and satisfying life. The Molloy Institute limits the size of the membership to keep a genial and warm atmosphere among the group, thereby promoting a close rapport with other learners, faculty and presenters.

As a member of MILL you are also entitled to audit undergraduate credit classes on a space available basis. Your participation is encouraged regardless of your previous level of formal education and scholarships are available. MILL membership is culturally diversified and invites participants from varied religions and ethnic backgrounds.

When joining one must decide which day is preferable for one’s schedule. There is no minimum nor maximum age to belong to the Institute. All you need is a desire to learn and to enjoy friendly and stimulating people. Members are invited to present one session to their group each year. By leading one session on current events, book or movie review, or a personal experience, the member is able to feel closer to the group and the group with the presenter. Trips are scheduled throughout the year.

**MILL Activities:**
- Attend weekly sessions
- Classes presented by Molloy College Faculty
- Lectures are offered by professionals from health care, legal or criminal justice systems and representatives from local, national or international organizations
- Experts from literary, scientific and musical arenas share their knowledge
- Members volunteer to participate or lead peer presentations on current events, book or movie discussions, etc.
- MILLS may join choral, readers group or write for the MILL newspaper and other committees
- Join trips to local attractions and further destinations (some trips incur additional cost)

**Typical Day at MILL:**
**MILL I Group- *Tuesdays and MILL II Group- *Fridays**
9:30 a.m. - Meet and socialize
10:00 a.m. - 11:00 a.m. Class
11:15 a.m. - 12:15 p.m. Class
12:15 p.m. - 1:30 p.m. Lunch (not included in fee)
1:30 p.m. - 2:30 p.m. Class
*Tuesday and Friday groups meet on or near Molloy's Rockville Centre campus.

**MILL III Group- **Wednesdays**
9:30 a.m. - Meet and socialize
10:00 a.m. - 11:00 a.m. Class
11:15 a.m. - 12:15 p.m. Class
**Wednesday group meets on or near Molloy's Suffolk Center campus in Farmingdale.

**Why Should you Join MILL?**
- Enhance your health and stay young
- Invigorate social contacts
- Stimulate your intellect
- Meet people who are eager to meet you
- Audit two credit classes per year at Molloy College campus (no credit granted, no extra charge)
- Attend frequent symposia, seminars, concerts, plays, many other activities sponsored by the College (mostly without fees)
- Membership card entitles members to discounts in the community and for activities at Madison Theatre

**Membership and Fees:**
MILL I (Tuesdays) & MILL II (Fridays)- both meet on or near Molloy's Rockville Centre campus. The annual membership fee for either MILL I or II is $495 for individuals and $850 for couples.
MILL III (Wednesdays)- meets at Molloy's Suffolk Center campus in East Farmingdale. The annual membership fee for MILL III is $295 for individuals and $500 for couples.
Membership is valid from September 1 to August 31 each year and lectures usually start mid-September and runs until mid-June. However, it is possible to join one of the MILL groups throughout the year if space is available. We invite and encourage interested applicants to come to a session prior to joining MILL.

For an application, to schedule a free visit to one of our lectures or for further information call Jessie Prasad, MILL Program Assistant at 516.323.3940. or email her at: jprasad@molloy.edu. You can also download a brochure with an application online at: www.molloy.edu/ce/mill.

A Registration Form Can Be Found On The Inside Back Cover
**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, September 4, 2019**. 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 a week after classes begin**. Registration is accepted on space available basis only. Confirmation will be sent upon receipt and acceptance of registration.

For a complete list of course offerings that may be available to audit, please visit the website [https://lionsden.molloy.edu](https://lionsden.molloy.edu), select the upcoming term from the drop down menu and choose the discipline that you are interested in. Review the course offerings available, keeping in mind the enrollment counts for seat availability. Visit the Continuing Education office (located in Siena Hall, Room 106) to pick up an “Add” Form to bring with you to the first class and get the instructors permission/signature. Once signed, return to the Continuing Education office to complete the registration process.

**ENG 2550-01 LITERATURE IN THE DIGITAL AGE**
**Section 01** Monday & Wednesday, 1:50 p.m. - 3:15 p.m.
Faculty: Donna Dowling, M.A.

**ENG 3160-01 TOLKIEN**
**Section 01** Tuesday & Thursday, 1:50 p.m. – 3:15 p.m.
Faculty: Jeffry Massey, Ph.D.

**ENG 3320-01 NINETEENTH CENTURY BRITISH NOVEL**
**Section 01** Tuesday & Thursday, 10:40 a.m. – 12:05 p.m.
Faculty: Katherine Kim, Ph.D.

**ENG 3500-01 HISTORY OF THE ENGLISH LANGUAGE**
**Section 01** Monday & Wednesday, 1:50 p.m. - 3:15 p.m.
Faculty: Jeffry Massey, Ph.D.

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Online Registration Available - visit our web site at: [www.molloy.edu/ce](http://www.molloy.edu/ce) for details!
Molloy College offers a number of test preparation programs through classroom instruction throughout the year. A list of the classroom programs are as follows:

- SAT Review for High School Students (see below)
- Catholic High School Entrance Exam (CHSEE) Prep (see below)

Online test preparation courses are also offered in the following areas:

- GED Preparation
- GRE Prep Series
- GMAT Preparation
- LSAT Preparation

Information on our online courses can be found on page 51.

SAT EXAM PREPARATION

We are celebrating 32 years of successful SAT exam preparation! High school students prepare for the new reformatted SAT including the reading, math, writing and language sections. Students rave about the individualized attention they receive from our experienced, professional and licensed 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 SAT prep materials. This course is completed in time for the May, 2020 SAT exam. Space is limited!

Program Coordinator: Vanessa Podesta, M.A.
Course Number: SAT-1400 Tuition: $525
Section A Rockville Centre Campus
6 Saturdays, March 14 – April 25
(No class April 11)
9:30 a.m. – 12:45 p.m.

Section B Rockville Centre Campus
6 Mondays, March 16 – April 27
(No class April 13)
6:30 p.m. – 9:45 p.m.

Section C Rockville Centre Campus
6 Tuesdays, March 17 – April 21
6:30 p.m. – 9:45 p.m.

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 2020 are required to take this rigorous, annual entrance exam in October 2020. 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 CHSEE exam and are taught by experienced teachers.

Program Coordinator: Vanessa Podesta, M.A.
Course Number: CHS-2400 Tuition: $445
Fall 2020
**FINANCIAL AID 101 SEMINAR**

Eighth graders planning to attend any of the ten Catholic high schools on Long Island will find the challenge of filling out the Free Application for Federal Student Aid (FAFSA) will be explained at Molloy College's financial aid seminar. The seminar is designed for parents who expect to be applying for financial aid for their children. "Financial Aid 101" is set for 7-8:00 p.m. on Monday, April 8, on Molloy's Rockville Centre campus. The seminar is open to all-you do not have to be attending Molloy to attend the seminar!

Seminar participants will get an in-depth look at the FAFSA and receive an explanation of the logic behind the questions. We will provide tips on how to complete the form. In addition, we will review the financial aid process, explain in detail how financial aid awards are determined, and discuss the available types of financial aid.

FAFSA is the first step in the financial aid application process. Families need it to apply for federal student financial aid, such as the Pell Grant, student loans and college work-study. In addition, most states and schools use FAFSA information to award their financial aid. Molloy College recommends that the FAFSA be completed by January for fall enrollment.

**Speaker**
Gene Rogers, Sr. Financial Aid Counselor, Molloy College. Gene has spent the last 20 years working specifically in the college financial aid area, spending the majority of that time at colleges on Long Island. He is well versed on the college aid programs that directly affect students and their families, including need-based grant programs, federal grant programs, state and various loan programs. Gene also is the Long Island Representative for the New York State Association for Financial Aid Administrators (NYSFAAA) and does plenty of advocating for State and Federal College aid programs with local legislators from Albany and Washington, DC.

**Location**
The seminar will be given on Molloy’s Rockville Centre campus located at 1000 Hempstead Avenue, Rockville Centre, NY 11571. The classroom is TBA. Travel directions will be sent with your confirmation.

**Registration**
Although the seminar is offered at no charge, registration is required. Seating is limited and you should pre-register for the seminar to insure yourself a seat. Register online by visiting: www.molloy.edu/ce under "Spotlight." You may also phone in your registration by calling 516-323-3550. To register in person, by fax or mail, please see the registration form on the inside back cover of this catalog and then follow the directions.

**Financial Aid 101**
Course Number: FS-1000 Tuition: No Charge
Section A Wednesday, April 8, 2020 7:00 p.m. – 8:00 p.m.

**Questions?**
If you should have any questions concerning registration or the seminar, call 516.323.3550 or email conted@molloy.edu.

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**ONLINE COURSES**

Instructor-led courses, 6 weeks in length with start dates every month. Tuition: $115 See page 51 for details.
- The Craft Of Magazine Writing
- Write And Publish Your Nonfiction Book
- Writing For Children
- Beginning Writer’s Workshop
- The Keys to Effective Editing
- How to Make Money From Your Writing

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.

See page 51 for details or visit: www.molloy.edu/ce/online.

A sample of the courses offered include:
- Writing Essentials
- Write Fiction Like a Pro
- Write Your Life Story
- Writing for Children
- The Keys to Effective Editing
- Introduction to Screenwriting
- Publish and Sell Your E-Books
- Mystery Writing

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**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. Undergraduates 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 25)
- Advanced Tax Preparation (see page 59)
- Medical Records/Medical Billing Continuing Education (see page 33)
- Nursing Continuing Education Courses (see page 44)
- Addiction Studies Program (see page 3)
- Human Resources Management (see page 10)
- Pharmacy Technician (see page 54)

**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:**
- Degree Completion Program (B.S.) for RNs

For more information:
(516) 323-3570
suffolk@molloy.edu
www.molloy.edu/suffolk

A Registration Form Can Be Found On The Inside Back Cover
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2019 - 2020

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Vacant, Registration Coordinator
Jessie Prasad, Administrative Assistant, MILL Program
Luisa Quiambao, Administrative Assistant
Celina Lopez, Office Assistant

Online Registration Available - visit our website at: www.molloy.edu/ce for details!
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.

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.

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) Excludes MILL program) 10%
Molloy College Alumni 25%
Diocese of Rockville Center Employees 25%
Catholic Health Services Employees 25%
Molloy Institute for Lifelong Learning (MILL) Members 25%
St. Mary’s/Mercy First Employees 25%
Family & Children’s Association Employees 25%
Catholic Charities Employees 25%
Salvation Army Employees 25%
Veterans and Military Discount 25%
*Discount Exceptions: No discounts granted for: Test Review courses, CHSEE Prep, SAT Prep, Regents Review, Online Courses, or on any course $35 or less. Only one discount per 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 once, same level, free of charge (exceptions: All test Preparation Courses, Online, 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.

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: Credentialed 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. (Exceptions: Test Prep, AHA or online courses)

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 conferences, 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.
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:

Use the emergency phones located on every floor in every building or the call boxes located throughout the campus grounds.

How to use the call box—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.

TEXTBOOKS

Most textbooks are available online and the required textbook, if any, will be listed in the course description.

USE OF LIBRARY FACILITIES

All Continuing Education students are welcome to use the James E. Tobin Library at Molloy College. Students may utilize our books but usage 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, or use electronic resources.

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.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
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 tests; 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.

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**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.

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**Online Registration Available - visit our web site at: www.molloy.edu/ce for details!**
Registration is easy!

FIVE WAYS TO REGISTER:

Online Registration

By Phone

By Fax

In-Person

By Mail

REGISTRATION FORM
DIVISION OF CONTINUING EDUCATION AND PROFESSIONAL STUDIES

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 assignment, 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

Have you previously attended Continuing Education courses at Molloy? □ Yes □ No

If so, when? Term ______ Year ______

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SUB TOTAL

DISCOUNT (Please provide proof)

TOTAL TUITION

PAYMENT METHOD

Check # ___________________________ Cash ___________________________

Please make checks payable to: Molloy College

Credit Card □ Visa □ MasterCard □ Discover Exp. Date (Month/Year) ________

Account Number ____________________________

Signature of Cardholder ____________________________

OFFICE USE ONLY

Taken by: ___________________________ (R) (AC) (P)
CAREER SEMINARS

Tuesday, January 7, 2020 and Tuesday, May 12, 2020
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!