Career Seminars

Tuesday, September 6, 2016
and Tuesday, January 10, 2017
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!

- Alcohol & Substance Abuse Counselor
- Health Care Biller
- Home Inspector
- Human Resource Professional
- Interior Decorator
- Medical Coding Specialist
- Medical Assistant
- Nonprofit Management
- Paralegal
- Pharmacy Technician
- Real Estate Salesperson

Our programs can alter your course
Online Registration Available!

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

To access the system, please visit our website at: www.molloy.edu/ce/registration and go to “online registration.” To register for classes you will need an e-mail address and a MasterCard or Visa 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 was recently named a “Best Value” school by Money Magazine, ranking ahead of all the schools on Long Island that offer a full assortment of degrees and majors. Molloy ranked 472 nationally in Money’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 studies 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 Development

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

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

“To teach others how to achieve their dreams.”
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Visit us on the web at: www.molloy.edu/ce

Registration Form & Instructions inside back cover

Registration is easy!

Five Ways To Register:

On-Line:
Visit our website at: 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
P.O Box 5002
Siena Hall, Room 106
Rockville Centre, NY 11571-5002
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, September 6, 2016 and January 10, 2017 from 6:00 – 7:30 p.m. at Molloy's Rockville Centre campus (for directions to the campus, please see page 72).

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

**CREDENTIALED ALCOHOL & SUBSTANCE ABUSE COUNSELOR** (Course Number: AD-9999 Section A, see page 3)

**HEALTH INFORMATION MANAGEMENT** (Course Number: MR-9999 Section A, see page 31)

**HOME INSPECTION** (Course Number: HI-9999 Section A, see page 24)

**HUMAN RESOURCES** (Course Number: HR-9999 Section A, see page 10)

**INTERIOR DECORATING** (Course Number: ID-9999 Section A, see page 27)

**MEDICAL ASSISTANT** (Course Number: MA-9999, see page 29)

**NONPROFIT MANAGEMENT** (Course Number: NPM-2000 Section A, see page 39)

**PARALEGAL** (Course Number: PL-9999 Section A, see page 51)

**PHARMACY TECHNICIAN** (Course Number: PT-9999 Section A, see page 52)

**REAL ESTATE** (Course Number: RE-9999 Section A, see page 53)

Most of these Career Seminars will be repeated on Tuesday, January 10, 2017 from 6:30 - 7:30 p.m.

R.S.V.P. by calling 516-323-3550 or emailing: conted@molloy.edu

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**CAREER BUILDING (NEW ONLINE COURSES)**

Our instructor-facilitated online career courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night. See page 49 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 49 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 49 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 49 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 49 for information on online courses or visit: www.molloy.edu/ce/online.

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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
Recredentialing Requirements
Those students who are already CASACs 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 courses offered in the CASAC program have been approved for Social Work CE credit. If a course is approved for Social Work CPE 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 3-29 hours and together total 350 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>*Adolescent Treatment: From Intake</td>
<td>13</td>
<td>$185</td>
</tr>
<tr>
<td>*Case Finding and Treatment</td>
<td>6</td>
<td>$95</td>
</tr>
<tr>
<td>*Case Management: Principles and</td>
<td>3</td>
<td>$50</td>
</tr>
<tr>
<td>*Client/Counselor Interaction</td>
<td>18</td>
<td>$260</td>
</tr>
<tr>
<td>*Community Education and</td>
<td>7</td>
<td>$110</td>
</tr>
<tr>
<td>*Competencies And Methods of</td>
<td>18</td>
<td>$260</td>
</tr>
<tr>
<td>*Counseling Special Populations and</td>
<td>24</td>
<td>$345</td>
</tr>
<tr>
<td>Drug Courts &amp; the Mandated Client</td>
<td>6</td>
<td>$95</td>
</tr>
<tr>
<td>*Ethics And Confidentiality in</td>
<td>14</td>
<td>$210</td>
</tr>
<tr>
<td>*Family Dynamics and Family</td>
<td>29</td>
<td>$425</td>
</tr>
<tr>
<td>*From Street to Rehab: Assessment,</td>
<td>15</td>
<td>$215</td>
</tr>
<tr>
<td>*Fundamentals of Group Counseling</td>
<td>30</td>
<td>$425</td>
</tr>
<tr>
<td>*Health, Wellness and Communicable</td>
<td>16</td>
<td>$230</td>
</tr>
<tr>
<td>Integrating Spirituality Into Treatment</td>
<td>3</td>
<td>$50</td>
</tr>
<tr>
<td>*Introduction to Addictive Behaviors</td>
<td>18</td>
<td>$260</td>
</tr>
<tr>
<td>*Introduction to Diagnostic Criteria</td>
<td>19</td>
<td>$275</td>
</tr>
<tr>
<td>Overview of Chemical Dependency</td>
<td>18</td>
<td>$260</td>
</tr>
<tr>
<td>Physiology, Pharmacology And</td>
<td>24</td>
<td>$345</td>
</tr>
<tr>
<td>Physiology, Pharmacology And</td>
<td>19</td>
<td>$275</td>
</tr>
<tr>
<td>Relapse Prevention</td>
<td>9</td>
<td>$130</td>
</tr>
<tr>
<td>Self Help Groups</td>
<td>9</td>
<td>$130</td>
</tr>
<tr>
<td>*Strategies for Engaging the Difficult</td>
<td>17</td>
<td>$240</td>
</tr>
<tr>
<td>*Tobacco</td>
<td>6</td>
<td>$95</td>
</tr>
<tr>
<td>*Vocational Rehabilitation in</td>
<td>9</td>
<td>$130</td>
</tr>
<tr>
<td>**Total</td>
<td>350</td>
<td><strong>$5,095</strong></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 locations on a rotating schedule. Please see page 72 for travel directions to both campuses.

Since there are no prerequisites for any of the courses, you may begin your studies at any time and any course or courses can be taken first. However, it is suggested that the course, Overview of Chemical Dependency and its Treatment, should be taken first, if possible. There is no time limit to complete the program and you can take as many or as few courses as you would like to take each semester. The choice is yours! The program can usually be completed in 1-2 years.

The following pages list the upcoming courses scheduled and the course descriptions. Please note: not all courses are offered every semester.

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 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.

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.
Molloy College also offers courses in the Addiction Studies program at its Suffolk Center at Route 110, on the grounds of Republic Airport at: 7180 Republic Airport (Grumman Lane), in East Farmingdale. Courses are offered on a rotating basis throughout the year and not every course is offered every semester.

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

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

YOUR CAREER AS A CREDENTIALED ALCOHOL & SUBSTANCE ABUSE COUNSELOR
Please see description on page 2.

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

Section A Molloy Campus 1 Tuesday, September 6; 6:00 – 7:00 p.m.
Section B Molloy Campus 1 Tuesday, January 10; 6:00 – 7:00 p.m.

OVERVIEW OF CHEMICAL DEPENDENCY AND ITS TREATMENT
This class will discuss the criteria for substance use disorders, view addiction as a chronic disease and, the different views to what addiction is. The importance of the route of administration and how drugs work in the brain will also be reviewed. We will also explore recent advances in medication as a part of treatment, and using the treatment continuum to match a client's needs to the available resources. (18 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-1010 Tuition: $260
Section A Suffolk Center 6 Tuesdays, August 2 – September 6; 6:45 p.m. – 9:45 p.m.
Section B Rockville Centre Campus 6 Tuesdays, October 18 – November 22; 6:45 p.m. – 9:45 p.m.

PHYSIOLOGY, PHARMACOLOGY AND ADDICTION PART 2
This course will be an in depth examination on four major drugs of abuse: alcohol, marijuana, heroin, and cocaine. These drugs are not new to America and have been used in some cases for centuries. We will review the historical/cultural use and current trends of each drug discussed. Also the effects both long term and short term use. Drug interactions and the dangers associated with each drug. We will also review Compulsive Gambling and its treatment. (19 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD1016 Tuition: $275
Section A Suffolk Center 6 Wednesdays, November 2 – December 14; 6:45 p.m. – 9:45 p.m.
Section B Rockville Centre Campus 6 Wednesdays, March 1 – April 5; 6:45 p.m. – 9:45 p.m.

INTRODUCTION TO DIAGNOSTIC CRITERIA *
Diagnoses and assessments of chemical dependency disorders for clinical insurance, coding purposes. (19 clock hours)

American Psychiatric Association, DESK REFERENCE VERSION
Instructor: ELIZABETH KENNEDY, LCSW, C.A.S.A.C, ICADC

Course Number: AD-1017 Tuition: $275
Section A Rockville Centre Campus 6 Tuesdays, November 29 – January 10; 6:30 p.m. – 9:45 p.m.
(No class 12/27)

SELF HELP GROUPS
This class will explore the dynamics, history and effectiveness of community based self-help groups. Emphasis will be placed on Twelve Step, Women for Sobriety, SMART and other sober support groups. The protective factors that are a result of the changes the individual makes by applying the methods of each program will be reviewed. This will include Cognitive – Behavioral techniques of several groups. (9 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-1020 Tuition: $130
Section A Rockville Centre Campus 3 Wednesdays, August 3 – 17; 6:45 p.m. – 9:45 p.m.
Section B Rockville Centre Campus 3 Saturdays, October 1 – 15; 9:00 a.m. – Noon
Section C Suffolk Center Campus 3 Tuesdays, December 6 – 20; 6:45 p.m. – 9:45 p.m.

*Approved for social work CEU credit.
INTEGRATING SPIRITUALITY INTO TREATMENT
The necessity of addressing the damage that addiction does to an individual’s value systems is a major obstacle to recovery. The traits obtained as a result of drug and alcohol use need to be identified and replaced with new qualities that will enhance the continued growth of the individual. This workshop will explore the obstacles to recovery and how to overcome them.
(3 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-1555 Tuition: $50
Section A Rockville Centre Campus
1 Tuesday, September 13
6:45 p.m. – 9:45 p.m.

Section B Suffolk Center
1 Thursday, January 3
6:45 p.m. – 9:45 p.m.

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

*TOBACCO
This class will cover the following topics: pharmacology of tobacco as a psychoactive and addictive substance, correspondence with accepted definitions of substance abuse and dependence, prevalence rates, counseling approaches, and dealing with resistance. (6 clock hours)
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Course Number: AD 1576 Tuition: $95
Section A Rockville Centre Campus
1 Friday, August 5
9:00 a.m. – 3:45 p.m. (bring lunch - 45 min. break)

Section B Suffolk Center
1 Friday, November 4
9:00 a.m. – 3:45 p.m. (45 min. lunch break)

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

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

Course Number: AD-2010 Tuition: $130
Section A Suffolk Center
3 Thursdays, September 8 – 29
(No Class 9/15)
6:45 p.m. – 9:45 p.m.

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

*HEALTH, WELLNESS, AND COMMUNICABLE DISEASES
This course will provide a comprehensive overview of the medical issues common to individuals with ATOD disorders, including HIV and AIDS, STD’s, TB, hepatitis and other communicable diseases, as well as interventions which promote health and wellness. Content will also include treatment, education, prevention (risk/harm reduction), infection control and universal precautions. (16 clock hours)
Instructor: SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., C.P.P., A.C.S.W.

Course Number: AD-2015 Tuition: $230
Section A Rockville Centre Campus
5 Thursdays, November 3 - December 15
Class will meet 6:30 - 9:30 pm on 12/15
(No Class 11/11 & 11/24)
6:30 - 9:45 p.m.

ADDITIONAL TOPICS

*COUNSELING SPECIAL POPULATIONS AND CULTURAL COMPETENCE
This course will provide students the ability to understand, communicate with, and effectively interact with people across special populations and diverse cultures to effectively counsel individuals in those populations and build cultural competence. Students will develop awareness of one’s own cultural worldview, attitude towards cultural differences, knowledge of different cultural practices and worldviews, cross-cultural skills. (24 clock hours)
Instructor: SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., C.P.P., A.C.S.W.

Course Number: AD-2016A Tuition: $345
Section A Suffolk Center
8 Tuesdays, October 18 - December 13
(No Class 11/22)
6:45 - 9:45 p.m.

*INTRODUCTION TO ADDICTIVE BEHAVIORS
Students will develop a basic understanding of addictive behaviors, which will include multiple conceptions of addictive behavior, including the disease model, cognitive models, and psychoanalytic formulations. Family, social and cultural issues will also be explored. (18 clock hours)
Instructor: SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., C.P.P., A.C.S.W.

Course Number: AD-1025 Tuition: $260
Offered Spring 2017

Section A Rockville Centre Campus
9 Thursdays, September 8 – November 3
6:45 p.m. – 10:00 p.m.

*FAMILY DYNAMICS AND FAMILY TREATMENT IN CHEMICAL DEPENDENCY
Discussion of how families are affected by compulsive addictive behaviors caused by chemical abuse. Coping mechanisms, long-term effects, dysfunction. Also, systems, interventional techniques and psychosocial intake assessment. (29 clock hours)
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Course Number: AD2020 Tuition: $425
Section A Rockville Centre Campus
9 Thursdays, September 8 – November 3
6:45 p.m. – 10:00 p.m.

*FUNDAMENTALS OF GROUP COUNSELING FOR CHEMICAL DEPENDENCY TREATMENT
Introduction to the practice, concepts and theories of group counseling for persons with drug and alcohol disease of addiction. Lectures on therapeutic purposes of group counseling, formation of a group and dealing with problem client’s in-group. Role-play, techniques of Ellis, Rogers, and Glasser. (30 clock hours)
Instructor: ELIZABETH KENNEDY, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Course Number: AD-2030 Tuition: $425
Section A Rockville Centre Campus
10 Mondays and Wednesdays
September 7 – October 12
(No Class 10/10)
6:30 p.m. – 9:30 p.m.

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

Course Number: AD-2030 Tuition: $425
Section A Rockville Centre Campus
10 Mondays and Wednesdays
September 7 – October 12
(No Class 10/10)
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!
RELAPE PREVENTION
Relapse Prevention starts on day one for the client. This class will review the physical obstacles to successful treatment i.e. the withdrawal syndromes of several different drugs. It will introduce the different stages of recovery and the different tasks needed to be addressed in for success in each stage. Different interventions will be explored including cue extinction, thought stopping, recognizing triggers for urges and cravings. (9 hours)
Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-2035 Tuition: $130
Section A Rockville Centre Campus
3 Saturdays, October 1 - 15
12:30 a.m. – 3:30 p.m.
(bring lunch – 30 min break)

DRUG COURTS AND THE MANDATED CLIENT
Working with a special population this workshop will review the role of Drug Courts and the criminal justice system in the chemical dependency treatment of its clients. It will help the treatment provider to identify their own view and expectations of the criminal justice client. The personality traits that are common to this client will be reviewed and how to effectively communicate with them. (6 clock hours)
Instructor: JAMES MULLAN, C.A.S.A.C.

Course Number: AD-2580 Tuition: $95
Section A Suffolk Center Campus
1 Friday, September 23
9:00 a.m. – 3:45 p.m.
(bring lunch – 45 min. break)

Section B Rockville Centre Campus
1 Friday, December 2
9:00 a.m. – 3:45 p.m.
(45 min. lunch break)

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

*FROM STREET TO REHAB: ASSESSMENT, EVALUATION & PLANNING
Assessment and treatment techniques for persons who are addicted to alcohol and/or other substances. Overview of the physical, emotional and spiritual aspects of addiction. Signs and symptoms, case findings, levels of functioning, treatment techniques, networking and referral. Concepts such as communication, enabling and detachment will be explored. (15 clock hours)
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Course Number: AD-3010 Tuition: $215
Section A Rockville Centre Campus
5 Thursdays, November 10 – December 22
(No class November 24 & December 8)
6:45 a.m. – 9:45 p.m.

*COMPETENCIES AND METHODS OF COUNSELING
Various modalities of alcoholism and substance abuse treatment are covered as well as clinical documentation skills and methods of assessment. Stages of the counseling process will be explained and the impact of patient defenses (i.e. denial, rationalization, projection within the therapeutic relationship. (18 clock hours)
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Course Number: AD-3015 Tuition: $260
Section A Rockville Centre Campus
6 Thursdays, January 5 – February 9
6:45 p.m. – 9:45 p.m.

*CASE FINDING AND TREATMENT PLANNING IN CHEMICAL DEPENDENCY TREATMENT
Increase the counselor’s facility to effectively design and use treatment plans. To understand assessments; prioritize clinical issues; discharge plan; follow up on client’s progress. (6 clock hours)
Prerequisite AD3010.
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Course Number: AD-3020 Tuition: $95
Section A Suffolk Center Campus
1 Friday, September 9
9:00 p.m. – 3:00 p.m.
Section B Rockville Centre Campus
1 Friday, January 6
9:00 p.m. – 3:00 p.m.

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

Course Number: AD-3025 Tuition: $50
Section A Rockville Centre Campus
1 Friday, September 16
9:00 p.m. – 12:00 p.m.
Section B Suffolk Center Campus
1 Monday, November 28
6:45 p.m. – 9:45 p.m.
Section C Rockville Centre Campus
1 Friday, January 13, 2017
9:00 p.m. – 12:00 p.m.

*ADOLESCENT TREATMENT: FROM INTAKE TO DISCHARGE
Beneficial for teachers, treatment professionals, caretakers and health care professional who work with adolescent populations. The content will address intake assessment, profile of adolescent substance abusers, and intervention strategies. This course will also focus on treatment continuum, treatment approaches, relapse prevention, national and local resources, family treatment, and treatment techniques. (13 clock hours)
Instructor: HOWARD J. RIESEL, L.C.S.W., B.C.D., C.A.S.A.C.

Course Number: AD-3035 Tuition: $185
Section B Rockville Centre Campus
3 Sundays, October 2 – 16
9:00 a.m. – 1:00 p.m.
except October 16, from 9:00 a.m. - 2:00 p.m.
Section A Rockville Centre Campus
3 Sundays, January 8 - 22, 2017
9:00 a.m. – 1:00 p.m.
(1/12 from 9:00 a.m. - 2p.m.)

Instructor: Howard J. Riesel, L.C.S.W., B.C.D., C.A.S.A.C.

*Approved for social work CEU credit.

A Registration Form Can Be Found On The Inside Back Cover
**COMMUNITY EDUCATION AND PREVENTION**
This course will provide students the ability to provide presentations and trainings that address and support substance abuse prevention, treatment and the recovery process. The workshop will also provide knowledge of the connection of the theories and models of ATODG prevention to current best practices, including OASAS’ Risk & Protection framework, SAMHSA’s Strategic Prevention Framework, model programs and environmental strategies. (7 clock hours)
Instructor: SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., C.P.P., A.C.S.W.

Course Number: AD3050 Tuition: $110
**Section A** Rockville Centre Campus
2 Mondays, September 19 & 26
6:30 p.m. – 10:00 p.m.

**ETHICS AND CONFIDENTIALITY IN PROFESSIONAL PRACTICE**
Ethical standards, code of conduct expected of alcoholism and substance abuse counselors as required by OASAS for credentialing. Students will complete the 2 hour Mandated Reporter Training. (12 clock hours)
Instructor: ELIZABETH KENNEDY, LCSW, C.A.S.A.C., ICADC

Course Number: AD4010 Tuition: $210
**Section A** Rockville Centre Campus
4 Mondays, October 24- November 14
6:30 p.m. – 9:30 p.m.

**CLIENT/COUNSELOR INTERACTION**
Professional counselor-client relationship, including transference, counter transference, role boundaries, counselor responsibility in the use of clinical supervision. Also covered is an update regarding legal and federal confidentiality regulations. Prerequisite: one counseling course (18 clockhours)
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Course Number: AD-4015 Tuition: $260
**Section A** Rockville Centre Campus
6 Thursdays, July 21 – August 25
6:45 p.m. – 9:45 p.m.

**Section B** Rockville Centre Campus
6 Wednesdays, November 2 – December 14
(No Class 12/17)
6:45 p.m. – 9:45 p.m.

**STRATEGIES FOR ENGAGING THE DIFFICULT CLIENT**
Explore how socio-economic factors and personality traits of the client influence their ability to engage in treatment, to experience a helpful therapeutic relationship with their counselor and maintain continuous abstinence of drugs and alcohol. Educational as well as experiential exercises will be utilized. (17 clock hours)
Instructor: MARLENE ALTMAN-KUTLER, L.C.S.W., C.A.S.A.C., I.C.A.D.C.

Course Number: AD-4565 Tuition: $240
**Section A** Rockville Centre Campus
6 Tuesdays, January 10 – February 14
(Febuary 14 class will be 7 - 9p.m.)
6:45 p.m. – 9:45 p.m.

*Approved for social work CEU credit.

**FACULTY**
THOMAS SCHMIDT, Ph.D., C.A.S.A.C., Suffolk County Department of Health Services - Division of Community Mental Hygiene  Coordinator, Molloy College, Center for Addiction Studies
MARLENE ALTMAN-KUTLER, LCSW, C.A.S.A.C., I.C.A.D.C.

Community Housing Innovations, Inc.
ELIZABETH KENNEDY, LCSW, C.A.S.A.C., ICADC
JAMES MULLAN, C.A.S.A.C., Suffolk County Department of Probation
HOWARD J. RIESEL, LCSW, BCD, Coordinator, Adolescent Services Unit, Glen Cove Hospital
SUSANNE SMOLLER, R.C.S.W., C.A.S.A.C., C.P.P., A.C.S.W.

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.

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

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

- Accounting and Bookkeeping (see this page)
- Human Resource Management (see page 10)
- Business Writing (see page 64)
- 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**

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<td>Rockville Centre</td>
<td>5 Thursdays, October 6 - November 3</td>
<td>6:45 p.m. - 9:45 p.m.</td>
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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**

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<td>Rockville Centre</td>
<td>5 Thursdays, November 10 - December 15</td>
<td>(no class November 24) 6:45 p.m. – 9:45 p.m.</td>
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</tbody>
</table>

Instructor: THOMAS ATHY, BA, MA

**FINANCIAL ACCOUNTING FOR NON FINANCIAL MANAGERS**

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

Instructor: JAMES COOKE, CPA has over 20 years of accounting, treasury and controllers experience. He has worked for organizations including: Morgan Stanley, the Ontario Ministry of Finance, the Institute of Management Accountants, World Vision and the Flower Market Association of NYC, and now works in private practice.

Course Number: AC-2000

**Tuition:** $125

**Section A**

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<td>Rockville Centre</td>
<td>2 Thursdays, January 5 &amp; 12, 2017</td>
<td>6:30 p.m. – 9:30 p.m.</td>
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Instructor: JAMES COOKE, CPA

**Program in:**

**Nonprofit Management**

See page 39 for details.

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

Notary Public Course

See page 14 for details.
HUMAN RESOURCE MANAGEMENT

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

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

Program Benefits:

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

Course and Certificate Requirements:

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

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

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

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

COURSES ALSO OFFERED IN SUFFOLK!

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

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

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

The courses are:

REQUIRED COURSES (all five must be taken):

- Human Resource Management: An Overview
- Compensation & Benefits
- Human Resources And The Law
- The Personnel Manual
- Safety, Security And Health In The Workplace

ELECTIVE COURSES (select one for certificate; all five for advanced certificate):

- Employee And Labor Relations
- Employee Selection And Staffing
- Performance Appraisals
- Interviewing Techniques
- Training And Development

HUMAN RESOURCES CAREER SEMINAR

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

Course Number: HR-9999

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

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

Section B
1 Tuesday, January 10; 6:00 – 7:30 p.m.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
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: CANIA INFANTE (all RVC campus courses), has over 20 years of experience in the financial services industry in key areas including marketing, strategic planning and implementation, customer service and satisfaction, and employee relations. As a Manager, she has worked collaboratively with Human Resources to hire, train and discipline employees; administer and review development plans; oversee evaluation reviews; and maximize overall team performance. Ms. Infante holds a BS in Business Management and MBA in Human Resources from the New York Institute of Technology and JUAN TAVERAS (all Suffolk campus courses), has over 15 years of professional experience in both for-profit and non-profit sectors. He is currently the Chief Human Resources Officer at NYC Outward Bound Schools and also has a Professional in Human Resources (PHR) certificate from the Human Resources Certification Institute (HRCI). Juan’s unique blend of experiences and passion for the human resources profession make him an ideal instructor.

Course Number: HR-1000  Tuition: $175
Section A Rockville Centre Campus
3 Tuesdays, September 20 - October 11
(No Class October 4)
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
3 Wednesdays, September 21 - October 5
6:30 p.m. – 9:30 p.m.
The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale

COMPENSATION & BENEFITS

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

Instructors: CANIA INFANTE (all RVC campus courses), see bio under course HR-1000 and JUAN TAVERAS (all Suffolk campus courses), see bio under course HR-1000.

Course Number: HR-1025  Tuition: $175
Section A Rockville Centre Campus
3 Tuesdays, October 18 - November 1
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
3 Wednesdays, October 19 - November 2
6:30 p.m. – 9:30 p.m.

HUMAN RESOURCES AND THE LAW

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

Instructors: CANIA INFANTE (all RVC campus courses), see bio under course HR-1000 and JUAN TAVERAS (all Suffolk campus courses), see bio under course HR-1000.

Course Number: HR-1050  Tuition: $175
Section A Rockville Centre Campus
3 Tuesdays, November 15 - 29
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
3 Wednesdays, November 9 - 30
(No class November 23)
6:30 p.m. - 9:30 p.m.
The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale.

THE PERSONNEL MANUAL

Learn the importance of the personnel manual as it sets the tone and clarifies the culture of the organization. Writing and updating a manual is the essential core of the 3 sessions. It will include difficult sections like the hiring process and trial period. .9 CEUs

Instructors: CANIA INFANTE (all RVC campus courses), see bio under course HR-1000 and JUAN TAVERAS (all Suffolk campus courses), see bio under course HR-1000.

Course Number: HR-1075  Tuition: $175
Section A Rockville Centre Campus
3 Tuesdays, December 6 - 20
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
3 Wednesdays, December 7 - 21
6:30 p.m. – 9:30 p.m.
The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale.

SAFETY, SECURITY AND HEALTH IN THE WORKPLACE

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

Instructors: CANIA INFANTE (all RVC campus courses), see bio under course HR-1000 and JUAN TAVERAS (all Suffolk campus courses), see bio under course HR-1000.

Course Number: HR-1095  Tuition: $175
Section A Rockville Centre Campus
3 Tuesdays, January 3 - 17
6:30 p.m. – 9:30 p.m.

Section B Suffolk Center
3 Wednesdays, January 4 - 18
6:30 p.m. – 9:30 p.m.
The above section will be offered off-campus at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale.
ELECTIVE COURSES:
Please note: elective courses will be scheduled at the Suffolk Center as needed.

TRAINING AND DEVELOPMENT
This course will focus on tips, techniques, ideas, and strategies for developing and delivering training programs. It will provide a prospective on how adults learn and give you insight into calculating the return on investment of training. Discover how to conduct a training needs analysis or audit, set objectives, and tailor training to meet your organization's 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: CANIA INFANTE (all RVC campus courses), see bio under course HR-1000 and JUAN TAVERAS (all Suffolk campus courses), see bio under course HR-1000.

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: CANIA INFANTE (all RVC campus courses), see bio under course HR-1000 and JUAN TAVERAS (all Suffolk campus courses), see bio under course HR-1000.

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

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: CANIA INFANTE (all RVC campus courses), see bio under course HR-1000 and JUAN TAVERAS (all Suffolk campus courses), see bio under course HR-1000.

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: CANIA INFANTE (all RVC campus courses), see bio under course HR-1000 and JUAN TAVERAS (all Suffolk campus courses), see bio under course HR-1000.

Program in: Nonprofit Management
See page 39 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:

Required Courses (select any 6),
- Effective Communication
- Presentation Skills
- Building Dynamic And Highly Effective Teams
- Influencing, Persuading, And Negotiating
- Conflict Resolution
- Leadership and Management
- Financial Accounting for Non-Financial Managers

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

Instructor: BRUCE CHALNICK, See bio under course MT-1020.

Course Number: MT-1010
Section A 2 Thursdays, September 22 & 29
7:00 p.m. – 10:00 p.m.
Tuition: $125

PRESENTATION SKILLS
In the professional work environment, you are called upon to effectively present your thoughts and ideas every day in many types of settings. This class is designed to increase your ability to effectively present a message to all levels within the organization. You will explore and practice three main components to effective presentations: creating the key message, effective use of verbal and non-verbal techniques and supporting visual materials.

Instructor: BRUCE CHALNICK has 35 years of experience in Human Resources Management and Personnel Administration. He has worked for some of the most prestigious companies within their respective fields. His industry experience includes Retail, Insurance, Financial Services, Chemical Manufacturing and Consulting. He has been responsible for the day-to-day operations of the entire Human Resource functions for the last 25 years and has particular expertise in HR Administration, Employment law, Benefits design, Management Training and Development and Policy Development.

Course Number: MT-1020
Section A 2 Thursdays, October 6 & 13
7:00 p.m. – 10:00 p.m.
Tuition: $125

QUESTIONS?
Come to our
INFORMATION & REGISTRATION SESSION
Tuesday, September 6 and January 10, 2017
5:30 p.m. – 8:00 p.m.
Casey Center
Rockville Centre Campus
To RSVP and for further information, call 516-323-3550

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

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

Course Number: MT-1050 Tuition: $125
Section A 2 Thursdays, October 20 & 27
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: BRUCE CHALINCK, see bio under course MT-1020

Course Number: MT-1030 Tuition: $125
Section A 2 Thursdays, November 3 & 10
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: BRUCE CHALINCK, see bio under course MT-1020

Course Number: MT-1040 Tuition: $125
Section A 2 Thursdays, November 17 & December 1
7:00 p.m. – 10:00 p.m.
(No class November 24)

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: BRUCE CHALINCK, See bio under course MT-1020.

Course Number: MT-1000 Tuition: $125
Section A 2 Thursdays, December 8 & 15
7:00 p.m. – 10:00 p.m.

FINANCIAL ACCOUNTING FOR NON FINANCIAL MANAGERS
This course is valuable for non-financial group leaders, project managers, program managers, department heads, and others from both the public and private sectors who wish to develop a financial toolkit to complement their existing professional or technical skills. A working knowledge of financial principles and their application is essential for a manager to be effective. The course will discuss Civil Law, Penal Law, Election Law, Domestic Relations, Real Property & Banking. New York State preparation materials will be distributed.
Instructor: JAMES COOKE, CPA has over 20 years of accounting, treasury and controllers experience. He has worked for organizations including: Morgan Stanley, the Ontario Ministry of Finance, the Institute of Management Accountants, World Vision and the Flower Market Association of NYC. Adjunct professor, Business Division, Molloy College.

Course Number: AC-2000 Tuition: $125
Section A 2 Thursdays, January 5 & 12
6:30 p.m. – 9:30 p.m.

NOTARY PUBLIC
HOW TO BECOME A NOTARY PUBLIC
An opportunity to earn extra money. This course will prepare the student to take the Notary Public Exam given by the State of New York. You can become a Public Official or Commissioner of Deeds. The course will discuss Civil Law, Penal Law, Election Law, Domestic Relations, Real Property & Banking. New York State preparation materials will be distributed.
Instructor: ANDREW STEIN, J.D., Director, Practice Area Content, LexisNexis/Matthew Bender.

Course Number: NP-0130 Tuition: $75
Section A Monday, July 11; 7:00-10:00 p.m.
Section B Monday, October 17; 7:00-10:00 p.m.
Section C Monday, November 14; 7:00-10:00 p.m.
Section D Monday, January 9; 7:00-10:00 p.m.

Visit us on the web at: www.molloy.edu/ce/business for up to date schedule information.

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

New Online Program in:
Nonprofit Management
See page 39 for details.
TAX PREPARATION

CHILD DEVELOPMENT ASSOCIATE PROGRAM - CDA

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 completed CDA assessment and has been awarded the CDA Credential. She 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: $925 (textbook included)
Section A  Wednesday, January 11, 2017– July 26, 2017
6:45 – 9:45 p.m.
and 6 Saturdays, 9:00 a.m. – 4:00 p.m
(Saturdays to be determined in class)

Please note: This program is only offered in the spring.

COMPUTED TOMOGRAPHY

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) (MR) (CT)
Usman Mahmood, M.S., DABR
Marc Fischer, MBA, LRT, 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 (for clinical other than your own facility)

Tuition:
Didactic Lectures: $2,500

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
September 8 - December 20
(No Class November 8 & 24)
6:30 – 9:30 p.m.
Clinical schedule TBA
REQUIREMENTS
All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center at www.ed2go.com/molloy for more information.

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

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

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

SAMPLE OF OUR COMPUTER APPLICATIONS AND TECHNOLOGY COURSES:

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

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

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

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

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

INTRODUCTION TO PROGRAMMING
Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.
The Division of Continuing Education and Professional Development offers a number of professional development programs for teachers, as well as for teacher candidates. Information on the following programs can be found on the pages indicated:

- Summer Institutes for Teachers: see page 19
- Teacher Candidate Mandated Programs: see below
- Content Specialty Test Prep Courses: page 18
- Teacher Professional Development (online): page 21
- Science and Math Education Institute: page 20
- English Language Arts Institute: page 20
- Educating All Students (EAS): page 19
- TESOL Certification: page 20

### SCHOOL VIOLENCE PREVENTION AND INTERVENTION WORKSHOP

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

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

**Section A**  
Saturday, September 24, 9:30 a.m. – 12:30 p.m.

**Section B**  
Monday, November 7, 7:00 p.m. – 10:00 p.m.

**Section C**  
Monday, December 5, 7:00 p.m. – 10:00 p.m.

**Section D**  
Saturday, January 21, 9:30 a.m. – 12:30 p.m.

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

Molloy College is a 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: **DENISE THORSEN**, LMSW

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

**Section H**  
Monday, June 6, 6:30 p.m. – 9:30 p.m.

**Section A**  
Monday, September 26, 6:30 p.m. – 9:30 p.m.

**Section B**  
Saturday, October 22, 9:30 a.m. – 12:30 p.m.

**Section C**  
Monday, November 21, 6:30 p.m. – 9:30 p.m.

**Section D**  
Saturday, January 7, 9:30 a.m. – 12:30 p.m.

### MANDATORY FINGERPRINTING

All new school district employees (both certified and non-certified), and applicants for certification must undergo fingerprinting and clearance for employment or certification.

**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)

**Section H**  
Monday, June 13, 3:00 p.m. – 10:00 p.m.

**Section A**  
Saturday, October 1, 9:00 a.m. – 4:00 p.m.

**Section B**  
Monday, October 24, 3:00 p.m. – 10:00 p.m.

**Section C**  
Monday, December 12, 3:00 p.m. – 10:00 p.m.

**Section D**  
Saturday, January 28, 9:00 a.m. – 4:00 p.m.

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

The CST (Content Specialty Test) is required for a professional certificate in elementary (common branch), ESOL, and secondary academic subject titles. It is also required for initial certification in secondary academic subjects and 7–9 extensions of Pre-K–6 certificates for candidates who do not possess a college concentration in the subject of the certificate. The test covers content in the subject or subjects that the corresponding certificate authorizes the holder to teach. The test format typically consists of multiple-choice questions and a written assignment. 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, Literature (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)
Section A  4 Saturdays, October 15 - November 5 9:00 a.m. - Noon

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)
Section A  6 Fridays, October 7 - November 18 4:30 – 6:30 p.m.

SPANISH CST PREPARATION

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

Instructor: LESLIE WECKSLER, Education Dept, Molloy College

Course Number: CST-7500  Tuition: $175 (Molloy Students); $195 (Non Molloy Students)
Section A  4 Fridays, September 23 - October 14 4:00 - 7:00 pm

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)
Section A  6 Mondays, October 17 - November 21 5:00 – 7:00 p.m.

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 Rading: Constructed-Response Assignment. The participants will be provided with sample questions as well as strategies for answering the questions. This course will be taught online.

Instructor: JESSICA RYAN, Lynbrook Public Schools

Course Number: CST-7700  Tuition: $175 (Molloy Students); $195 (Non– Molloy Students)
Section A  Start date; Wednesday, October 5
This course will be taught online and sign-in instructions will be sent prior to the start date.
EDUCATING ALL STUDENTS (EAS) CERTIFICATION EXAM

The Educating All Students (EAS) Certification Exam is now required in order to obtain a Teaching or Administrative Certification in New York State. A new course, Educating All Students (EAS) Certification Exam Test Prep, has been developed for those students who need help passing the EAS Certification Exam. The exam and the course focuses on Diverse Populations, English Language Learners, Students with Disabilities, Teacher Responsibilities and School-Home Relationships. The course will be offered each fall and spring semester.

Instructor: TBA  
Course Number: EAS-1000  
Tuition: $175 (Molloy Students)  
$195 (Non Molloy Students)

Section A  
6 Fridays, October 7 - November 18  
(No Class November 11)  
6: 30 - 8: 30 p.m.

SUMMER INSTITUTES FOR TEACHERS

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

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

The Summer Institutes for 2016 will be offered starting the week of June 27th and will run each week through the week of August 8th. The course descriptions, schedule of classes and tuition rates are generally available by late winter/early spring each year. Contact Louis Cino at: lcino@molloy.edu or call (516)323-3554, to be placed on our mailing list.

EDUCATION INSTITUTES

There are over 60 Education Institutes planned for next summer. All of the Summer Institutes are offered on an intensive, one-week format at either one or both of our Long Island, NY locations: at our main campus in Rockville Centre, Nassau County or at our Suffolk Center in East Farmingdale.

Subject areas for 2016 will include:

- English Language Arts
- Math
- Science

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

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

*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.

ADVANCED PLACEMENT SUMMER INSTITUTES

Molloy College, through the Divisions of Education and Continuing Education & Professional Development, and in cooperation with the College Board, offers Summer Institutes for teachers of Advanced Placement High School courses. Institutes are taught by experienced teachers of AP and are endorsed by the College Board. The Institutes can be taken either for graduate credit at $900 per 3-credit course or for In-Service (non-credit) credit at $795 per course. All of 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 4) 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 2016.

Institute I: June 27-June 30, 2016

- Calculus AB: Instructor: Dr. Maxine Lifshitz; RVC
- Computer Science A: Instructor: Kathleen Larson; RVC
- Environmental Science: Instructor: Jeanne Kaidy; RVC
- Statistics: Instructor: Dr. Joe Oechsle; Suffolk

Institute II: July 5-8, 2016 (Tuesday-Thursday)

- Art History: Instructor: John Nici; Suffolk
- English Literature: Instructor: Ed Schmiede; Suffolk
- World History: Instructor: Charles Hart; Suffolk

Institute III: July 11-14, 2016

- Biology: Instructor: Richard Kurtz; RVC
- Economics: Instructor: Dr. Anthony Gyapong; Suffolk
- European History: Instructor: Alice Grant; Suffolk

Institute IV: July 18-21, 2016

- Calculus BC: Instructor: Dr. Maxine Lifshitz; Suffolk
- Chemistry: Instructor: Mark Langella; RVC
- U. S. History: Instructor: Alice Grant; Suffolk

Institute V: July 25- 28, 2016

- Biology: Instructor: Richard Kurtz; RVC
- Calculus AB: Instructor: Dr. Maxine Lifshitz; Suffolk

Institute VI: August 1-4, 2016

- Chemistry: Instructor: Mark Langella; RVC
- English Language: Instructor: Barbara Murphy; Suffolk
- Government & Politics: Instructor: Maria Schmidt; Suffolk

Institute VII: August 8-11, 2016

- Computer Science Principles: Instructor: Kathleen Larson; RVC
- Physics 1: Instructor: Jesus Hernandez; RVC
- Spanish Language: Instructor: Jose Diaz; Suffolk
- Spanish Literature: Instructor: Elizabeth Sherman; Suffolk
- World History: Instructor: Charles Hart; Suffolk

A Registration Form Can Be Found On The Inside Back Cover 19
SCIENCE AND MATH EDUCATION INSTITUTE

The Science and Math Education Institute was established to serve the K-12 science and mathematics education community on Long Island. Given that the ever-changing nature of today's global society demands that learners of all ages search for truth through critical thinking, reflection, and dialogue, the Institute will:
- Serve in an advisory capacity to make the services provided by higher education programs ever congruent with the changing needs of the K-12 science and math education community.
- Encourage diverse K-12 science and math educators to apply and participate in formal and informal programs, coursework, and conferences.
- Promote Molloy College as a way to meet pre-service, in-service, and professional development goals.

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

TESOL CERTIFICATION: INDIVIDUAL PATHWAY PROGRAM

The TESOL Certification: Individual Pathway program is 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. Candidates must meet certain Content Core and Pedagogical Core requirements and must also meet any non-coursework requirements, such as the New York State Teacher Certification Examinations and fingerprint clearance, as specified.

Four graduate Education courses will be offered at Molloy's Rockville Centre and Suffolk Center campuses, as well as at various on-site locations in Nassau and Suffolk, this fall and spring. A very limited of seats are available at each site. Most of the courses will be offered in a hybrid format with 15 hours of in-class instruction and the rest of the course being done online and through at-home assignments. The courses will be offered at the discounted rate of $900 per course. The program is limited to those teachers who have a master's degree and hold a valid New York State Teaching Certificate.

Further information can be found on our webpage at: www.molloy.edu/ce/tesol or by calling Sal Rizzo at 516-323-3572.

ENGLISH LANGUAGE ARTS EDUCATION INSTITUTE

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

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

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

Questions and Further Information

Further information on the ELA Institute can be found on our website at: www.molloy.edu/ce/ela If you should have any questions or would like to be placed on our mailing list, please contact: Vicky Giouroukakis, Ph.D. Assistant Professor, Graduate Program, Division of Education, at (516) 323-3125 or by e-mail at: vgiouroukakis@molloy.edu.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
Our instructor-facilitated online professional development workshops for teachers are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All workshops run for six weeks (with a 10-day grace period at the end). Workshops are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any workshop entirely from your home or school, any time of the day or night.

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

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

**HOW TO GET STARTED AND REGISTRATION:**

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

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

**A SAMPLE OF OUR PROFESSIONAL DEVELOPMENT WORKSHOPS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Registration Form Can Be Found On The Inside Back Cover
Would you like to know how to design floral and plant arrangements? Do you love to orchestrate with flowers? Would you like to acquire floral knowledge and design arrangements for your personal use? Are you looking for a career change?

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

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

REGISTER EARLY – CLASS SIZE IS LIMITED

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

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

Course Number: FL-1001
Tuition: $445
(Includes handouts and use of materials)
Section A 4 Wednesdays, September 14 - October 5
6:30 p.m. – 9:30 p.m.

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

Course Number: FL-1002
Tuition: $445
(Includes handouts and use of materials)
Section A 4 Wednesdays, October 12 - November 2
6:30 p.m. – 9:30 p.m.

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

Course Number: FL-1003
Tuition: $445
(Includes handouts and use of materials)
Section A 4 Wednesdays, November 9 - December 7
(No Class November 23)
6:30 p.m. – 9:30 p.m.

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

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

Instructor: Phil DeVito

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
Molloy College offers a number of non-credit courses and programs in the Health Professions. The areas that courses and programs are offered in are:

- Healthcare (Child Abuse ID & Infection Control)  
  (see this page)
- First Aid
- Medical Assisting Skills (see page 29)
- Medical Records (Health Information Management)  
  (see page 31)
- Nursing (see page 42)

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

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

- Cardiovascular Technology
- Nuclear Medicine Technology
- Respiratory Care

Call 516-323-3385 for further details.

HEALTHCARE

TRAINING IN THE IDENTIFICATION AND REPORTING OF CHILD ABUSE AND NEGLECT
Course Number: CA5000          Tuition: $40 (Molloy Students) $50 (Non Molloy Students)

Please see page 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: NANCY BARRETT

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

Section U          Rockville Centre Campus          Saturday, June 25, 9:30 a.m.-12:30 p.m.
Section V          Suffolk Center          Thursday, July 21, 6:30 p.m. - 9:30 p.m.
Section A          Rockville Centre Campus          Saturday, September 17, 9:30 a.m.-12:30 p.m.
Section B          Suffolk Center          Thursday, October 20, 6:30 p.m.-9:30 p.m.
Section C          Rockville Centre Campus          Saturday, November 19, 9:30 a.m.-12:30 p.m.
Section D          Suffolk Center          Thursday, December 8, 6:30 p.m.-9:30 p.m.
Section E          Rockville Centre Campus          Saturday, January 14, 2017 9:30 a.m.-12:30 p.m.

A Registration Form Can Be Found On The Inside Back Cover

FIRST AID AND HEARTSAVER AED SKILLS

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

Instructor: CAMILLE TWARDZIK

Course Number: FA-6000          Tuition: $45
Section G          Rockville Centre Campus          Saturday, October 14, 9:00 a.m.-1:00 p.m.

TRAINING IN FIRST AID AND HEARTSAVER AED
This 6-hour combined course consists of a 4-hour First Aid workshop and a 2-hour Heartsaver workshop.

Course Number: FA-7000          Tuition: $90
Section G          Rockville Centre Campus          Saturday, October 14, 9:00 a.m.-3:30 p.m.

QUESTIONS?
Come to our
INFORMATION & REGISTRATION SESSION
Tuesday, September 6 and
January 10, 2017
6:00 p.m. - 8:00 p.m.
Casey Center
To RSVP and for further information, call 516-323-3350
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. 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 all 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 A Rockville Centre Campus
1 Tuesday, September 6 – 7:30 p.m.
Section B Rockville Centre Campus
1 Tuesday, January 10, 6 – 7:30 p.m.

Course Schedule:

MODULE 1: STRUCTURE, ROOFING & EXTERIORS
25 hours, plus exam; No prerequisites
Course Number: HI-1000 Tuition: $395

Section C Suffolk Center Campus
66 Mondays, July 11 – August 15
6-10:10 p.m.
Instructor: ALAIN ATTIAS, licensed Home Inspector, Board Certified Master Home Inspector, Pro-Lab Mold Inspector
Section A Rockville Centre Campus
8 Thursdays, September 15 – November 3
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 is also certified by the National Institute of Building Inspectors. He holds a Bachelor of Electrical Engineering from Manhattan College.
Section B Suffolk Center Campus
6 Mondays, October 31 – December 5
6-10:10 p.m.
Instructor: ALAIN ATTIAS, see bio above.

MODULE 2: INTERIORS, ELECTRICAL SYSTEMS, INSULATION & VENTILATION
25 hours, plus exam; No prerequisites

Section A Suffolk Center Campus
6 Wednesdays, September 14 – October 19;
6:00 p.m. -10:10 p.m.
Instructor: ALAIN ATTIAS, see bio under course HI-1000.
Section B Rockville Centre Campus
8 Thursdays, November 10 – January 12
(No class November 24 & December 29)
6:30 p.m. - 9:40 p.m.
Instructor: DENNIS J. DeVOTI, P.E., see bio under course HI-1000

MODULE 3: HEATING, COOLING & PLUMBING
25 hours, plus exam; No prerequisites
Course Number: HI-3000 Tuition: $395

Section C Suffolk Center Campus
6 Wednesdays, June 8 – July 13;
6-10:10 p.m.
Instructor: ALAIN ATTIAS, see bio under course HI-1000.
Section A Rockville Centre Campus
8 Tuesdays, September 13 – November 1;
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, October 26 – December 7
(no class 11/23); 6-10:10 p.m.
Instructor: ALAIN ATTIAS, see bio under course HI-1000.

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, September 12 – October 24
(no class 10/10); 6-10:10 p.m.
Instructor: ALAIN ATTIAS, see bio under course HI-1000.
Section B Rockville Centre Campus
8 Tuesdays, November 15 – January 10
(No class 12/27)
7:00 – 10:10 p.m.
Instructor: JOHN WEIBURG, see bio under course HI-3000

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

Section F Saturdays, Suffolk campus, first class July 23; additional Saturday dates will be given out in class.
Section A Saturdays, RVC campus, first class November 12; additional Saturday dates will be given out in class.
Section B Saturdays, RVC campus, first class February 4; additional Saturday dates will be given out in class.
Instructor: LES JANSSON, NY State licensed home inspector

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 A Rockville Centre Campus
1 Tuesday, September 6 – 7:30 p.m.
Section B Rockville Centre Campus
1 Tuesday, January 10, 6 – 7:30 p.m.

Course Schedule:

MODULE 1: STRUCTURE, ROOFING & EXTERIORS
25 hours, plus exam; No prerequisites
Course Number: HI-1000 Tuition: $395

Section C Suffolk Center Campus
66 Mondays, July 11 – August 15
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Instructor: ALAIN ATTIAS, licensed Home Inspector, Board Certified Master Home Inspector, Pro-Lab Mold Inspector
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Section B Suffolk Center Campus
6 Mondays, October 31 – December 5
6-10:10 p.m.
Instructor: ALAIN ATTIAS, see bio above.

MODULE 2: INTERIORS, ELECTRICAL SYSTEMS, INSULATION & VENTILATION
25 hours, plus exam; No prerequisites

Section A Suffolk Center Campus
6 Wednesdays, September 14 – October 19;
6:00 p.m. -10:10 p.m.
Instructor: ALAIN ATTIAS, see bio under course HI-1000.
Section B Rockville Centre Campus
8 Thursdays, November 10 – January 12
(No class November 24 & December 29)
6:30 p.m. - 9:40 p.m.
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Section A Suffolk Center Campus
6 Mondays, September 12 – October 24
(no class 10/10); 6-10:10 p.m.
Instructor: ALAIN ATTIAS, see bio under course HI-1000.
Section B Rockville Centre Campus
8 Tuesdays, November 15 – January 10
(No class 12/27)
7:00 – 10:10 p.m.
Instructor: JOHN WEIBURG, see bio under course HI-3000

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

Section F Saturdays, Suffolk campus, first class July 23; additional Saturday dates will be given out in class.
Section A Saturdays, RVC campus, first class November 12; additional Saturday dates will be given out in class.
Section B Saturdays, RVC campus, first class February 4; additional Saturday dates will be given out in class.
Instructor: LES JANSSON, NY State licensed home inspector

A Registration Form Can Be Found On The Inside Back Cover
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

MOLD IS IN THE AIR FOR HOME INSPECTORS! (6 CE hours)
Course Number: HI-6075  Tuition: $145

Section A  Suffolk Center campus
Thursday, September 17
3:30-9:30 p.m.
Instructor: ALAIN ATTIAS, see bio under course, HI-6050

HOME INSPECTION Q/A: 10 SECOND RULE (3 CE hours)
Course Number: HI-6175  Tuition: $75

Section A  Suffolk Center campus
Thursday, September 22
6:30-9:30 p.m.
Instructor: JOHN WEIBURG, P.E., Engineer and licensed home inspector, ASHI certified inspector and LEED Green Associate.

EFFECTIVE REPORT WRITING TECHNIQUES (6 CE hours)
Course Number: HI-6050  Tuition: $145

Section A  Suffolk Center campus
Thursday, October 6
6:30-9:30 p.m.

Section B  Rockville Centre campus
Thursday, January 12, 2017
3:30-9:30 p.m.

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

INTRO TO AUXILIARY ASHI STANDARDS: RESIDENTIAL PREDRYWALL INSPECTIONS & POOL/SPA INSPECTIONS (2 CE hours)
Course Number: HI-6040  Tuition: $55

Section A  Suffolk Center campus
Thursday, January 19, 2017
7:00-9:00 p.m.
Instructor: JOHN WEIBURG, see bio under course, HI-6175.

Visit us on the web at:
www.molloy.edu/ce/hi
INTERIOR DECORATING

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):
• Perspective
• Rendering
• Lighting
• Interior Decorating Resources
• One Point Perspective Drawing
• Two Point Perspective
• Landscape Design

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

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

Section A 1 Tuesday, September 6; 6:00 – 7:30 p.m.
Section B 1 Tuesday, January 10, 2017 6:00 – 7:30 p.m.

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

Course Number: ID-0702 Tuition: $275
Section A 8 Wednesdays, October 5 – December 7 (no class October 12 & November 23) 9:15-11:45 a.m.
Section B 8 Mondays, October 17 - December 5 6:00 – 8:30 p.m.

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

Course Number: ID-0703 Tuition: $275 Offered in the future.

A Registration Form Can Be Found On The Inside Back Cover
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: MAUREEN A. DELPEZZO, see bio under course ID-0702 and MARIE BYRNE, see bio under ID-0701.
Course Number: ID-0704  Tuition: $275
Section A
10 Thursdays, October 6 – December 15.
(no class November 24)
12:00 - 2:00 p.m.

DRAWING II
Continuation of Drawing I. Students are taught to further develop interior plans, elevations & isometrics. (Prerequisite: Drawing I) 20hrs
Instructor: MAUREEN A. DELPEZZO, see bio under course ID-0702
Course Number: ID-0705  Tuition: $275

DECORATING & DESIGN APPLICATIONS I
This course develops skills learned in previous courses by applying your knowledge to simple interior spaces. Emphasis is placed on function, analysis and space planning. (Prerequisite: Design Concepts and Drawing I) 20hrs
Instructor: MAUREEN A. DELPEZZO, see bio under course ID-0702
Course Number: ID-0706  Tuition: $275
Section A
7 Thursdays, October 6 - November 17
6:00 - 9:00 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: MARIE BYRNE, see bio under course ID-0701
Course Number: ID-0711  Tuition: $275
Offered in the future.

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) 20hrs
Instructor: MARIE BYRNE, see bio under course ID-0701
Course Number: ID-0707  Tuition: $275
Section A
10 Tuesdays, October 11 - December 20
(no class November 8)
6:00 - 8:00 p.m.

ELECTIVE COURSES:
RENDERING
Instructor: MAUREEN A. DELPEZZO, see bio under course ID-0702
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
Instructor: MAUREEN A. DELPEZZO, see bio under course ID-0702
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: MAUREEN A. DELPEZZO, see bio under course ID-0702
Offered in the future.

TWO POINT PERSPECTIVE DRAWING
Instructor: MAUREEN A. DELPEZZO, see bio under course ID-0702
Course Number: ID-0714  Tuition: $275
Offered in the future.

LANDSCAPE DESIGN
Instructor: MAUREEN A. DELPEZZO, see bio under course ID-0702
Course Number: ID-0715  Tuition: $275
This is an introduction to the basics of Landscape Design for Interior Decorators who would like to unify their Interior Designs with the Outdoor Design. Learn to identify the various plant materials such Trees, Shrubs, Vines, Grasses and Perennials.
Offered in the future.

INTERIOR DECORATING RESOURCES: SHOWROOMS AND WORKROOMS
Instructor: MARIE BYRNE, see bio under course ID-0701
Course Number: ID-0713  Tuition: $275
Offered in the future.

PERSPECTIVE
Instructor: MAUREEN A. DELPEZZO, see bio under course ID-0702
Course Number: ID-0708  Tuition: $275
Offered in the future.
Medical Assistant Certificate Program

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

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

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

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

Required Courses
- 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 through American Association of Medical Assistants. It is important to note, that the exam given by the American Association of Medical Assistants is voluntary.

Molloy’s Medical Assisting Certificate program is currently seeking voluntary accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in order that students will be able to take a national examination given by the American Association of Medical Assistants (AAMA) to become a Certified Medical Assistant.

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

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

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

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

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

Required textbook: Comprehensive Medical Assisting by 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: K.Lapkowski, RN, J. Baierlain, RN & D. Legland, RN
Course Number: MA-1530 Tuition $400.00

Section J
Rockville Centre Campus
7 Tuesdays, July 12 – August 23
6:45 p.m. - 9:45 p.m.
1 Skills Day to be determined in class

Section A
Suffolk Center
7 Tuesdays, October 4 – November 15
6:45 p.m. - 9:45 p.m.
1 Skills Day to be determined in class

Section B
Rockville Centre Campus
7 Tuesdays, January 17, 2017 – February 28, 2017
6:45 p.m. - 9:45 p.m.
1 Skills Day to be determined in class

Section C
Rockville Centre Campus
7 Tuesdays, March 14, 2017 – April 25, 2017
6:45 p.m. - 9:45 p.m.
1 Skills Day to be determined in class

TRAINING IN BARRIER PRECAUTION & INFECTION CONTROL MEASURES
This is the NY State approved course regarding infection control and barrier precautions, including engineering and work practice controls, to prevent the transmission of human immunodeficiency virus (HIV) and the hepatitis B virus (HBV) in the course of professional practice. Instructor: NANCY BARRETT
Course Number: HE-5000 Tuition: $40 (Molloy Students)
$50 (Non Molloy Students)

See page 23 for the current schedule of classes.
AHA BASIC LIFE SUPPORT CERTIFICATION COURSE
This course is designed for people in the health care field. The course is composed of instruction in Basic Life Support as well as technical aspects of cardiopulmonary resuscitation for all ages, techniques to remove foreign body airway obstructions and use of the AED. Certified American Heart Association Instructors. Basic (5 Hours). Course Number: NUB-0092 Tuition: $80
See page 43 for the current schedule of classes.

MEDICAL TERMINOLOGY
Learn suffixes, prefixes and basic word structure, diagnostic terminology, as it relates to medical treatment, patient care, disease, emergency, pharmacology, laboratory tests and body systems. No prerequisite. May be taken concurrently with Anatomy & Physiology (MR-1510). 2.4 CEUs.
Course Number: MR-1500 Tuition: $330
Section E Suffolk Center
8 Tuesdays, July 12 – August 30
6:30 p.m. – 9:30 p.m.
Instructor: LINDA SCARLATO, RN, RHIT, see bio on page 37.
Section A Rockville Centre Campus
8 Saturdays, September 17 – November 5
9:00 a.m. – 12:00 p.m.
Instructor: BARBARA WEIDHORN, MBA, RN, see bio on page 37
Section B Suffolk Centre Campus
8 Tuesdays, October 25 – December 13
6:30 p.m. – 9:30 p.m.
Instructor: LINDA SCARLATO, RN, RHIT, see bio on page 37.
Section C Rockville Centre Campus
8 Tuesdays, January 17 – March 7, 2017
6:45 p.m. – 9:45 p.m.
Instructor: LINDA SCARLATO, RN, RHIT, see bio on page 37.

ANATOMY & PHYSIOLOGY
Learn the physiological and anatomical features of several of the body’s major systems, including neuromuscular, cardiovascular, and digestive. Etiology (causes), signs, symptoms, pathology, clinical progression, and treatment of major diseases of each system will be presented. No prerequisite. May be taken concurrently with Medical Terminology (MR-1500). 2.4 CEUs.
Course Number: MR-1510 Tuition: $330
Section E Suffolk Center
8 Thursdays, July 7 – August 25
6:30 p.m. – 9:30 p.m.
Instructor: LINDA SCARLATO, RN, RHIT, see bio on page 37.
Section A Rockville Centre Campus
8 Saturdays, September 17 – November 5
12:30 p.m. – 3:30 p.m.
Instructor: BARBARA WEIDHORN, MBA, RN, see bio on page 37
Section B Suffolk Centre Campus
8 Thursdays, October 20 – December 15
6:30 p.m. – 9:30 p.m.
Instructor: LINDA SCARLATO, RN, RHIT, see bio on page 37.
Section C Rockville Centre Campus
8 Thursdays, January 19 – March 9, 2017
6:45 p.m. – 9:45 p.m.
Instructor: LINDA SCARLATO, RN, RHIT, see bio on page 37.

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

The program of instruction is designed for students with no prior experience in the subject including the healthcare worker that needs cross training in phlebotomy. The program does not provide certification. We will award a Molloy certificate for successfully completing this twelve hour class. Prerequisite: Anatomy & Physiology (MR-1510)
Course Number: MA-0005 Tuition: $195
Section L Rockville Centre Campus
Saturday & Sunday, June 4 & 5;
9:00 a.m.-3:00 p.m.
Instructor: Supriya Das, CMA
Section M Rockville Centre Campus
Saturday & Sunday, August 6 & 7;
9:00 a.m.-3:30 p.m.
Instructor: Sangeetha Shashi, MS, RN
Section N Rockville Centre Campus
Saturday & Sunday, September 10 & 17;
9:00 a.m.-3:00 p.m.
Instructor: Supriya Das, CMA
Section O Rockville Centre Campus
Saturday & Sunday, October 22 & 23
9:00 a.m.-3:00 p.m.
Instructor: Elaine Della Vecchia, PhD, RN, CCRN
Section P Rockville Centre Campus
Wednesdays, November 2, 9 & 16
10:00 a.m.-2:30 p.m.
Instructor: Margaret Amodemo, ANP,RN
Section Q Suffolk Center
Tuesdays & Thursday December 6, 8 & 13
6:30 p.m.-9:30 p.m.
Instructor: TBA
Section R Rockville Centre Campus
Saturday & Sunday, January 21 & 22, 2017
9:00 a.m.-3:00 p.m.
Instructor: Supriya Das, RMA
Section S Rockville Centre Campus
Wednesday, February 1, 8 & 15, 2017
6:30 p.m.-9:30 p.m
Instructor: Margaret Amodemo, ANP, RN

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 course. Prerequisite: Anatomy & Physiology (MR-1510)
Course Number: MA-0007 Tuition: $160
Section G Rockville Centre Campus
2 Thursday’s June 19 & 23, 6:30 p.m.- 9:30 a.m.
Instructor: SUPRIYA DAS, CMA
Section H Rockville Centre Campus
2 Wednesdays, July 13 & 20 10:00 a.m. - 2:00 p.m.
Instructor: S. SHASHI, MSN, RN
Section A Rockville Centre Campus
Saturday, August 27 9:00 a.m. - 5:00 p.m.
Instructor: S. SHASHI, MSN, RN
Section B Rockville Centre Campus
Saturday, September 17 9:00 a.m. - 5:00 p.m.
Instructor: S. SHASHI, MSN, RN
Section C Rockville Centre Campus
Saturday, October 15, 9:00 a.m.-5 p.m.
Instructor: S. SHASHI, MSN, RN
Section D Rockville Centre Campus
Monday, November 7, 14, & 21
6:30 p.m -9:30 p.m
Instructor: Margaret Amodemo, RN, ANP
Section E Rockville Centre Campus
Saturday, December 10
9:00 a.m.-5:00 p.m.
Instructor: S. SHASHI, MSN, RN
Section F Suffolk Center
Thursdays, January 5, 12 & 19, 2017
6:30 p.m.-9:30 p.m
Instructor: SUPRIYA DAS, CMA
Section G Rockville Centre Campus
Sunday, February 12, 2017 9:00 a.m.-5 p.m.
Instructor: SUPRIYA DAS, CMA

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
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 September 8 (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.

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

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

YOUR CAREER IN HEALTH INFORMATION MANAGEMENT
Please see description on page 2.
Course Number: MR-9999  Tuition: No Charge (although this seminar is offered at no charge, you must register for the seminar at least one week beforehand).

Section A  Rockville Centre
1 Tuesday, September 6, 2016; 6:00 – 7:30 p.m.

Section B  Rockville Centre
1 Tuesday, January 10, 2017; 6:00 – 7:30 p.m.
CERTIFICATE REQUIREMENTS

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

Regardless of the certificate title you pursue the following four core courses are required in each program:
MR-1500 – Medical Terminology
MR-1510 – Anatomy & Physiology
MR-2510 ICD-10 CM and ICD-10 PCS CODING
MR-3500 – CPT-HCPCS Coding

REGULAR AND CORRECTED

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.

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

QUESTIONS?
Come to our
INFORMATION & REGISTRATION SESSION
Tuesday, September 6, and January 10, 2017
5:30 p.m. - 8:00 p.m.
Casey Center

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 for updated information.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
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. Required Textbook: Medical Terminology, by Jane Rice, Prentice Hall, Latest Edition

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: Medical Terminology, by Jane Rice, Prentice Hall, Latest Edition

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.


Course Number: MR-2510 Tuition: $650

Section D  
Rockville Centre Campus  
15 Wednesdays, June 8 – September 14  
6:45 p.m. – 9:45 p.m.  
Instructor: RAVI MOSES, RHIT, CCS, see bio on page 37.
CPT-HCPCS CODING

Current Procedural Terminology and Health Care Financing Administration Common Procedure Coding System. Gain knowledge of how CPT-HCPCS coding will impact physician reimbursement. Learn the use of the CPT codebook while developing proficiency through the use of exercises. Learn key guidelines and principles for CPT coding. Recognize the most common types of CPT codes to use for ambulatory procedures. This course is essential knowledge for the CCS examination. Prerequisite: ICD Coding (MR 2500) or equivalent. 2.7 CEUs


Course Number: MR-3500  Tuition: $375
Section B  Rockville Centre Campus
9 Mondays, June 6 – August 8
6:45 p.m. – 9:45 p.m.
Instructor: DIANE MAHLSTADT, CCS-P, see bio on page 37.

Section C  Rockville Centre Campus
9 Mondays, September 19 – November 21
6:45 p.m. – 9:45 p.m.
Instructor: DIANE MAHLSTADT, CCS-P, see bio on page 37.

Section D  Suffolk Center
9 Tuesdays, October 11 – December 6
6:45 p.m. – 9:45 p.m.
Instructor: PATRICIA SHIRLEY.

ADVANCED CPT-4 CODING

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

Required Textbook: See MR-3500

Course Number: MR-4500  Tuition: $220
Section C  Rockville Centre Campus
4 Mondays, August 15 – September 12
6:45 p.m. – 9:45 p.m.
Instructor: DIANE MAHLSTADT, CCS-P, see bio on page 37.

Section A  Rockville Centre Campus
4 Mondays, November 28 – December 19
6:45 p.m. – 9:45 p.m.
Instructor: DIANE MAHLSTADT, CCS-P, see bio on page 37.

Section B  Suffolk Center
4 Tuesdays, January 3 – 24, 2017
6:45 p.m. – 9:45 p.m.
Instructor: PATRICIA SHIRLEY.

CODING REVIEW COURSE

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

* All reimbursement methodologies as required by AHIMA are taught in this course.

Required Textbook(s): ICD and CPT Code Books – See MR-2500 and MR-3500

Instructor: DIANE MALSTADT, CCS-P, see bio on page 37.

Course Number: MR-8100  Tuition: $385
Section C  Rockville Centre Campus
8 Wednesdays, July 13 – August 31
6:45 p.m. – 9:45 p.m.

Section A  Rockville Centre Campus
8 Wednesdays, October 5 – November 30
(No class November 23)
6:45 p.m. – 9:45 p.m.

Section B  Rockville Centre Campus
8 Wednesdays, January 18 – March 8, 2017
6:45 p.m. – 9:45 p.m.

Instructor: DIANE MAHLSTADT, CCS-P, see bio on page 37.

New Medical Records courses and/or schedules may be added throughout the semester. Visit www.molloy.edu/ce/mr for updated information.
INTERPRETATION OF LABORATORY RESULTS
Discuss the more common ordered laboratory tests and how the results can be interpreted. Testing in the areas of chemistry, hematology and microbiology will be reviewed. Normal ranges of all results will be discussed in addition to the correlation of abnormal results with various disease processes. Prerequisite: Anatomy & Physiology (MR-1510). 1.2 CEUs

Course Number: MR-2520 Tuition: $220 (Includes handouts)
Section B Rockville Centre Campus
4 Wednesdays, August 17 – September 7
6:45 p.m. – 9:45 p.m.
Instructor: CAROLINA NAPOLITANO

Section C Rockville Centre Campus
4 Wednesdays, November 30 – December 21
6:45 p.m. – 9:45 p.m.
Instructor: DOLORES MURENA GRANT, M.S., see bio on page 37.

PHARMACOLOGY FOR MEDICAL RECORDS PERSONNEL
This course will provide the student with a thorough but concise and non-technical knowledge of the actions, uses, interactions, and side effects of drugs. Topics covered will include cardiovascular, psychotherapeutic, diabetes, antimicrobial and respiratory therapies and others. Prerequisite: Anatomy & Physiology (MR-1510). 1.2 CEUs
Instructor: LISA BORBEE, M.S., R.PH., see bio on page 38.

Course Number: MR-2525 Tuition: $220 (Includes handouts)
Section C Rockville Centre Campus
4 Thursdays, August 18 – September 8
6:45 p.m. – 9:45 p.m.

Section A Rockville Centre Campus
4 Tuesdays, November 29 – December 20
6:45 p.m. – 9:45 p.m.

Section B Rockville Centre Campus
4 Thursdays, January 19 – February 9, 2017
6:45 p.m. – 9:45 p.m.
Instructor: LISA BORBEE, M.S., R.PH., see bio on page 37.

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

MEDICAL BILLING COURSES

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: $295
Section B Rockville Centre Campus
7 Tuesdays, August 22 – September 19
6:00 p.m. – 9:00 p.m.

Section A Rockville Centre Campus
7 Tuesdays, October 10 – November 14
6:00 p.m. – 9:00 p.m.
Instructor: RAVI MOSES, R.H.I.T., CCS, see bio on page 37.

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, December 6 – January 24
12:30 p.m. – 3:30 p.m.

Section C Rockville Centre Campus
6 Mondays, September 19 – October 31
12:30 p.m. – 3:30 p.m.

Section D Rockville Centre Campus
6 Saturdays, January 28 – February 18, 2017
12:30 p.m. – 3:30 p.m.
Instructor: MARIELA RUSSEL, BA, see bio on page 37.

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

Course Number: MR-6000 Tuition: $295
Section C Rockville Centre Campus
5 Saturdays September 10 – October 8
9:00 a.m. – Noon
Instructor: JEANNE GENTILE, B.S., see bio on page 37.

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 September 10 – October 8
9:00 a.m. – Noon
Instructor: JEANNE GENTILE, B.S., see bio on page 37.

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

MEDICAL RECORDS FACULTY

VANESSA BEST, CCS-P, CPC, CHTS – IM, AHIMA ICD-10 Trainer
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.
DOLORES MURENA GRANT, M.S., Medical Technology/Hospital Management. She has 26 years experience in the field of Medical Technology.
DIANE MAHLSTADT, CSS-P, AHIMA ICD10/PCS Trainer. She has 20 years of coding experience. Financial Operations Manager, South Nassau Communities Hospital, Reimbursement Specialist.
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

JENNIFER RABIN, B.A., C.C.S.P. She has over 15 years experience in physician billing and medical office procedures.
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. Over thirty-eight years of experience in Health Care Management, implementing, developing, auditing, maintaining Corporate Compliance Systems, coding, documentation, and medical billing.
MARGUERITE SPENCE, CCS, CPC, CPC-H, AHIMA Approved ICD-10-CM/PCS Trainer. Ms. Spence has over 15 years of teaching experience in medical compliance, billing, coding and documentation.
BARBARA WEIDHORN, M.B.A., R.N. She has over 10 years work experience in nursing and administrative positions.
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 by gaining experience in:

• Brief and solution focused therapy and psychotherapy
• Treatment planning and utilization review
• Psychoeducational and prevention programs
• Crisis management
• Assessment and diagnosis
• Addictions counseling

Apply now for Fall 2017

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

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

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 possible.
Program Overview

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

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

Curriculum and Scheduling

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

Most of the courses, including the Core course, “Introduction to Nonprofit Management”, are offered online. Online classes are offered every month. Start dates for upcoming classes are: 6/15, 7/13, 8/17, 9/14, 10/12, 11/9, 12/14, 1/18 and 2/15. 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 (classroom course offered in the fall and spring semesters)
- Leadership and Management (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 (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 50.

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

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

Further Information and Career Seminar

For further information on this program, visit us at: www.molloy.edu/ce/non-profitmgmt, email us at conted@molloy.edu, call us at 516.323.3550, or attend our free Career Seminar on Tuesday, January 12 or May 17, from 6-7:30 p.m. (see box on next page for details on the seminar).

CERTIFICATE DESCRIPTIONS AND SCHEDULE OF CLASSES:

Core Course: (Choice of the following two required for Certificate)

SURVEY OF NONPROFIT MANAGEMENT

A survey course which presents an overview of the philosophy, ethics, and organization of nonprofit organizations. Topics include: the purpose and role of nonprofit organizations, discussions of how leadership plays a role in the successful management of a nonprofit organization, planning, staffing and organizing, governance, budgeting, supporting the organizations’ programs and services, fundraising and development, and marketing and public relations. The challenges, opportunities and common issues facing managers of nonprofit organizations are explored.

Instructor: RANDI SHUBIN DRESNER, CFRE, Randi has been a professional in the nonprofit sector for more than 35 years. After progressive career moves with various human services, cultural and other organizations, and starting her own fundraising consulting firm, she serves as the President and CEO of Island Harvest Food Bank, Randi has been recognized by many organizations including the APFU Fundraising as Executive of the Year in 2005, twice honored as LI Business News Top 50 Most Influential Women, and is a member of the Academy for Regional Stewardship of the Energeia Partnership. She is a board member of the Social Enterprise Alliance of LI and has served as adjunct faculty with LIU CW Post and Molloy College since 1991.

Course Number: NPM-1000 Tuition: $125

Section A Rockville Centre Campus

2 Wednesdays, September 21 & 28

6:00 – 9:00 p.m.

online

INTRODUCTION TO NONPROFIT MANAGEMENT

Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a twelve-year veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You’ll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.
In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You'll gain a full understanding of the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work.

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

**Required Courses:** (3 of 5 required for Certificate)

**online**

**NONPROFIT FUNDRAISING ESSENTIALS**

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

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

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

Tuition: $110 Starts every month throughout the year. (Online Course - see Online Course Registration on page 39 for dates and registration procedures)

**online**

**MARKETING YOUR NONPROFIT**

Under pressure to increase membership, expand program value, attract media, entice donors, and develop volunteers, all while keeping an eye on the bottom line? In the face of stiff competition, more worthwhile organizations are competing for the same media, enticement, and development of volunteers, all while keeping an eye on the bottom line?

To succeed, you need to work smarter—not longer. The secret to attracting media, enticing donors, and developing volunteers, all while keeping an eye on the bottom line? It's about placing your organization's message and furthering its ideals and goals.

Tuition: $110 Starts every month throughout the year. (Online Course - see Online Course Registration on page 39 for dates and registration procedures)

**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.

**HUMAN RESOURCES FUNDAMENTALS**

Human resource managers must know how to handle basic human resource functions to ensure the best possible results. No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand the human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

Tuition: $110 Starts every month throughout the year. (Online Course - see Online Course Registration on page 39 for dates and registration procedures)

**FINANCIAL ACCOUNTING FOR NON FINANCIAL MANAGERS**

The "secret" is out! Financial information doesn't need to be dry, uninteresting, or intimidating. Unleash the power of your non-profit's financials to build support.

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

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

**Course Number: AC-3000**

**Section A**

Rockville Centre Campus

2 Thursdays, January 5 & 12, 2017

6:30 p.m. – 9:30 p.m.

Tuition: $125

**LEADERSHIP AND MANAGEMENT**

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

**Instructor:** BRUCE CHALNICK, see bio under course MT-1020 page 14.

**Course Number: MT-1000**

**Section A**

Rockville Centre Campus

2 Thursdays, December 8 & 15

7:00 p.m. – 10:00 p.m.

Tuition: $125

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**CAREER SEMINAR:**

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

**YOUR CAREER IN NONPROFIT MANAGEMENT: FIND OUT HOW YOU CAN MAKE A DIFFERENCE**

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

**Course Number: NPM-2000**

**Section A**

Rockville Centre Campus

1 Tuesday, September 6; 6 – 7:30 p.m.

Tuition: No Charge

**Section B**

Rockville Centre Campus

1 Tuesday, January 10; 6 – 7:30 p.m.


**ELECTIVE COURSES: (2 of 3 required for Certificate)**

**online**

**GRANT WRITING**

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

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

Tuition: $110 Starts every month throughout the year. (Online Course- see Online Course Registration on page 39 for dates and registration procedures*)

**online**

**SPECIAL EVENT PLANNING**

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

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

Tuition: $110 Starts every month throughout the year. (Online Course- see Online Course Registration on page 39 for dates and registration procedures*)

**EFFECTIVE COMMUNICATIONS**

This course is designed to evaluate and enhance your communication skills. You will analyze your verbal and nonverbal communication skills and practice techniques to help minimize miscommunication. You will also practice techniques to improve your professional work relationships through the use of effective communication strategies. During this course, you will identify potential barriers to effective communication, develop clarity by keeping things simple, determine the most effective communication medium and presentation style, effectively utilize active listening skills, mirroring and feedback techniques and develop a plan for managing effective workplace interactions. 0.6 CEUs

Instructor: **BRUCE CHALNICK** see bio. under course MT-1020 page 14.

Course Number: **MT-1010**

Section A: **Rockville Centre Campus**

2 Thursdays, September 22 & 29
7:00 p.m. – 10:00 p.m.

Tuition: $125
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
- Adult Nurse Practitioner

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

- Intro to EKG Interpretation
- AHA Basic Life Support Certification Course
- Training in First Aid
- 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.

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

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
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: JOYCE WARDZIK M.S., RN

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

Course Number: NUE-0073  Tuition $140

Section D  Rockville Centre Campus
2 Wednesdays, June 15 & 22, 6:30 p.m. - 9:30 p.m.

Section A  Suffolk Center
2 Thursdays, October 13 & 20, 6:30 p.m. - 9:30 p.m.

Section B  Suffolk Center
2 Thursdays, January 12 & 19, 2017
6:30 p.m. - 9:30 p.m.

Section C  Suffolk Center
2 Thursdays, April 6 & 13, 2017 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-127  Tuition $150

Section I  Rockville Centre Campus
Saturday, July 23, 9:00 a.m. - 5:00 p.m.

Section J  Rockville Centre Campus
Saturday, November 12, 9:00 a.m.-5:00 p.m.

Section K  Rockville Centre Campus
Saturday, December 10, 9:00 a.m.-5:00 p.m.

Section L  Rockville Centre Campus
Saturday, January 28, 2017 9:00 a.m.-5:00 p.m.

Visit us on the web at: www.molloy.edu/ce/nursing for current program and schedule information.

AHA BASIC LIFE SUPPORT SERIES

AHA BASIC LIFE SUPPORT INSTRUCTOR COURSE

The Healthcare Provider Instructor course consists of an online component given through the AHA and a classroom component given by Molloy College. Both components must be completed to be certified as an instructor. The course will provide the instructor candidate with the knowledge and skills necessary to conduct Basic Life Support classes according to AHA standards. A candidate first registers with Molloy College for the classroom component and must hold a current Basic Life Support Provider certification. The candidate must then successfully complete an online course with the AHA. After you have registered for the classroom portion of the course with Molloy, please visit: www.heart.org/cpr and click the link for, “Instructors and Training Centers”, then click, “Find Local Training Center” and then click “Online” and then “BLS Instructor Essentials”. The online course fee is currently $30 (as of 12/1/13) in addition to the classroom fee of $375.

Instructor: CAMILLE TWARDZIK

Course Number: NUB–0094  Tuition: $375
(Molloy classroom course only) (includes manual & card)

Section F  Rockville Centre Campus
2 Saturdays, September 10 & 17
9:00 a.m. - 5:00 p.m.

Section G  Rockville Centre Campus
2 Saturdays, January 21 & 28, 2017
9:00 a.m.-5:00 p.m

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 I  Monday, June 6, 5:30 p.m. – 10:30 p.m.

Section J  Thursday, June 23, 5:30 p.m. – 10:30 p.m.

Section K  Tuesday, July 12, 5:30 p.m. – 10:30 p.m.

Section L  Saturday, July 23, 9:00 a.m. – 2:00 p.m.

Section M  Monday, August 1, 5:30 p.m. – 10:30 p.m.

Section N  Thursday, August, 18, 5:30 p.m. – 10:30 p.m.

Section O  Tuesday, August 30, 5:30 p.m. – 10:30 p.m.

Section P  Thursday, September 8, 5:30 p.m. – 10:30 p.m.

Section Q  Monday, September, 19, 5:30 p.m. – 10:30 p.m.

Section R  Thursday, September 29, 5:30 p.m. – 10:30 p.m

Section S  Tuesday, October 11, 5:30 p.m. – 10:30 p.m

Section T  Saturday, October 29, 9:00 a.m. – 2:00 p.m

Section U  Wednesday, November 9, 5:30 p.m. – 10:30 p.m

Section V  Saturday, November 19, 5:30 p.m. – 10:30 p.m

Section W  Monday, December 5, 2016, 5:30 p.m. – 10:30 p.m

Section X  Friday, December 16, 2016, 9:00 a.m. – 2:00 p.m

Section Y  Thursday, January 5, 2017 5:30 p.m. – 10:30 p.m.

Section Z  Wednesday, January 18, 2017 5:30 p.m. – 10:30 p.m

Section A  Saturday, January 28, 2017 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 J  Thursday, June 23, 5:30 p.m. – 10:30 p.m.

Section K  Monday, July 18, 5:30 p.m. – 10:30 p.m.

Section L  Wednesday, August 24, 5:30 p.m. – 10:30 p.m.

Section N  Tuesday, September 13, 5:30 p.m. – 10:30 p.m.

Section O  Friday, October 21, 10:00 a.m. - 3:00 p.m

Section P  Monday, November 21, 5:30 p.m. – 10:30 p.m.

Section Q  Tuesday, December 13, 5:30 p.m. – 10:30 p.m.

Section R  Friday, January 13, 2016 10:00 a.m. -3:00 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
Molloy Students: $65

The following courses will be held at the Rockville Centre Campus on Hempstead Avenue in Rockville Centre.

Section T Thursday, June 9, 5:30 p.m. - 9:00 p.m.
Section U Monday, June 27, 5:30 p.m. - 9:00 p.m.
Section V Wednesday, July 13, 5:30 p.m. - 9:00 p.m.
Section W Thursday, July 28, 5:30 p.m. - 9:00 p.m.
Section X Saturday, August 6, 9:00 a.m. – 12:30 p.m.
Section Y Monday, August 22, 5:30 p.m. - 9:00 p.m.
Section Z Tuesday, September 13, 5:30 p.m. - 9:00 p.m.
Section A Saturday, September 24, 9:00 a.m. – 12:30 p.m.
Section B Friday, October 14, 9:00 a.m. – 12:30 p.m.
Section C Monday, October 24, 5:30 p.m. - 9:00 p.m.
Section D Saturday, November 12, 9:00 a.m. – 12:30 p.m.
Section E Monday, November 28, 5:30 p.m. - 9:00 p.m.
Section F Friday, December 10, 5:30 p.m. - 9:00 p.m.
Section G Monday, December 19, 5:30 p.m. - 9:00 p.m.
Section H Saturday, January 7, 9:00 a.m. – 12:30 p.m.
Section I Tuesday, January 24, 5:30 p.m. - 9:00 p.m.

Course Number: NUB-0125 Tuition: $100

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

Section W Thursday, June 16, 5:30 p.m. – 9:00 p.m.
Section X Thursday, July 21, 10:00 a.m. – 1:30 p.m.
Section Y Monday, August 15, 5:30 p.m. – 9:00 p.m.
Section Z Wednesday, September 14, 5:30 p.m. – 9:00 p.m.
Section A Thursday, October 13, 5:30 p.m. – 9:00 p.m.
Section B Tuesday, November 15, 5:30 p.m. – 9:00 p.m.
Section C Wednesday, December 14, 10:00 a.m. – 1:30 p.m.
Section D Monday, January 23, 5:30 p.m. – 9:00 p.m.

PERIPHERAL IV SKILLS PROGRAM

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

Course Number: NUS-0108 Tuition: $175

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 L Rockville Centre Saturday, June 11, 9:00 a.m. - 5:00 p.m.
Section M Rockville Centre Saturday, July 16, 9:00 a.m. - 5:00 p.m.
Section N Rockville Centre Saturday, August 20, 9:00 a.m. - 5:00 p.m.
Instructor: Nicholas Kiphart, RN
Section O Rockville Centre Saturday, October 15, 9:00 a.m. - 5:00 p.m.
Instructor: Nicholas Kiphart, RN

PHLEBOTOMY SKILLS PROGRAM

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

Instructor: DONAREEN DENNY, MS, CCRN
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 G Rockville Centre Saturday, June 11, 9:00 a.m.-1:00 p.m.
Section H Rockville Centre Saturday, September 17, 9:00 a.m.-1:00 p.m.
Section I Rockville Centre Saturday, December 10, 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-0050
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
Saturday, October 22, 9:00 a.m. - 4:00 p.m.

HEMODIALYSIS TRAINING FOR RN’S & LPN’S

If you are considering this exciting specialty, this course was designed for you. Taught by Nephrology practitioners, this program will prepare you for an entry-level position in a Hemodialysis unit. Register early! Class size is limited. You must be available for two full clinical days 7:30 p.m. - 5:00 p.m.

Prerequisites: Physical with titres, CPR, malpractice insurance.

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 G
Rockville Centre
Wednesday, June 8, 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 your 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.P.H.

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-0138
Tuition: $125

Section G
Rockville Centre
Wednesday, October 26, 6:30 p.m. - 9:30 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.

A Registration Form Can Be Found On The Inside Back Cover
**NURSE PRACTITIONER COURSES**

**NURSE PRACTITIONER PRACTICE REVIEW COURSE**

This is a review course for advanced nurse practitioners. The purpose of this course is to provide knowledge and skill regarding physical assessments and related patient care management strategies.

Course objectives will include understanding the role of the nurse in primary care and acute care in addition to identifying individual professional competencies and needs. Inpatient management for the most common acute care diagnoses will be presented. Outpatient management for the most primary care diagnoses, as well as current screening guidelines will be presented and reviewed. 21 contact hours.

Instructors: 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
3 Saturdays, October 22, 29 & November 5
9:30 a.m. - 5:30 p.m.

**UPDATING 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 morning. Take one workshop for $75.00 each or save by taking the entire series for $300.00 (save $75.00). The target audience is the registered nurse.
Course Number: NUS-0174A
Tuition: $100.00
Unless noted, the faculty, speakers/planners have no financial interest or other relationship with the manufacturer of products or providers that may be discussed.
3.5 contact hours per session. All these courses are offered at our Rockville Centre Campus
Instructor: TBD
For specific objectives, go to: www.molloy.edu/CE/nursing
All of the following courses are held at the Rockville Centre Campus Rockville Centre.

**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
Section A  Saturday, September 17, 9:00 a.m.-1:00 p.m.

**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
Section A  Saturday, October 1, 9:00 a.m.-1:00 p.m.

**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
Section A  Saturday, November 5, 9:00 a.m.-1:00 p.m.

**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
Saturday, November 19, 9:00 a.m.-1:00 p.m.

**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
Course Number: NUS-0179A
Tuition: $100.00
Saturday, December 10, 9:00 a.m.-1:00 p.m.

**RN REFRESHER PROGRAM**

**RN REFRESHER**
“At least 3 other RN refresher students who took the RN refresher with me Jan - March 2016 have already been hired for new jobs. Please continue to offer the course for other nurses trying to get back in the workforce. I am very grateful to have attended this program.”

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 (dresses, 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 I  Rockville Centre Campus
Lectures: Tuesday & Thursday
June 7 - August 16, 6:30 p.m. - 9:30 p.m.
Clinical dates: 6/25, 6/26, 7/9, 7/10, 7/16, 7/17, 7/23, 7/24, 8/15, 8/16
Clinical schedule is from 7:30 a.m.-3:30 p.m.
No classes on 7/2 & 7/3

Section J  Suffolk Center
Lectures: Thursday & Friday *
June 10 - July 24, 9:00 a.m. - 2:30 p.m.
Clinical dates: 6/18, 6/19, 6/25, 6/26, 7/9, 7/10, 7/16, 7/17, 7/23 & 7/24
Clinical schedule is from 7:30 a.m.-3:30 p.m.
*No classes on 7/2, 7/3, 7/8, 7/15 & 7/22

Section K  Rockville Centre Campus
Lectures: Tuesday, Wednesday & Thursday
October 11 – December 4, 6:30 p.m. - 9:30 p.m.
Clinical dates: 10/29, 10/30, 11/5, 11/6, 11/12/11/13, 11/19, 11/20, 12/3 & 12/4
Clinical schedule is from 7:30 a.m.-3:30 p.m.
No classes on 11/24

Section L  Suffolk Center
Lectures: Thursday & Friday
October 14 - December 3, 9:00 a.m. - 2:30 p.m.
Clinical dates: 10/22, 10/23, 10/29, 10/30, 11/5, 11/6, 11/12, 11/13, 11/19, & 11/20
Clinical schedule is from 7:30 a.m.-3:30 p.m.
No classes 11/11 & 11/24

Section M  Rockville Centre Campus
Lectures: Tuesday & Thursday
January 17, 2017 – April 2, 2017, 6:30 p.m. - 9:30 p.m.
No classes on 2/21 & 2/23

Section N  Suffolk Center
Lectures: Thursday & Friday
January 20, 2017 – March 12, 2017, 9:00 a.m. - 2:30 p.m.
Clinical dates: 1/28, 1/29, 2/4, 2/5, 2/11, 2/12, 3/4, 3/5, 3/11 & 3/12

Section O  Rockville Centre Campus
Lectures Tuesday, Wednesday & Thursday
April 4, 2017– June 4, 2017 6:30 p.m. - 9:30p.m.
Clinical dates are: 4/29,4/30,5/6,5/7,13,5/14,5/ 20,5/21,6/3 & 6/4

Section P  Suffolk Center
Lectures Thursday & Friday
April 7, 2017 – May 23, 2017 9:00 a.m.-2:30 p.m.

**Online Registration Available - visit our web site at: www.molloy.edu/ce for details!**
SPANISH FOR THE HEALTHCARE PROVIDER
This introductory course is intended to provide healthcare professionals with the ability to understand and communicate in Spanish. Communication in real situations, basic vocabulary related to healthcare and grammar structure will be reviewed. Content will cover the following: greeting the patient, obtaining background information, basic medical vocabulary including parts of the body, interviewing skills, and vital signs. Instructor: TBA
Course Number: NUP-0118
Section B: Rockville Centre Campus
Tuition: $225
4 days of clinical placement, arranged by instructors.

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: DR. DEBORAH UPTON, Molloy College and DR. MANYI TSE, Molloy College
Course Number: NUM-0213
Section E: Rockville Centre Campus
Tuition: $110
Tuesday, Wednesday & Thursday, August 30, 31 & September 1
5:30 p.m. - 8:00 p.m
Section F: Rockville Centre Campus
Tuition: $110
Tuesday, Wednesday & Thursday, January 10, 11, & 17, 2017
5:30 p.m. - 8:30 p.m.

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 MC Laughlin PNP RN
For specific objectives, go to: www.molloy.edu/CE/nursing
Course Number: NUP-0118
Tuition: $225
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 C: Rockville Centre Campus
Tuition: $895.00
4 days of clinical placement, arranged by instructors.

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
Tuition: $895.00
Saturday, September 17
9:00 a.m. - 3:00 p.m.
Section B: Rockville Centre Campus
Tuition: $895.00
Tuesday & Thursday November 15 & 17
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 application with biography, recent physical and updated immunizations, RN license, malpractice insurance and healthcare provider BLS. Please call 516-323-3550 for an application.
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.
INDIVIDUAL HEALTHCARE PLANS IN THE SCHOOL SETTING

The purpose of this course is to provide knowledge and guidance on how to use the nursing process to construct Individual Healthcare Plans for school-aged clients with emergency or chronic health conditions. The participant will learn how to prioritize health care needs and identify interventions to be implemented in the school setting by the appropriate staff members. An array of emergency and standardized healthcare plans and other practical tools will be included. The target audience is the registered nurse. 2.5 contact hours.

Instructors: Carol Henck, MA, RN
For specific objectives, go to: www.molloy.edu/CE/nursing

Course Number: NUP-0208 Tuition: $75
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
Tuesday, March 8, 6:30 p.m. - 9:30 p.m.

Section C Rockville Centre Campus
Tuesday, December 6, 6:30 p.m. - 9:30 p.m.

ROLE OF THE SCHOOL NURSE IN HEALTH SCREENING

The purpose of this program is to provide the school nurse with the knowledge and skills required to implement state mandated health screenings (vision, hearing, scoliosis and BMI) within the school setting. Participants will be familiarized with screening equipment, NYS screening guidelines and related terminology as well as documentation and referral procedures. The target audience is the registered nurse. 2.5 contact hours.

Instructor: CAROL HENCK, MA, RN

Course Number: NUP-0214 Tuition: $50
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
Monday, December 12, 7:00 p.m. - 10:00 p.m.

CARE OF THE STUDENT WITH DIABETES

The purpose of this class is to provide the registered nurse with knowledge and skills on diabetes and current pump therapy.

The main objectives of this course will be:
- Describe the pathophysiology of type 1 and type 2 diabetes and current treatment options.
- Identify the universal “windows” on all insulin pumps and pump therapy. The target audience is the registered nurse. 7 contact hours

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

Course Number: NUP-0145 Tuition: $125
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 F Rockville Centre Campus
Tuesday, June 14 & 21
6:30 p.m. - 9:30 p.m.

Section G Rockville Centre Campus
Saturday, October 1, 9:00 a.m. - 5:00 p.m.

Section H Rockville Centre Campus
Tuesday, December 6 & 13
6:00 p.m. - 9:30 p.m.

SCHOOL NURSE EMERGENCY CARE COURSE

An in-depth training course designed to educate the school nurse about emergency techniques for children and youths who are injured or become ill at school. The participant will learn to use prioritized assessment skills, provide nursing interventions that conform to the EMS-C protocols and develop specific strategies for students with special health care needs. (student manual provided)

Instructor: LORI MCLAUGHLIN, RN, PNP

Course Number: NUP-0211 Tuition: $295
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
Saturday & Sunday, June 4 & 5
8:00 a.m. - 4:00 p.m.

CAMP NURSING WORKSHOP

The purpose of this course is to provide the camp nurse with knowledge and skills regarding healthcare standards and procedures for children in a camp setting. This course will address the critical components necessary in providing effective nursing care in a camp setting. Two objectives of the course would be to:
- List the nursing supplies needed in the camp setting and describe the responsibilities of the camp nurse in relation to camp orientation.
- The course is designed for the experienced as well as the novice camp nurse. The target audience is the registered nurse. 3.5 contact hours.

Instructor: ALICIA STONE, MS, RN

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

Course Number: NUP-0113 Tuition: $75
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.

Offered in Spring 2017

Palliative Care Conference

Molloy College, in collaboration with community partners, is pleased to be offering its eighth Palliative Care Conference on Long Island. The conference will be held on Friday, June 2, 2017 from 8:30 a.m. – 3:30 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, and lunch. Session.

The events of the conference will focus on the realities of health care and the compassionate continuum of palliative care. It has been said that the first step to compassion is competence. The main objective of this year’s conference is for the participants to enhance their ability to provide professional, competent, empathetic care to patients and their families. At this year’s conference, we will provide frontline health and social care professionals in health care with a wide variety of palliative care topics, presented by an outstanding group of speakers.

The Conference brochure, with session descriptions and additional information, will be available in February, 2017. To receive a conference brochure, please call 516-323-3554 or e-mail: lcino@molloy.edu or visit: www.molloy.edu/ce/pcc. Further information can also be found in this catalog on page 50.

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
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: www.molloy.edu/ce/online, email us at conted@molloy.edu or call us at 516-323-3550.

Instructor-Led Courses - 6 weeks

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

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

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 $95 $110 per course. Courses run for 6 weeks with two lessons each week. Course begin dates for the upcoming months are as follows: 6/15, 7/13, 8/17, 9/14, 10/12, 11/9, 12/14, 1/18 and 2/15.

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
• Accounting Software
• Arts & History
• Career Builders
• College Readiness
• Computer Basics & Windows (see page 18)
• CompTIA A+, Network+ & Security+
• Creative Writing
• Digital Photography
• English-As-A-Second Language
• Grant Writing
• Healthcare
• Investments
• Instant Italian
• Job Search
• Jump Start Your Career With LinkedIn
• Languages
• Leadership Skills
• Legal
• Management Skills
• MS Access, Excel, PowerPoint, Publisher & Word
• MS Project
• Networking & Wireless
• Nonprofit Management (see page 43)
• Nutrition
• Parenting
• Personal Finance
• Project Management
• Publishing
• Sales & Marketing
• Spanish for the Healthcare Provider
• Speed Spanish
• Start Your Own Business
• Test Preparation (GED, GMAT, GRE, LSAT, Praxis)
• Teacher Professional Development
• 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.
Program has several one credit courses that allow students to explore different topics that fit into their overall career goals. Advanced study in law and for employment as a paralegal or legal professional. Paralegal Studies Program is designed to increase the student's appreciation for the importance of law in our society, prepare students for base, and the ability to develop proficiency in both oral and written communication. Students are empowered with marketable skills. Molloy's Paralegal Studies Program. 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. Molloy's Paralegal Studies Program is designed to increase the student's appreciation for the importance of law in our society, prepare students for advanced study in law and for employment as a paralegal or legal professional.

A variety of substantive law courses make up the curriculum, with classes offered in both the day and evening. The Molloy Paralegal Studies Program has several one credit courses that allow students to explore different topics that fit into their overall career goals.

**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 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):**
- LGL 103 Introduction to Legal Studies
- LGL 201 Professional Responsibility in the Law
- LGL 301 Legal Research and Writing
- LGL 302 Litigation

**Selected courses (choose 8 credits):**
- LGL 202 Family Law
- LGL 204 Real Property Law
- LGL 205 Tort Law
- LGL 206 Law Office Management
- LGL 304 Substantive Law and Drafting Essentials

**Elective courses:** Students may also complete 3 elective course credits, from classes which may include Alternative Dispute Resolution, Immigration Law and Elder Law.

**Course Schedule and Plan of Study:**
Courses are offered every semester: fall (September-December), spring (January - May) and summer (May/June-June/July) in the day and in the evening. You may begin your studies in any semester. The current schedule of classes is available at: www.molloy.edu/ce/paralegal.

**Tuition and Registration:**
Non-credit tuition is $165 per credit or $3,465 for the entire program. If you are taking this program on a non-credit basis you will be informed of the registration procedures upon your acceptance.

Molloy undergraduate students who are taking this program for undergraduate credit, please contact Dr. Maloney about the Legal Studies Minor under “Questions”.

**American Association for Paralegal Education (AAfPE)**
The Paralegal Studies program at Molloy College is a member of the American Association for Paralegal Education. AAfPE is the nation’s largest and continuously operating organization dedicated to promoting quality paralegal education. Part of its mission has been to establish standards by which to measure paralegal education. The American Association for Paralegal Education is the recognized source for standards in paralegal education and the continuing development of quality teaching.

**Free Seminar: Your Career As A Paralegal Professional**
Interested in becoming a paralegal and not sure if this career is right for you? If so, attend one of our free career seminars. This career seminar is led by experienced professionals who will offer real advice about career and academic paths and talk about both the satisfactions and challenges of their own chosen careers.

The Paralegal Career Seminar will be offered at our Rockville Centre campus on Tuesday, September 6 or Tuesday, January 10 from 6:30 p.m. The career seminar is 1 1/2 hours in length and is offered at no charge. However, you should register in advance to assure yourself of a seat.

Online registration is available at: www.molloy.edu/ce/paralegal. You may also phone in your registration by calling 516-323-3550 To register in person, by fax or mail, please visit: www.molloy.edu/ce/registration and then follow the directions.

**Questions?**
Please contact Dr. Judith Mathers Maloney, Director of 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.
**PHARMACY TECHNICIAN**

Pharmacy is a health profession that links the health sciences with the chemical sciences and is charged with ensuring the safe and effective use of pharmaceutical drugs. Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors’ orders under the supervision of a pharmacist. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings. The Bureau of Labor Statistics predicts that employment of pharmacy technicians will increase much faster than average over the next several years, with good job prospects for those entering the field.

Molloy College, Division of Continuing Education and Professional Development offers a 120 hour pharmacy technician program which consists of 80 hours of theory and 40 hours of externship at a hospital pharmacy or at a local retail community pharmacy. The ability to integrate theory into real situations within the pharmacy setting will take place during the externship. The program will be offered at both our Rockville Centre and Suffolk Center campuses.

This program will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam to become certified.

**PROGRAM AND CERTIFICATION REQUIREMENTS**

Entrance into the pharmacy technician program requires a high school diploma or equivalent.

Certification takes place through PTCB and is achieved by meeting specific eligibility requirements:
- Earning a passing score on the Pharmacy Technician Certification Exam (PTCE).
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
- Compliance with all applicable PTCB Certification policies. See www.ptcb.org for details.

**ADMISSION**

Candidates for the Pharmacy Technician Certificate Program must complete an application for admission. Candidates need a minimum of a high school diploma or equivalent to be considered for admission.

No application fee is required. For an application visit our website at: www.molloy.edu/pharmacy or call 516-323-3558. The application deadline is two weeks prior to the start of classes each semester. Students will be notified of their admission status approximately one week after the receipt of their application.

**PROGRAM SCHEDULE AND LOCATION**

The program can be taken at either our Rockville Centre Campus at 100 Hempstead Avenue, Rockville Centre, or at our Suffolk Center Campus at Route 110, on the grounds of Republic Airport located at: 7180 Republic Airport (Grumman Lane), in East Farmingdale, NY.

**PHARMACY TECHNICIAN**

Course Number: PT-1000

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<tr>
<td>D</td>
<td>Rockville Centre Campus</td>
<td>12 Saturdays, September 17 – December 10 (No class November 26), 9:00 a.m. - 3:00 p.m.</td>
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<td>E</td>
<td>Suffolk Center</td>
<td>Monday &amp; Wednesdays, September 19 November 2 (No class October 10) 6:30 p.m.-9:30 p.m.</td>
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<tr>
<td>F</td>
<td>Rockville Centre Campus</td>
<td>12 Saturday’s, February 4, 2017 – April 22, 2017 9:00 a.m. - 3:00 p.m.</td>
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<tr>
<td>G</td>
<td>Suffolk Center</td>
<td>Monday &amp; Wednesdays, February 6, 2017 - May 1, 2017 (No class February 20) 6:30 p.m.-9:30 p.m. 12 Saturdays, June 4-August 27* (No class 7/2) 9:00 a.m.-4:00 p.m.</td>
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*The 40 hr externship will be arranged by course facilitator upon completion of lectures series.

After successful completion of the classroom component, the student can schedule the externship. The externship session is 40 hours.

**REGISTRATION AND TUITION**

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

Tuition for the program is $1,900. A tuition deposit of $900 is due at the time of registration and does not include the cost of the textbook, practice exam or a lab coat. The balance of the tuition is due prior to the start of classes. However, a payment plan is available. Please call 516-323-3558 for further details. Tuition can also be paid by MasterCard, 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

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

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<tr>
<td>A</td>
<td>Rockville Centre campus</td>
<td>1 Tuesday, September 6, 2016; 6 p.m. - 7:30 p.m.</td>
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<tr>
<td>B</td>
<td>Rockville Centre campus</td>
<td>1 Tuesday, January 10, 2017; 6 p.m. - 7:30 p.m.</td>
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PLANNED GIVING CERTIFICATE PROGRAM

Over the past five or so years there has been a tremendous increase both in the interest and actual gifts associated with Gift Planning. The single biggest reason is the fact that the time/reward equation has proven the enormous potential for gifts when incorporating Planned Giving as a regular aspect of fundraising within a 501(c)3. Planned Giving programs may be small or large depending on the agency’s capability and the donor base. While there are certificate programs and masters programs around the country, none exist on Long Island. Yet the 501(c)3 agencies are asking more and more about Planned Giving.

The interest in specific types of Planned Giving vehicles goes back to the early 1900s. However driven by income and estate tax law going back to the 1970s, more and more interest in newer techniques has evolved. In short, Planned Giving should be part of the development agencies are asking more and more about Planned Giving.

PLANNED GIVING COURSES AND CERTIFICATE PROGRAM

Molloy College has developed a series of planned giving courses designed to teach fundraisers, staff, executive directors, and volunteers (board or committee members), as well as other financial professionals the techniques involved in Planned Giving and the related body of knowledge to help them succeed in Planned Giving.

Classes can be taken individually or in pursuit of a Planned Giving Certificate. These courses are complete in themselves and require no prior knowledge in the specific area, except the Practicum. The Practicum can only be taken by those pursuing the certificate and must be taken last. However, it is suggested that for those students taking courses toward the certificate, the course: “The History of Planned Giving”, should be taken first. Each course will meet once a year, in the fall usually on Thursday evenings, starting in October.

All courses will be offered at Molloy’s Suffolk Center at Route 110, 7180 Republic Airport, East Farmingdale.

CURRICULUM, SCHEDULING, TUITION AND REGISTRATION

All courses are offered once a year, in fall usually on Thursday evenings, starting in October.

The listing of all the courses in the program, as well as the schedule of classes for the upcoming semester, can be found listed below. Each course is $75, except for the 3-session course, “Gift Planning and Donor Giving”, which is $225.

Please see the inside back cover of this catalog for a registration form and registration instructions.

Register for all the courses and save! If you are interested in taking the courses towards the Certificate in Planned Giving, you can register for all six courses in the program for $495, a savings of $105 over the per course tuition fees. To qualify for the discount you must register for all 6 courses before you enroll in the second course in the curriculum. That will allow students who are unsure if they would like to complete the entire program the opportunity to take one course in the program to see if they would like to pursue the certificate. Certificate Program Course Number: PG-7000 Tuition: $495

QUESTIONS?

If you have any questions or need further information about the program, please visit our web page at: www.molloy.edu/ce/pg or call 516-323-3550 or e-mail conted@molloy.edu.

THE HISTORY OF PLANNED GIVING

Students are introduced to the history of planned giving, as well as given an overview covering the need for planned giving. Overview of techniques incorporated in planned giving and where planned giving fits in the fundraising model are also covered.

Instructor: JAMES E. MEYER, Partner, Greco Planning Group, Inc.
Course Number: PG-1000 Tuition: $75
Section A Suffolk Center campus
1 Thursday, October 6; 6:30-9:30 p.m.

FINANCIAL PLANNING: FINANCIAL PLANNING 101

Students will learn about balance sheets, tax strategies, diversified portfolios, the investment spectrum, wealth accumulation, retirement planning (qualified and non qualified), and much more.

Instructors: RICHARD BERGEN, CFP®, Principal, RLB Wealth Planning Inc., and ANTHONY PAPA, CFP®, Principal, Papa/Englehart Strategic Planning
Course Number: PG-2000 Tuition: $75
Section A Suffolk Center campus
1 Thursday, October 13; 6:30-9:30 p.m.

TAX PLANNING

Learn the different methods of transferring wealth, gift and estate taxes, and income tax systems in this one-session course.

Instructor: ROBERT BARNETT, Esq., CPA, Partner, Cappell, Barnett, Madalon, and Schoenfeld, LLP
Course Number: PG-3000 Tuition: $75
Section A Suffolk Center campus
1 Thursday, October 20; 6:30-9:30 p.m.

ESTATE PLANNING AND ELDER CARE ISSUES

This course will cover: Asset Protection, Estate Planning Strategies, Private Charitable Entities, Risk Management, Business Succession Planning, etc.

Instructor: LOUIS KAROL, Esq., CPA, Partner, Karol Hausman and Sosnik
Course Number: PG-4000 Tuition: $75
Section A Suffolk Center campus
1 Thursday, October 27; 6:30-9:30 p.m.

GIFT PLANNING AND DONOR GIVING

A three-session course that will analyze gift planning and utilizing the problem solving model in the first two sessions. All types of potential Planned Gifts will also be analyzed, examples given, and case studies analyzed, plus the sessions will cover methods of marketing, staff needs, volunteer roles, etc. In the third session you will learn about Donor Centric Giving, What you need to tell your donor, Running the Shop, Review of Techniques, and more.

Instructors: JAMES E. MEYER, Partner, Greco Planning Group, Inc. and ALEXANDRA BROVEY, Esq., Senior Director, Gift Planning, North Shore-Long Island Jewish Health System Foundation
Course Number: PG-5000 Tuition: $225
Section A Suffolk Center campus
3 Thursdays, November 3 - 17; 6:30-9:30 p.m.

PRACTICUM

Each individual student will develop their own plan/model for a Planned Giving program for either their own 501(c)3 or a fictitious agency. This course can only be taken by those pursuing the certificate and must be taken last. The student will work under the tutelage of James E. Meyer, Partner, Greco Planning Group, Inc.
Course Number: PG-6000 Tuition: $75
Section A Suffolk Center campus
Hours arranged.
New York State Licensing Requirements:
To obtain a Salesperson’s License, a person must complete the 75-hour Salesperson’s course; be sponsored by a licensed broker; and pass a state examination. Attendance at these 75-hour courses is strict. To receive your license, the exam must be passed. For more information call N.Y. State Division of Licensing Services at 518-474-4429 or visit www.dos.ny.gov/licensing.

Continuing Education Requirements:
Any real estate licensee who renews their license is required to complete 22.5 hours of approved continuing education every two years. For information about your licensing requirements call 518-474-4429.

REAL ESTATE SALESPERSON’S QUALIFYING COURSE*
This is the mandated course in preparation for the New York State Real Estate Salesperson’s examination. Topics include: contracts, real estate instruments; estates and interests; financing; valuation; law of agency; license law and ethics; land-use regulation; human rights/fair housing; introduction to construction; and environmental issues. (Textbook available in the Molloy Bookstore)
Instructor: MARY BROWER, Valuation Standards, Nassau County Department of Assessment
Course Number: RE-0240
Tuition: $525

Section A 12 Mondays & 13 Wednesdays
September 14 - December 21
(no class 10/3, 10/10, 10/12, 11/23)
7:00 - 10:00 p.m.

Section B 12 Mondays & 13 Wednesdays
January 23 - May 3
(no class 2/20, 2/22, 4/10, 4/12, 4/17)
7:00 - 10:00 p.m.

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

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

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 Recredentialing), 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.

Information on the fall, 2016 conference was not available at the time of this printing and should be available by mid-June, 2016. 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.

Addiction Studies Program (CASAC and Recredentialing)
(various contact hours)
A number of courses 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.

Fourth Annual Interdisciplinary Clinical Mental Health Conference
(6 contact hours)
Friday, April 7, 2017; 8:30 a.m. - 4:00 p.m., Madison Theatre, Public Square, Molloy College, Rockville Centre campus.

The conference brochure should be available in late January, 2016. However, registration is available now, along with further details, on the conference webpage at: www.molloy.edu/ce/mhc. For further information or to be placed on our mailing list, please call 516-323-3554 or email: cthomas@molloy.edu.

Palliative Care Conference (5.5 contact hours)
9th Annual Conference
Friday, June 2, 2017; 8:30 a.m. - 3:30 p.m., Madison Theater, Rockville Centre campus

Molloy College, in collaboration with community partners, is pleased to be offering its ninth annual Palliative Care Conference on Long Island. The conference will be held on Friday, June 2, 2017 from 8:30 a.m. - 3:30 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, 2017. However, registration is available now, along with further details, on the conference webpage at: www.molloy.edu/ce/ppo. For further information or to be placed on our mailing list, please call 516-323-3554 or email: cthomas@molloy.edu.

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

The Fall 2016 program was still in the planning stages at the time of the catalog printing. The program brochure should be available in late June, 2016. However, the most up-to-date information can be found on the program webpage at: www.molloy.edu/ce/slp. For further information or to be placed on our mailing list, please call 516-323-3554 or email: cthomas@molloy.edu.

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 acoustics, 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.
This new voluntary continuing education program aims to recognize the efforts of non-credentialed return preparers who aspire to a higher level of professionalism. Meet the requirements by obtaining 15 hours of continuing education, including a 10 hour federal tax law refresher course with test, and you will receive an Annual Filing Season Program - Record of Completion from the IRS.

AFSP participants will also be included in a public database of return preparers scheduled to launch on the IRS website by January 2016. The Directory of Federal Tax Return Preparers with Credentials and Select Qualifications will include the name, city, state, zip code, and credentials of all attorneys, CPAs, enrolled agents, enrolled retirement plan agents and enrolled actuaries with a valid PTIN, as well as all AFSP - Record of Completion holders.

Skillmaker Career Consulting, in conjunction with Molloy College, will be offering the Annual Filing Season Program (AFSP) program for tax return preparers this fall on two different schedules at both our Rockville Centre and Suffolk Centre campuses.

Preparers who complete the program will receive an AFSP - Record of Completion.

Course Description
The AFSP consists of a 10 - hour Annual Federal Tax Refresher (AFTR) Course, a 2-hour Tax Ethics CE course, and a 3-hour Tax Law CE course. The AFTR is crafted specifically for those who wish to obtain an IRS AFSP - Record of Completion. It covers filing season issues and tax law updates and culminates with a comprehensive, 100-question test. Upon completion of each of the three elements, you will receive a Certificate of Completion and your credit will be reported to the IRS. Completing all three elements will qualify you to receive the IRS AFSP - Record of Completion for the 2016 tax year.

Study Materials
Students receive a comprehensive study guide developed by Skill Maker Career Consulting and Fast Forward Academy, a leading provider of accounting and tax training materials, and have access to Fast Forward Academy’s online study support system and test bank to practice questions similar to those contained on the actual exam.

Instruction
Instruction is delivered live by expert tax and education professionals that have been teaching tax law for a number of years in addition to applying the law in private practice. The instructional staff includes a tax attorney and CPAs, one of which is a former IRS agent and IRS training manager. Our class size is kept small, and students receive direct access to the professors so their questions receive prompt and personal attention. The combination of instruction taught by our faculty along with the resources provided by Gleim is a proven strategy for success.
Molloy College is offering the Enrolled Agents (EA) Test Preparation course in cooperation with Skill Maker 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.

**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**
Skill Maker Career Consulting (SMCC) will teach live classes at the Suffolk 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 FastForward Academy Exam Study Guide which includes:
- Free Online questions
- Simulated Practice Exams
- Performance Measurements
- The following three areas of study are covered:
  - Part 1 Individuals
  - Part 2 Businesses
  - Part 3 Representation, Practice and Procedures

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

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

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

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

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

**SCHEDULE**
The course will be offered for 5 Mondays & 4 Wednesdays, Dates TBA; 6:30 p.m. - 9:30 p.m.

This course is only offered once per year in the spring. The spring 2017 schedule will be available sometime in late fall, 2016. The schedule will be posted on the program webpage at: www.molloy.edu/ce/ea.

**REGISTRATION AND TUITION**
The course is offered in its entirety for $959. Students and Alumni from Molloy will receive a 10% discount. Those individuals who have previously passed one or more parts will be eligible to receive a one time 10% discount for the entire program upon presentation of a completed part certification.

Students should register for classes at least one week prior to the start of classes. Phone in registration is available by calling 516-323-3550 with your MasterCard or Visa. To register online, in person, by fax or mail, please follow the directions on our registration form on the inside back cover of the catalog. Course Number: 15UENA1000A

**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 Date TBA; 6:30 p.m. - 8:30 p.m. at Molloy College’s Suffolk Center located just off Route 110 in Farmingdale. Our seminar leader, James Rosa, CPA will explain the benefits of becoming an enrolled agent, the educational requirements and the three-part Special Enrollment Examination (SEE) you will need to take. While the seminar is free you should register to reserve yourself a seat. Please see the registration form on the back cover for registration instructions or visit www.molloy.edu/ea for further information.

Course Number: ENA-99999A 1 Wednesday, Date TBA; 6:30 p.m. - 8:30 p.m. Suffolk Center campus

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

**QUESTIONS?**
For questions regarding the course, course schedules and/or registration, please call 516-323-3550 or email conted@molloy.edu.
## Training Programs

Molloy College is committed to providing quality educational opportunities that are both professionally and personally rewarding to the surrounding non-traditional student population. Currently, we offer the following career training programs:

### Photovoltaic Installation & Design


This course involves an overview of the steps involved in the design and installation of a residential photovoltaic system by a non-professional, to generate electricity for a grid-tied application for the home. Emphasis is on development of basic system design and installation skills, visualization, understanding of basic local and national requirements and codes, system checkout and ongoing maintenance.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.

Course Number: PID-1000 40 hours Tuition: $2,695

Visit our webpage: www.molloy.edu/ctp for the current schedule of classes

### Energy Audit Training: BPI Certification

Energy auditing refers to an inspection of a home with an emphasis on reviewing a homeowners’ current energy consumption and making recommendations on how to reduce that consumption and save money in the most cost-effective way.

Gain knowledge of the “house-as-a-system” approach to home energy conservation and learn how to skillfully evaluate a house’s interdependent components. The Building Performance Institute (BPI) has made a name for being the recommended certification for this type of home analysis. BPI offers nationally recognized training, certification, accreditation, and quality assurance programs in home performance contracting.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.

Course Number: EAT-1000 40 hours Tuition: $3,795

Visit our webpage: www.molloy.edu/ctp for the current schedule of classes

### Introduction to Networking

This is a hands-on Introduction to Networking course. Learn the basic concepts and terminology of computer networking. In a logical, easy-to-follow format, learn how today's computer networks are built. Learn the terminology used throughout the networking industry and the underlying technologies used to transport data in campus and enterprise networks. This is a basic course for individuals with no networking background who need to understand the basic concepts and terminology of computer networking. Topics covered include: Compare and contrast WAN and LAN technologies; Explain the difference between bridging, switching, and routing as they apply to network; interconnection methods; Compare and contrast network interconnection devices such as hubs, bridges, and routers; Describe basic client/server concepts; Describe basic Transmission Control Protocol/Internet Protocol (TCP/IP) concepts; State the types of information available on the Internet; Bridging, Routing, and Switching; and Client/Server.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.

Course Number: NET1000 40 hours Tuition: $2,675

Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.

### Electronic Burglar and Alarm Systems Security

Electronic Burglar and Alarm Systems Security course presents an overview of the alarm industry from past to present with the understanding and installation of systems and devices. The goal of this course is for students to become familiarized with Low Voltage electricity and understanding learning on vender non-specific equipment. Through various hands-on labs students will learn necessary installer techniques including the complete programming life cycle of standard control panels. Students will participate in the selection of appropriate wiring and security devices based on mock scenarios created by the instructor. Students will be involved in the installation of: analog and digital camera systems and digital video recording (DVR) for monitoring over an intranet or the internet, water, CO2, smoke, glass-break, motion detectors. This course also covers the basics of applicable Electrical and Building Codes, System Design, and Access Control. All necessary tools are provided for lab use.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.

Course Number: EAS1000 40 hours Tuition: $2,375

Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.

### Digital Home Technology Integration

Basics of home networking, audio and video installation, including telephone and VoIP, security and surveillance systems, home control management and troubleshooting. Students will gain hands on experience with the technology to install and maintain smart home technology.

Hands-on training for computer based integration and the automation of most house hold major appliances. Students will learn safety issues and requirements; how to use tools and equipment. Will also learn structured wiring, network and telephony, home theater, distributed video and audio, lighting, appliance control, irrigation, pool and spa control, security and access control systems and trouble shooting. Special emphasis is placed on how to install home theater systems and turning your home into a controlled audio and video environment. Students study video projection, surround sound (matrix, 5.1 and 7.1), room preparation, speaker placement and tuning, audio amplifiers, and manufacturer specifications.

All classes will be held at Molloy’s Suffolk Center located just off Route 110 at 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. Directions to the Suffolk Center can be found on page 72.

Course Number: DTA1000 40 Hours Tuition: $2,495

Visit our webpage: www.molloy.edu/ctp for the current schedule of classes.
PERSONAL ENRICHMENT

CANCER CARE

Molloy College, Division of Nursing, and Memorial Sloan Kettering Cancer Center will be presenting two Cancer Care Programs each year: once in the fall, usually in October/November and another program in the spring, usually in March/April. The programs are offered at no charge and include a light dinner. Dinner is usually served from 6-6:30 p.m. and the program runs from 6:30-8:30 p.m. The programs are held on Molloy’s Rockville Centre campus located at 1000 Hempstead Avenue, Rockville Centre, New York, 11571.

Everyone is welcome to attend, including the general public, healthcare professionals and students. 2 Nursing CEUs will be offered. Although the conference and the dinner are offered at no charge, advanced registration is required. Seating is limited.

Information on the fall program was not available at the time of this printing and should be available by mid-June. The program and schedule will be posted on the Cancer Care Program webpage at: www.molloy.edu/ce/nc. The program and schedule will also be emailed to those people who have expressed an interest in this program. 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.

ENGLISH AS A SECOND LANGUAGE (ESL)

The English as a Second Language (ESL) program at Molloy offers a number of levels of ESL training from the beginning levels to the more advanced levels.

New Students: All new students are required to take a placement test prior to registration to determine the appropriate level they should register for. There is no fee for this exam.

PLACEMENT EXAM

The ESL Placement Exam will be conducted at our Open House on Tuesday, September 6, 2016 from 5:30 p.m. – 7:30 p.m. To reserve a seat for the placement exam or to arrange to take the exam during office hours, please call our office at (516) 323-3550.

¿Habla usted español? Por favor, póngase en contacto con 516-323-3553, de lunes a jueves, entre las 3 y 7 de la tarde.

Continuing Students: Registration is available for those students who have studied ESL with Molloy in the past. A registration form with registration information can be found on the inside back cover of this catalog.

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: $150

Section B Mondays & Wednesdays, June 22 – August 3
6:30 p.m. – 9:30 p.m.

Section C Saturdays, September 10 – December 17
(No class November 26)
9:00 a.m. – Noon

Section A Tuesdays & Thursdays, October 4 – November 17
6:30 p.m. – 9:30 p.m.

INTERMEDIATE LISTENING/SPEAKING

The goal of this course is to help students improve their listening skills; diversify the kinds of strategies they use for lecture comprehension and to develop effective note-taking strategies. This course offers a review of the English systems of consonant sounds, vowel sounds, and stress, rhythm, and intonation. Students also have the opportunity to work on their ability to organize and present material in a formal speaking format. This course can be taken for undergraduate credit (ESL-125). Please contact the Office of Admissions at 516-323-4000 for details.

Instructor: JOAN CLEVEN

Course Number: ES-0125 Tuition: $150

Section B Mondays & Wednesdays, September 7 – December 19
5:00 p.m. – 6:25 p.m.
INTERMEDIATE READING/Writing

The goal of this course is to help students to fully utilize reading texts and develop reading skills, such as skimming, scanning and making inferences. The students will learn to use both bottom-up and top-down processes for reading strategies. Students are provided with instruction to help develop writing skills, which include editing and organizing to successfully complete writing assignments. This course can be taken for undergraduate credit (ESL-135). Please contact the Office of Admissions at 516-323-4000 for details.

Instructor: JOAN CLEVEN

Course Number: ES-0135 Tuition: $150
Section B Mondays & Wednesdays, September 7 – December 19
6:30 p.m. – 8:05 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: RONALD TILLMAN

Course Number: ES-0145 Tuition: $150
Section B Tuesdays & Thursdays, September 8 - December 20
5:00 p.m. – 6:25 p.m.

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: PRATHIMA CHRISTDAS

Course Number: ES-0155 Tuition: $150
Section B Tuesdays & Thursdays, September 8 - December 20
6:35 p.m. – 8:05 p.m.

ESL CONVERSATION

This course will help students improve their listening and speaking skills. Students will learn to communicate more effectively in daily situations. Students will discuss interested topic in small discussion groups with fellow classmates. Students will speak only English during class.

Instructor: JOAN CLEVEN

Course Number: ES-0220 Tuition: $150
Section B Tuesdays & Thursdays, June 7 – July 14
6:30 p.m. – 9:30 p.m.
Section C Saturdays, September 10 – December 17
(No class November 26)
9:00 a.m. – Noon

IRISH STUDIES INSTITUTE

The Irish Studies Institute works to illuminate and document the central role Irish Americans have played, and continue to play, in the United States; and to extend and enrich exchanges between Irish Americans and those from other cultural backgrounds. The Institute will highlight the rich history, integration and cultural exchanges of the Irish throughout the New York metropolitan area and beyond.

Fall 2016 Programs

IRISH LANGUAGE & GAELIC CULTURE CLASSES

Using Progress In Irish and Buntus Cainte Lessons, students enrolled in Molloys Irish Studies Language Program will be able to progress from true beginner to advanced Irish speaker while learning Gaelic Culture. Total of 8 levels will be required to receive certificate of completion.

Each level is comprised of 12 classes. Classes begin Saturday, September 24, 2016 until January 7, 2017. (No classes on November 5; November 26; December 24 and 31st).

- Level 1 Beginners I - True Beginners
  (no previous Irish)
  9:00 am – 10:20 am
- Level 2 Beginners II – 10:30 am - 11:50 am
- Level 3 Beginners III – 12:00 pm – 1:20 pm
- Level 4 Beginners IV – 1:30 pm – 2:50 pm
- Level 5 Intermediate I – 1:30 pm – 2:50 pm
- Level 6 Intermediate II – 12:00 pm – 1:20 pm
- Level 7 Advanced I – 10:30 am – 11:50 pm
- Level 8 Advanced II – 9:00 am – 10:20 am

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 and additional programs offered, contact Michelle Fradua at (516) 323-4707, mfradua@molloy.edu

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
The Molloy College Art Department offers two pre-college, Saturday morning portfolio development classes to mature, motivated junior and senior high school students in:

- Introduction to Life Drawing
- Introduction to Digital Design

Class size is limited - send in the registration form located in the inside back cover of the catalog to secure your position in the class of your choice.

The tuition for each of these eight week courses of study is $100. (financial aid is available). Call for additional information and a personal portfolio review (for scholarship consideration) with our Art Department Chairperson, Leonard Antinori, at 516 323-3185.

INTRODUCTION TO LIFE DRAWING*
An eight week drawing course specifically designed for motivated high school students interested in developing a successful Fine Arts portfolio for college admissions requirements. The curriculum will encompass figure studies (clothed and nude models*) and self-portraiture introducing a variety of drawing techniques and media, within an Art Historical context. Students will be required to bring their stiff, large portfolio case since most of the supplies will be distributed in class and included with the $100 tuition. Homework will be assigned to promote maximum developmental improvement as well as additional portfolio pieces.

*Because of the use of a nude model in this class, all students are required to have a signed permission slip from their parents/guardians.

Course Number: ART-1000
Section A 8 Saturdays, October 15 - December 10, 2016
(No Class November 26)
10:00 a.m.-1 p.m.
Wilbur Arts Center, Room 219

Section B 8 Saturdays, January 21 - March 11, 2017
10:00 a.m.-1 p.m.
Wilbur Arts Center, Room 219

INTRODUCTION TO DIGITAL DESIGN
An eight week basic exploration into the digital art possibilities of Adobe Creative Suite 6 software such as Adobe Illustrator and Adobe Photoshop. The curriculum will incorporate the use of Wacom drawing tablets through creative digital projects ranging from photo manipulation, illustrations, logotypes and poster designs. The history of digital design will be incorporated into class assignments and lectures.

Course Number: ART-2000
Tuition: $100
Section A 8 Saturdays, October 15 - December 10, 2016
(No Class November 26)
10:00 a.m.-1 p.m.
Wilbur Arts Center, Room 213

Section B 8 Saturdays, January 21 - March 11, 2017
1:30 - 3:30 p.m.
Wilbur Arts Center, Room 213

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 7, 2016. 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 September 29, 2016. 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, 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 263—01 MYTH AND LEGEND
An approach, through primary sources - Homer, Hesiod, Virgil, Ovid - to the myths of Greece and Rome as well as a survey of world mythology.
**Section 01** Tuesday/Thursday, 10:40 a.m. – 12:05 p.m.
Faculty: Jeffery Massey, Ph.D.

ENG 313-01 MILTON
A study of the major poetry of John Milton, including Paradise Lost, Paradise Regained and Samson Agonistes. (Major author course.)
**Section 01** Tuesday/Thursday, 1:50 p.m. – 3:15p.m.
Faculty: Juliette Fernan, M.A.

ENG 322-01 SEVENTEETH CENTURY ENGLISH POETRY
An introduction to the last years of the English Renaissance through a critical reading of the major poets: Donne, Herbert, Jonson and Marvell. (Literary period course.)
**Section 01** Monday/ Wednesday, 9:05 a.m. – 10:30 a.m.
Faculty: Anthony Price, M.A.

ENG 363-01 AFRICAN AMERICAN LITERATURE FROM THE BEGINNING TO 1940
A study of the African-American literacy tradition from the 18th century slave narratives through the cultural rebirth of the Harlem Renaissance. Representative African-American writers in all genres are read and interpreted in a historical context.
**Section 01** Tuesday/Thursday, 10:40 a.m. – 12:05 p.m.
Faculty: Mark James, Ph.D.

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

We are celebrating 30 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 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 November 5, 2016 SAT exam.

Program Coordinator: Robyn Freiman, M.S.Ed.

Tuition: $525
SAT 1400A  6 Saturdays, September 24 – October 29; 9:30 a.m. – 12:45 p.m. (no class on 3/26)
SAT 1400B  6 Tuesdays, September 27 – November 1; 6:30 p.m. – 9:45 p.m. (Students unable to attend the 10/4 session may attend a make-up session on 10/1.)

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 2017 are required to take this rigorous, annual entrance exam in October 2016. Students review the math, reading, writing, vocabulary, and grammar skills on the exam, and learn test-taking strategies to help them work faster and more confidently to maximize their score. All materials are included. Classes are completed before the October 29, 2016 CHSEE exam and are taught by experienced teachers.

Program Coordinator: Robyn Freiman, M.S.Ed.

Course Number: CHS-2400  Tuition: $395
Section A Rockville Centre Campus  6 Saturdays, September 17 - October 22, 2016; 8:30 a.m. - 10:25 a.m.
Section B Rockville Centre Campus  6 Saturdays, September 17 - October 22, 2016; 10:35 a.m. - 12:30 p.m.
Section C Suffolk Center*  6 Sundays, September 18 - October 23, 2016; 8:30 a.m. - 10:25 a.m.
Section D Suffolk Center*  6 Sundays, September 18 - October 23, 2016; 10:35 a.m. - 12:30 p.m.
Section E Suffolk Center*  6 Sundays, September 18 - October 23, 2016; 12:40 p.m. - 2:35 p.m.

* The Suffolk Center is located at: 7180 Republic Airport (off Route 110) in East Farmingdale.

REGENTS EXAM PREPARATION

REGENTS EXAM PREPARATION

Regents Exam Review Courses for High School Students
Our course instructors are highly qualified, experienced high school teachers. Topics are thoroughly reviewed and the latest Regents exams are used for practice. Small classes allow teachers to provide individual attention to every student. Classes are completed in time for the June 2017 Regents exams. Review texts included in all courses. (Note: 8th graders may enroll in RR1410, RR1440 and RR1450.)

Program Coordinator: Robyn Freiman, M.S.Ed.

Tuition: $325 (Save $25 by enrolling in two Regents courses or save $50 by enrolling in three)
RR1410 Algebra 1 (Common Core) Regents Review: 8 sessions/ May 8 - June 5, 2017/ 6:30 – 7:55 p.m. Mondays & Wednesdays, (no class May 29)
RR1420 Geometry (Common Core) Regents Review: 8 sessions/ May 8 - June 5, 2017/ 8:05 – 9:30 p.m. Mondays & Wednesdays / no class on May 29
RR1430 Algebra 2 (Common Core) Regents Review: 8 sessions/ May 8 - June 5, 2017, 8:05 - 9:30 p.m. Mondays & Wednesdays no class May 29
RR1440 Earth Science Regents Review: 8 sessions/ May 9 - June 1, 2017/ 6:30 – 7:55 p.m. Tuesdays & Thursdays
RR1450 Biology (Living Environment) Regents Review: 8 sessions/ May 9 - June 1, 2017/ 8:05 – 9:30 p.m. Tuesdays & Thursdays
RR1460 Chemistry Regents Review: 8 sessions/ May 9 - June 1, 2017/ 6:30 – 7:55 p.m. Tuesdays & Thursdays

New for Spring 2017
By popular demand, we introduce our new ACT test prep course for high school students this spring.
Our course includes the following benefits to help high school students maximize their ACT exam scores:
• Several real practice tests
• In-depth instruction in the core topics for English, math, science, and writing
• Explanations for right and wrong answer choices
• Test-taking strategies for each test section
Space for this course is limited. Please contact Continuing Education (email: conted@molloy.edu or phone: (516) 323-3550) to be placed on the mailing list for this course.

ACT EXAM PREPARATION

A Registration Form Can Be Found On The Inside Back Cover
ONLINE COURSES
Instructor-led courses, 6 weeks in length with start dates every month. Tuition: $95 See page 53 for details.
• The Craft Of Magazine Writing
• Write And Publish Your Nonfiction Book
• Writing For Children
• 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 49 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

TRAINING IN FIRST AID AND HEARTSAVER AED SKILLS

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

The main goal of this course is to provide the student with the skills necessary to keeping their patient stable until advanced care arrives.
Instructor: CAMILLE TWARDZIK
Course Number: FA-6000 Tuition: $45
Section G Rockville Centre Campus
Saturday, October 14, 9:00 a.m.-1:00 p.m.

TRAINING IN FIRST AID AND HEARTSAVER AED
This 6-hour combined course consists of a 4-hour First Aid workshop and a 2-hour Heartsaver workshop.
Course Number: FA-7000 Tuition: $90
Section G Rockville Centre Campus
Saturday, October 14, 9:00 a.m.-3:30 p.m.
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 24)
- Tax Preparation (see pages 56 & 57)
- Medical Records/Medical Billing Continuing Education (see page 31)
- Nursing Continuing Education Courses (see page 42)
- Addiction Studies Program (see page 3)
- Human Resources Management (see page 10)
- Pharmacy Technician (see page 52)

**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
Molloy Institute For Lifelong Learning

Join “MILL”
An Intellectual Feast

MILL I
Meets on Tuesdays
Rockville Centre

MILL II
Meets on Fridays
Rockville Centre

MILL III
Meets on Wednesdays
Suffolk Center

Participate:
Activities
Group Seminars
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Genial Atmosphere
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And much, much more...

An academic, social, stimulating program for seniors, retired or semi retired people. Learn about history, philosophy, literature, public affairs and many more issues and spheres of knowledge.

There are no papers, quizzes, just a willingness to learn.

Three lectures a day will offer areas of knowledge and enhance ones intellectual experience in retirement.

There are no membership requirements other than a willingness to listen and learn about cultural activities and enlarge social contacts.

For complete detailed brochure please call:
Marion Lowenthal, Director, Department of Special Programs
Jessie Prasad, Assistant
Kellenberg Hall, Room 321A
516-323-3941 or 516-323-3940
MOLLOY COLLEGE INSTITUTE
FOR
INTERFAITH DIALOGUE

Spring 2016 EVENTS
For location of events, please call:
516-323-3941 or 3503

Sunday, September 13 – Global Religions

Sunday, October 30 – Nietsche & Religion

Sunday, November 13 – What is Myth
What is History

Sunday, December 11 – Islam, Christianity, Judaism
Similarities & Differences

Please call the Institute for Interfaith Dialogue for details
Marion Lowenthal or Jessie Prasad
516-323-3941 or 3940
GENERAL INFORMATION

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Kathleen Sideli, Ph.D. (’73)
S. Kathleen Sullivan, O.P., M.A.
Marianne Dolan Weber, M.S.
Phillipa G. Woodriffe, M.D. (’72)

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Sr. Dorothy Fitzgibbons, O.P.
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Daniel D. McCarthy
Crisler Quick, B.S., C.P.A.
Mary Ann C. Tuttle, B.S., M.S., P.D.

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Judith Trinder, A.S., Assistant to the Dean

Office of Continuing Education
Kathleen Lapkowski, RN, M.S., C.N.O.R. Associate Director for Nursing
Vanessa Formoso, B.A., M.A., Assistant Director

Staff:
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Cindy Thomas, Assistant to the Director, Office of Summer Sessions and Conference Services
Dorothy Bock, Accounts Coordinator
Jennifer Perdomo, Office Assistant
Carmela Leone, Registration Coordinator
Luisa Quiambao, Administrative Assistant

Online Registration Available - visit our web site at: www.molloy.edu/ce for details!
GENERAL INFORMATION CONCERNING MOLLOY COLLEGE

OFFICE HOURS AND LOCATION

The Division Of Continuing Education is open Mondays through Thursdays 8:30 a.m. - 7:00 p.m., Fridays 8:30 a.m. – 5:00 p.m., and on most Saturdays 8:30 a.m. – 12:30 p.m. The office is located in Siena Hall, Room 106. Our phone number is: 516-323-3550. Our fax number is 516-323-3560. Our e-mail address is conted@molloy.edu. You can visit us on the web at: www.molloy.edu/ce

Our office is located in Siena Hall, Room 106. Siena Hall is located directly behind the Casey Center. For a campus map please see page 72.

POLICIES AND PROCEDURES

COURSE CONFIRMATIONS & ROOM ASSIGNMENTS

Course confirmations are mailed out within one week of the receipt of your registration. If your course room assignment is not indicated on your confirmation it will be posted on the bulletin board next to our office in Siena Hall, Room 106 prior to the beginning of a course.

SCHOOL CALENDAR

Please consult individual course descriptions for no-class dates.

PARKING

There are no parking fees. A course confirmation notice will be mailed to you upon registration.

PAYMENT OF TUITION

Tuition must be paid in full at time of registration. The amount of tuition is indicated next to each course description. Cash, money order, check and credit card (Master Card or VISA) are acceptable forms of payment. All checks are payable to MOLLOY COLLEGE. See the inside back cover for a registration form and registration instructions. There is a $25 fee for any check that is returned.

TUITION DISCOUNTS*

Senior Citizens (62+ proof of age required at time of registration) 10%
Molloy College Alumni 10%
Diocese of Rockville Center 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%

*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.

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.

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.

OUR GUARANTEE TO YOU!

If you take a course, have attended each class, and still do not master the course work, we invite you to re-register for the same course, same level, free of charge (exceptions: CHSEE Prep, SAT Preparation, Regents Review, Nursing and ESL Courses). Your registration will be accepted on a space available basis within one year of the course end date. Re-registration in the course is required. If you have any questions, please call our office for clarification.

A Registration Form Can Be Found On The Inside Back Cover
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 callbox – While pressing the red button, speak into the intercom and ask for Public Safety. Release the red button to hear Public Safety’s response. Again depress the red button to give your location and your request.

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 test; tutorial services for math and science; personal counseling services; career counseling services.
DIRECTIONS TO MOLLOY COLLEGE

Molloy College’s Rockville Centre Campus is located at 1000 Hempstead Avenue, Rockville Centre, NY, 11571.

Traveling By Car:

From the East: Southern State Parkway to exit 20S. Turn right onto Grand Avenue. Make right onto Georgia Street. Georgia Street becomes Beech Street, which ends opposite Molloy College.

From the West: Southern State Parkway to exit 19N (Peninsula Boulevard). Make the second right turn onto Alabama Avenue. Continue to S. Franklin Avenue. Make right turn. Molloy is on the right side of the street after the overpass.

Traveling By Train or Bus:

Take the Long Island Railroad Babylon line from Pennsylvania Station in Manhattan, Flatbush Avenue Station in Brooklyn, or other Babylon line stations to the Rockville Centre Station. (Eastbound travelers inquire about a possible change at the Jamaica Station.) Bus and taxi service is available to and from the campus. The N16 line of the Metropolitan Suburban Bus Authority stops at the campus entrance.

DIRECTIONS TO SUFFOLK CENTER AT ROUTE 110

Molloy College’s Suffolk Center at Route 110 is located just off Route 110 on the grounds of Republic Airport at: 7180 Republic Airport (Grumman Lane), East Farmingdale, NY 11735. The main office is open Monday-Thursday from 9:00 a.m. – 7:00 p.m. and Friday from 9:00 a.m. – 5:00 p.m. For further information, please call 516-323-3570.

Travel Directions:

From the West
Take the Southern State Parkway East to Exit 32N (Route 110 N toward Huntington). Proceed north on Route 110 for approximately 1.5 miles. Look for the sign for the Republic Airport entrance which is Grumman Lane, turn right. Molloy is the fourth building on the left-hand side of the road, 7180 Grumman Lane.

From the East
Take the Southern State Parkway West to Exit 33 (Route 109 W toward Farmingdale). Take ramp right to merge onto Route 110 N. Look for the sign for the Republic Airport entrance which is Grumman Lane, turn right. Molloy is the fourth building on the left-hand side of the road, 7180 Grumman Lane.

From the North
Take the Long Island Expressway to Exit 49S (Route 110), Proceed south on Route 110 for approximately 3.5 miles. Look for the sign for the Republic Airport entrance which is Grumman Lane, turn left. Molloy is the fourth building on the left-hand side of the road, 7180 Grumman Lane.

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

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

To access the system, please visit our website at: www.molloy.edu/ce/registration and go to “online registration.” To register for classes you will need an e-mail address and a MasterCard or Visa 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 was recently named a “Best Value” school by Money Magazine, ranking ahead of all the schools on Long Island that offer a full assortment of degrees and majors. Molloy ranked 472 nationally in Money’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 BBA 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 Development

Molloy College has a strong commitment to provide education and training for adult learners. A large number of individuals want to learn throughout the life cycle. A changing world due to socioeconomic conditions has created the need for continuous education and training.

Regardless of whether an individual needs to attend courses to enhance their job skills, to gain new knowledge or to learn new skills to better meet the demands of their current workplace, Continuing Education and Professional Development at Molloy College offers courses and certificate programs specially designed with the adult student in mind.

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

“To teach others how to achieve their dreams.”
Continuing Education
FALL 2016
DIVISION OF CONTINUING EDUCATION
Division of Continuing Education and Professional Development
1000 Hempstead Ave., PO Box 5002, Rockville Centre, NY 11571-5002

Career Seminars

Tuesday, September 6, 2016
and Tuesday, January 10, 2017
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!

- Alcohol & Substance Abuse Counselor
- Health Care Biller
- Home Inspector
- Human Resource Professional
- Interior Decorator
- Medical Coding Specialist
- Medical Assistant
- Nonprofit Management
- Paralegal
- Pharmacy Technician
- Real Estate Salesperson

Our programs can alter your course!

Knowledge for Life
www.molloy.edu/ce

Alcohol & Substance Abuse Counselor
Bookkeeping
Business
Child Development Associate
Computers & Technology
Education
Enrolled Agent
Floral Designer
Health Care Biller
Home Inspector
Human Resource Professional
Interior Decorator
Medical Assistant
Medical Coding Specialist
Music Therapy
Nonprofit Management
Nursing
Online Courses
Paralegal
Pharmacy Technician
Real Estate Salesperson
Speech-Language Pathology CE
Social Work CE
Personal Enrichment, Pre-College Art and
Test Preparation Courses are also offered