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### DIPLOMA PROGRAMS

#### Diploma in Basic Project Management

Project management skills are essential for working effectively as a member of a project team. The** Diploma in Basic Project Management** is designed for individuals with little or no prior knowledge of project management. As a student enrolled in this program, you will develop a hands-on understanding of essential terminology and the application of the basic tools, techniques, and practices needed to be an effective and contributing member of a project team. Additionally, you will acquire key, in-demand skills that employers seek for talent acquisition, such as MS Office, MS Project, MS Visio, document management, record keeping, meeting management, logistics, basic budgeting and cost analysis, and communications.

The **Diploma in Basic Project Management**, which can be completed in-person in just one semester, will provide those individuals who are just starting out in their careers with skills that will serve them a lifetime. Upon completion of this diploma, you will possess the knowledge to sit for the Project Management Institute’s (PMI) Certified Associate in Project Management (CAPM) certification.

#### Diploma in Medical Coding

With the explosion of information in the medical field, medical coders are in higher demand than ever before, particularly in the New York metro area. Medical coders work in a variety of settings including physicians offices, hospitals, nursing homes, clinics, and outpatient facilities. They compile, process, and maintain medical records. In just four semesters enrolled in the **Diploma in Medical Coding**, you will become proficient in ICD-9, with an open enrollment option in ICD-10, if you are interested in receiving training in both systems.

Courses are taught by medical professionals within the NYU Langone Medical Center and are offered in a blended format. Upon completion of this program, you will be prepared to assign diagnosis and procedure codes that meet ICD-9 and/or ICD-10, use and apply medical terminology, and understand human anatomy and physiology. You will be able to pursue a career in a broad array of health-related positions including: IP hospital coder, OP hospital coder, biller-hospital, biller-physician office, coding compliance specialist, as well as others.

#### Diploma in Real Estate Sales

The real estate markets in the New York metro area and across the country are experiencing unprecedented growth, with the promise of even greater expansion in the near future. This field offers huge opportunity for high school graduates who are interested in securing entry-level positions in real estate sales, rentals, or property management. The** Diploma in Real Estate Sales** is a three-course program of study that consists of the “New York Real Estate Salesperson’s Licensing Course”; “Principles of Real Estate Transactions”; and “Real Estate Markets, Marketing, and Administrative Procedures.” It can be completed in just one semester of study, through a blended format.

As a student in this program, you will have the opportunity to learn from professionals who work in the field every day. You will explore timely topics that include real estate finance, estates and interests, contracts, taxes, and assessments; law of agency and license law and regulations; valuation process and pricing properties; real estate legal issues and closing the transaction; and market analysis and property representation. Upon completion of this diploma, you will be able to sit for the New York State Real Estate Salesperson’s Exam.

#### Diploma in Restaurant Operations and Guest Service

The last decade has seen a huge upsurge in the food and beverage industry in New York City. The number of permits for restaurants, bars, and cafés has risen by 27% since 2006.* With this monumental growth comes an increase in the need for trained restaurant and guest services managers, who are interested in making this burgeoning field their career. The **Diploma in Restaurant Operations and Guest Service** will provide you with a comprehensive understanding of daily operations of the food and beverage industry and what it takes to succeed.

As a student enrolled in this one-semester program of study that is offered in-person, you will benefit from site visits to New York City restaurants and from learning about front- and back-house operations, while gaining an understanding of customer service and hospitality through study in the classroom and online. Courses include: “Front-of-House Operations,” “Back of House Operations,” and “Hospitality Customer Service.” The knowledge and training you acquire from working industry veterans will provide the experience you need to become a valuable asset to restaurant managers and owners who seek knowledgeable and passionate team players to run and to build their businesses. Job opportunities include maitre d’, supervisor, food service manager, front-of-house manager, and other related positions.

* The Wall Street Journal, October 2014

### CAREER DEVELOPMENT BENEFITS

As part of every Diploma Program, you will be provided with industry-specific career modules that will be presented online, in a self-paced format. These modules will combine lectures, videos, and interactive exercises in your diploma concentration that will help you to understand:

- Market expectations and what jobs are available
- How to build an industry specific résumé, cover letter, and LinkedIn profile
- How to conduct a job search combining networking and online applications
- How to best prepare and position yourself for an interview

These career modules also will provide you with tips and best practices from seasoned hiring managers who understand what employers are looking for in job applicants and what current job market conditions are like.

Upon completion of your diploma, you also will have access to career services—for up to one year after graduation—that include annual networking events; a dedicated online portal, which features job postings; a resource library containing industry specific best practices; and tip sheets.