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**PROFESSIONAL DIPLOMA PROGRAMS**

**Professional Diploma in Hotel Operations**

Hotel operations is a fascinating career for those who are interested in the hospitality industry—providing the best guest experience while running a profitable business. With more than 55 million visitors and over 100,000 hotel rooms, New York City is the ideal location to launch a career in this thriving field. Whether you have always had a passion for travel or you are interested in moving forward on a professional path that offers excitement and a world of opportunity, hotel operations can provide the job satisfaction and security that you seek.


The program is offered in a blended format. Coursework is enriched by visits from guest lecturers and trips to leading New York City hotels. Upon completion of this program, you will be prepared to pursue a career in a broad array of hospitality related positions including: guest relations associate, housekeeping supervisor, sales assistant, concierge, banquet assistant, and other related opportunities.

**Professional Diploma in Meeting and Convention Management**

According to the Convention Industry Council, meetings and conventions account for $280 billion in direct spending, and support over 1.8 million jobs in the U.S. In the decade from 2012–2022, the industry is expected to grow by 33%, much faster than average.* If you are contemplating a career in this burgeoning and evolving industry, the **Professional Diploma in Meeting and Convention Management** will provide a solid foundation in the event-planning process; the economic value of meetings and events to achieve organizational goals; as well as the skills and foresight to analyze and employ the trends that will shape the experience, delivery, and outcomes of meetings.

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* U.S. Bureau of Labor Statistics

**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.