DIPLOMA PROGRAMS ACADEMIC COMPONENT (DIPL1-CE)

DIPL1-CE 1000 The Project Management Framework (2.5 Credits)
Project management involves using specific knowledge, processes, tools, and methods to ensure that a project meets or exceeds the requirements of the owner. This course introduces you to the knowledge and skills that project team members must have in order to be effective in their work. It combines theory and applied practice, and will enable you to develop hands-on skills and experience for working as an effective contributor to a project team. Gain an introduction to the framework of structured project management, including the project life cycle, project knowledge groups, and an understanding of project constraints—all of the elements required to build a strong foundation for acquiring the Diploma in Basic Project Management.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1001 Project Management Operations: The Schedule and the Budget (5 Credits)
<p>This course is designed to introduce you to the essential skills associated with using software tools in project management work. These tools are needed to develop documents and reports, design presentations, construct basic budget worksheets, prepare graphics for presentation purposes, and develop basic schedules for the planning and execution of a project. Project schedules provide a certain amount of information for use in determining the kinds of tasks and activities that need to be performed in order to deliver the products or services, as well as the processes for which a project plan is designed. Scheduling tools, such as Microsoft Project, help to facilitate the development of a timeline. Financial and material resources are needed to support the work of the project team. These resources usually are estimated and captured in a line item in the project management budget. Cost management skills also play a critical role in planning and implementing a successful project. Tools such as Microsoft Excel can produce and track a basic project budget. You will be introduced to these software tools for developing documents, spreadsheets, and schedules. Gain an understanding of the theory behind them, the instances in which they are used, and the ways in which they are applied.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1002 Project Communications Management: Plan, Distribute, and Manage Project Communications (2.5 Credits)
Project communication planning involves identifying the information needs and requirements of the project customers, who require intelligence regarding the project including schedules, budget data, and the business reasons for initiating the project. Communication planning activity encompasses documenting the where, how, and to whom project information is communicated. Explore the communication tools used to enhance the information and the communications that customers, team, and steering committee members receive during the progression of a project. These include spreadsheets for create tracking logs, text documents for creating reports, presentations for delivering updates, and document control systems for managing and organizing project documents. The practical application of online tools to share information and to create virtual meeting space is critically important for project teams that are located around the world. Learn how to develop a project calendar to assist in communicating the high-level time frames of the project directly to the customer and the team. Using effective methods of communication to ensure that stakeholders remain informed and engaged is at the heart of this discussion and is imperative in completing a successful project.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1003 The Fundamentals of Applied Project Management (2.5 Credits)
Combine the theory and processes of project management and the various support activities and tools that are essential to a successful project initiative and project team. This includes communications, documentation, scheduling, and control systems that are integrated to help provide an end-to-end support system for a project. Discussions focus on the essential parts of a project, including tasks, objectives, timeline, cost, and owners. Establish a clear understanding of the linkages and the alignments between each, as well as a clear, efficient, and accurate representation for planning and organization. Assess differing project management meeting types and the preparations required for each, including scheduling, meeting management, meeting documentation, meeting minutes, site and equipment readiness, the action item registry, and the issues log. Develop a capstone work product to which you will apply the skills, knowledge, and tools from the courses that comprise the diploma program, which you will present. In addition, create a digital document management system (repository) to support the document management needs of the project and the team, integrating content across the modules of the program.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1004 Fundamentals of Professional Interpreting (Language Neutral) (3 Credits)
This language-neutral introductory course sets the groundwork for all future study in the field of professional interpreting. You will learn about business practices and development, as well as the different roles, positions, and responsibilities of an interpreter. This course, taught by an experienced interpreter, will introduce you to the process of becoming an effective professional in myriad settings, from courtroom to hospital to conference and community. You be exposed to the theories behind various interpreting modalities, and primed to continue your journey toward the Diploma.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1010 Introduction to HIM and Medical Terminology (4 Credits)
Health information management (HIM) is a diverse profession that incorporates medicine, management, finance, information technology, and regulation and compliance. Medical terminology is the language of medicine, which describes the human body and its associated components, conditions, and processes. This course illustrates the importance of HIM professionals in a variety of healthcare settings and helps you to prepare to code accurately and effectively using the ICD-10-CM/PCS code set with a complete understanding of relevant medical terminology.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1011 Anatomy and Physiology I (3.5 Credits)
<p>Gain an introduction to the structure and function of the human body. Physiology is among the most fascinating and challenging areas of science, as it is the study of body function at the molecular, cellular, organ, and systemic levels. This course emphasizes how cells and tissues form organ systems—the mechanism of disease—and it provides an overview of several specific systems: the integumentary system and body membranes, the skeletal system, the muscular system, the nervous system, the senses, the endocrine system, and blood.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1012 Anatomy and Physiology II (3.5 Credits)
<p>Gain an introduction to the structure and function of the human body. Physiology is among the most fascinating and challenging areas of science, as it is the study of body function at the molecular, cellular, organ, and systemic levels. This course emphasizes how cells and tissues form organ systems—the mechanism of disease—and it provides an overview of several specific systems: the integumentary system and body membranes, the skeletal system, the muscular system, the nervous system, the senses, the endocrine system, and blood.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1013 Pathophysiology and Pharmacology for Coders (4.5 Credits)
<p>This course examines the phenomena that produce alterations in human physiological function and the resulting human responses. It will provide you with an understanding of pathophysiological changes, including how pathological processes are manifested and how they progress in the body. You also will learn about medical pharmacology and will gain insight into the ways in which drugs modify biological function. In addition, you will explore the effects of drugs on different organ systems and disease processes; the mechanisms by which drugs produce their therapeutic and toxic effects; and the factors influencing their absorption, distribution, and biological actions.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1014 Medical Coding: International Classification of Diseases, 10th Revision, Clinical Modification (ICD- (4.5 Credits)
<p>Prepare for the demanding and complex structure of the ICD-10-CM coding classification system. Explore the history and background of coding classification systems with a focus on ICD-10-CM. Learn key concepts and guidelines for each of the 21 chapters of ICD-10-CM. In this course, enhance your accuracy and ability to code so that you reach the highest level of specificity required by ICD-10-CM using realistic case studies.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1015 CPT-4 and HCPCS (3.5 Credits)
This course provides an in-depth overview of the CPT outpatient procedure coding system. You will learn key concepts and guidelines for each chapter of CPT, enabling you to correctly code for both professional and facility procedures, and medical services. Learn to code to the highest level of specificity by following chapter headings, subheadings, and coding tips documented throughout the text.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1016 Reimbursement Methodology (2 Credits)
Learn the basics of medical insurance billing and current payment methodologies in the inpatient, hospital outpatient, and physician’s office settings. The focus of this course is on compliance with regulatory requirements and common billing practices.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1017 Medical Coding Practicum (3.5 Credits)
<p>This course will not be offered in the Fall 2015 semester. Course dates will be available soon. Completion of this Diploma is Fall 2016. </p>

<p>The Medical Coding Practicum explores actual case studies in the health information management field. It provides you with the opportunity to participate in industry-specific team exercises and simulations. You will gain a firsthand understanding of the expectations of an ICD-10 coding professional.</p>

<p>Course Learning Objectives:</p>

<p>Upon successful completion of this course, students will be able to:</p>

     Students will apply their new-found knowledge of coding using actual medical records—both paper and electronic—in addition to using a coding encoder

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1018 Medical Coding: International Classification of Diseases, 10th Revision, Procedure Classification Sy (5 Credits)
<p>Prepare for the demanding and complex structure of the ICD-10 Procedure Classification System (PCS). This course provides the history and background of coding classification systems with a focus on ICD-10-PCS. Learn key concepts and guidelines for each chapter of ICD-10-PCS. Enhance your accuracy and ability to code to the highest level of specificity required by ICD-10-PCS using realistic case studies.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1019 Medical Coding Practicum (4 Credits)
As a diploma participant, you are required to complete a medical coding externship that meets at the NYU Langone Medical Center or other sites set up by Applied Health. During this externship, you will learn to code inpatient and outpatient records in a training system and live, assigning ICD-10 and CPT-4 codes, as well as to calculate the diagnosis-related group (DRG) assignments. You will be assigned a complicated coding scenario for which you will identify documentation missing in the medical record, and you will learn to formulate a query to ask for clarification of unclear documentation, code the scenario, and use the information that is generated from the end coder to include in a portfolio.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1020 New York Real Estate Salespersons Course (9 Credits)
<p>Prepare for the New York State Real Estate Salesperson’s Licensing Examination with this mandatory license- qualifying course. Topics include license law and regulations, law of agency, real estate instruments, estates and interests, real estate financing, and land use regulations. It provides an introduction to construction, valuation, human rights issues, fair housing law, real estate mathematics, and environmental issues.</p>

<p>Course Learning Objectives:</p>

<p>Upon successful completion of this course, students will be able to:</p>

     Identify all legal documents (estates and interest, contracts, deeds, liens and easements)

     Understand New York Department of State License Law and Regulations

     Perform basic real estate math calculations (commissions)

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1021 Real Estate Transactions (1.5 Credits)
<p>Through a step-by-step examination of residential/commercial real estate transactions, gain an understanding of the goals of the parties, the legal structuring, the negotiation, and the documentation essential of each phase of the process. Topics include acquisition, disposition, and development; pre-contract period; letter of intent and due diligence; title search; contract of sale; and contingencies during due diligence, including environmental, engineering, architectural, zoning, leases, and operating costs. You will discuss financing, including conventional, IDA, SBA, seller-financed, assumption of existing financing, and subordinate financing; zoning, current compliance, and anticipated improvements; due diligence during conveyance, including deeds and title; government controls, including land use and zoning regulations; construction contracts; and the real estate closing.</p>

<p>Course Learning Objectives:</p>

<p>Upon successful completion of this course, students will be able to:</p>

     Navigate a residential and commercial real estate transaction

     Identify and mitigate deal breakers and issues in real estate transactions

     Analyze and translate real estate documents for clients

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1022 Real Estate Markets and Marketing (1.5 Credits)
<p>Learn how to effectively analyze, prepare, and market a real estate property or project for sale or lease. Additionally, explore ways to build and to manage your own personal brand presence or your sponsoring broker’s business using the latest marketing tools including websites, e-marketing, social media, and print. Topics covered include business development, networking and lead generation, market analysis, public relations campaigns, and time management. </p>

<p>Course Learning Objectives:</p>

<p>Upon successful completion of this course, students will be able to:</p>

     Analyze and prepare a subject property for sale or lease

     Create a comprehensive marketing plan for the subject property

     Employ sound business development tools and techniques

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1030 Front-of-House Restaurant Operations (4 Credits)
<p>The dining room is the first and primary contact a guest has with a restaurant. Restaurant owners know that hiring professional, friendly, and skilled front-of-house staff is key to their success. This class focuses on table service techniques, food and beverage operations, restaurant maintenance, dining room supervision and leadership, safe operations, and career development.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1031 Back-of-House Restaurant Operations (4 Credits)
This class will review the different aspects of successfully managing a restaurant kitchen. The ability to manage kitchens efficiently and to understand food production is a valuable skill that is essential in today’s cost-sensitive restaurant environment. Topics covered include inventory and purchasing, storage, and sanitation. All participants in this class will have the opportunity to complete the NYC Food Protection Certificate.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1032 Hospitality Guest Service (4 Credits)
This class will focus on the delivery of quality service in a restaurant setting. Successful service is not just a matter of technical knowledge: restaurant service professionals must be able to manage information and people and to communicate effectively with a wide variety of guests. Effective guest service helps a restaurant to develop, maintain, and expand its business by retaining its current loyal client base and consistently attracting a new clientele.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1040 Principles and Practices of Residential Property Management (3 Credits)
<p>This course provides a comprehensive understanding of the main roles and responsibilities of the property manager, including how to position a property to maximize its investment return and profit, how to optimize tenant relations and retention, and how to maintain property-building systems and extend their economic life. </p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1041 Legal Aspects of Residential Property Management (4 Credits)
<p>In this course, you will study the fundamentals of residential property management from a legal perspective. You will examine real estate law specifically as it relates to leasing, evictions, rent regulations, and other guidelines and parameters enforced by public policy, condo/co-op boards, and lending institutions.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1042 Residential Property Management Leasing and Marketing (4 Credits)
<p>Learn how to effectively analyze, prepare, and market residential real estate through the creation of a comprehensive marketing plan that includes market research for market recognition, lead generation and directed marketing campaigns, budgeting for marketing, and targeted outcomes with a supporting action plan to increase business in response to the market conditions. Skills to evaluate the best target markets for the product using the latest marketing tools will be explored. Some strategies covered will include segmenting the market, evaluating and deciding which target markets are most appropriate in the area, and evaluating potential markets for ongoing growth.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1050 Construction Methods, Materials, and Documents: Core and Shell (3 Credits)
Learn the terminology required to function in a building construction field office. Examine the methods, materials, and structural systems used in constructing the core and shell components of high-rise buildings. Acquire an overview of the symbols and details found in construction drawings, including floor plans, elevations, sections, details specifications, and abbreviations. Topics include site work; foundations; steel, reinforced concrete, and interior finishes; floor, exterior wall, and roof systems; and an introduction to MEP.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1051 Construction Methods, Materials, and Documents: Interiors (3 Credits)
Learn the terminology required to perform administrative duties in a building interior construction office. Acquire an introduction to the methods, materials, and systems used in constructing the architectural components of buildings. This course provides an overview of construction drawings, including floor plans, elevations, sections, details, symbols, specifications, and abbreviations. Topics covered include drywall construction systems; light-gauge metal framing; lath and plaster; brick, stone, concrete, and miscellaneous masonry; iron, steel, and miscellaneous metals and alloys; fireproofing; woods and plastics, including fiberglass-reinforced plastics; fasteners; thermal and moisture protection; damp proofing and waterproofing; doors, windows, glass, and glazing; finish ceilings; finish flooring, including tile and terrazzo; and paints, coatings, stains, primers, and sealers.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1052 The Construction Process (3 Credits)
Gain an understanding of the construction industry, the construction process, and the management of construction projects. Topics covered include the basics of construction management; the roles of the owner, architect, engineer, and contractor; and project teams and organizations. The course also delves into types of contracts, construction management versus general contracting, bidding and award procedures, construction budgets, cost estimating, construction planning and scheduling, change orders, claims, safety, insurance, bonds, and liens.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1053 Construction Estimating and Scheduling (3 Credits)
<p>Acquire an overview of the theory, procedures, and practices used to develop construction project schedules and estimates. Topics covered include the project plan and network development, the critical path method and other analytical and quantitative scheduling and management techniques, manpower/resource allocation and costs, schedule and budget control programs, and time/cost analysis. Also, discuss the bidding process and the bid package; general conditions; subcontractor bid comparisons; planning for the estimate; internal and external management considerations; the predesign, conceptual, and preliminary budgets; design review; preconstruction and detailed estimates; unit prices; lump-sum bids; direct and indirect costs; overhead; bonds; and insurance. Microsoft Project, case studies, and exercises are used extensively.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1060 Fundamental Bookkeeping Concepts (3 Credits)
Bookkeeping, as with any skill, is built upon a solid foundation of concepts and principles. This course will begin with a basic look at accounting terminology and concepts through the study of manual double-entry accounting. Examine the various types of journals, including how they relate to the general journal and how to enter information into them. The course will take you through the entire bookkeeping cycle, beginning with debits, credits, and “T accounts” to producing trial balances, balance sheets, and profit and loss statements. Analyze business transactions from a record keeper’s standpoint, and learn to extract the relevant record-keeping information and record them via the journal method of bookkeeping. Topics covered include adjusting journal entries, bad debts, depreciation, notes payable/receivable, and departmental bookkeeping, with a special emphasis on recording payroll. Via payroll, you will be exposed to items such as gross pay versus net pay, employee deductions, employer’s taxes, and withholdings (income tax, social security, and FICA) through the payroll register.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1061 Advanced Bookkeeping Concepts (3 Credits)
As the record-keeping function becomes more automated and commoditized on a daily basis, bookkeepers must maintain a competitive advantage through expanded knowledge of more concepts. In this course, explore the functional application of many of these concepts, originating from accrual accounting and generally accepted accounting principles (GAAP). Study these concepts in-depth, and learn how properly to calculate and record these transactions in the record-keeping cycle. Examine how to create schedules that calculate and track various items, and gain best practices for recording them. Once you achieve a solid understanding of accrual accounting, then you will begin to explore the world of GAAP record keeping. While exploring GAAP record keeping, you will learn about scenarios in which you may be required to follow this method of accounting, from private companies to publicly traded entities. Delve into the most common GAAP concepts, such as revenue recognition, deferred revenue, straight-line rent, deferred rent, and the matching principle.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1062 Computerized Accounting and Bookkeeping Systems (3 Credits)
As the pace of business increases, the need for current financial information becomes ever more important and time sensitive. Explore the complete bookkeeping cycle for a typical business, and acquire an understanding of how all the pieces fit together and move in a computerized accounting environment. Through the use of QuickBooks, Xero, and other applications, you will learn to track business operations timely and accurately. Gain hands-on experience working with a computerized general ledger package, such as QuickBooks and Xero. Learn to use the many features that automate accounting functions, such as reconciling checking accounts, tracking credit card transactions, invoicing customers, receiving payments and making bank deposits, writing checks and tracking revenue and costs per job or customer, paying bills, working with inventory, tracking and paying sales tax, and entering payroll entries. Study period-end closing entries and adjustments. Explore the function of, and gain knowledge of how to create and read, the various management and accounting reports that these systems can generate, such as the balance sheet, profit and loss, cash flow, trial balance, and a detailed general ledger.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1063 Start-up Bookkeeping and Internal Controls (3 Credits)
The need for a qualified workforce has become more important than ever, and this includes employees who can handle the unique challenges faced by companies’ accounting departments. Explore start-up and high-growth accounting issues, and analyze books and records of existing companies. Start-ups are unique when it comes to record keeping—their record keepers need to know concepts that are rarely applied in other bookkeeping situations. Build upon the information in Advanced Bookkeeping Concepts as you examine more specialized bookkeeping issues encountered by start-ups and high-growth companies, including equity transactions, specialized debt, stock compensation via stock options, capitalization tables, revenue recognition, and funding transactions. Analyze common bookkeeping errors and discuss how to properly correct, adjust, and prevent them in the future. Work in teams to present about an important fraud case from the past 20 years of accounting. Discuss and tie these cases of fraud into the bookkeeping process to understand how and why they worked initially and then eventually failed. Explore internal controls and examine how they failed in various occurrences of fraud.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1070 Introduction to Programming (3 Credits)
This course provides an introduction to the world of coding from the ground up. Begin by learning to think in the way that computers and programs do, and then work your way toward writing functioning Python code. Learn how to write pseudocode, read code, and detect errors. Learn to work with variables and loops, and discover how functions, methods, and operators work with different data types. Learn procedural Python. Apply debugging techniques by understanding error message types, statement insertion, and the Python debugger. Mastery of the concepts in this course provides a firm foundation for further study in any computer language.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1071 Programming with Python (3 Credits)
This course provides a complete study of Python to an intermediate level, covering the core library and advanced techniques for writing elegant, efficient, and tested Python code. Learn file and data I/O using JSON, CSV, and other formats. Learn the object-oriented and functional programming paradigms, and gain the ability to design Python classes with commonly used design patterns. Collaborate in teams using a Git repository, the GitHub public repo website, and code review tools. Ensure code quality using pytest, pylint, and other industry-standard tools and techniques. Fundamental web back-end programming will be covered, including microservice architecture on Flask and full web application development on Django, delivered at an introductory capacity.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1072 Advanced Programming Topics in Python (3 Credits)
Extend your knowledge and mastery of Python into specific programming domains, such as web programming and data analysis and visualization. This course completes your training as a Python developer with an exploration of data analysis libraries for Python, including NumPy, pandas, matplotlib, and other data analysis and machine-learning techniques. Develop a useful working knowledge of HTML5, client-side JavaScript, AJAX, and JQuery to create front-ends for use with back-end Python web applications. Basic AngularJS client-side model-view-controller (MVC) is covered in an introductory capacity. Gain a foundation in database querying and table design, such as MySQL and MongoDB. This course is designed to provide you with the exposure to popular applications of Python and to useful tools that can be applied to many common programming situations. There also is the opportunity for self-study in another programming domain of your choosing, at the discretion of the program adviser.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1073 Python Programming Capstone Project (3 Credits)
In this capstone course, you will work collaboratively in a team to create an original application in web programming, data science, or other chosen domain. You will apply concepts from the previous diploma courses to gain real-world experience writing code to solve problems. Capstone project ideas may be sourced from course-affiliated companies or from you and your teammates, with approval from the program adviser. The project will be reviewed by professionals in the industry who will evaluate based on code quality and accepted design principles.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1080 New York Real Estate Broker Licensing Course (5.5 Credits)
<p>Prepare for the New York State Real Estate Broker Licensing Examination with this mandatory license-qualifying course. Topics include license law and regulations, law of agency, agency and real estate brokerage, office operations, real estate instruments, estates and interests, real estate financing, investments, general business law, and land use regulations. This course provides an introduction to construction, valuation, human rights issues, property management, taxes, fair housing law, and environmental issues.</p>

<p>Course Learning Objectives:

Upon successful completion of this course, students will be able to:</p>

     Identify and work with real estate lawyers and other professionals regarding all real estate-related legal documents (estates and interests, contracts, deeds, liens and easements)

     Demonstrate an understanding of New York Department of State license law and regulations and comply with the standards of practice in the business

     Establish an office with oversight to comply with the rules

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1081 Real Estate Brokerage Office Management and Administration (3 Credits)
<p>Through a step-by-step examination of real estate brokerage operations, gain an understanding of the targeted goals necessary to set up and/or mange a real estate office. This course addresses planning, organization, staffing, management, and the directing and controlling aspects of office operations. Learn about assessing the company environment to assess need/fit in the marketplace; examining the business factors for successful office operations and competitiveness; analyzing the real estate market; developing a business plan; structuring the organization, including evaluating the risk of each business organizational structure; determining business systems based on intended practice; developing management skills; evaluating and monitoring business operations; and managing market and business risk. Additional topics covered include budgeting and finance, business policies and procedures, overall marketing schemes, recruiting and staffing, professional staff development, staff coaching.</p>

<p>Course Learning Objectives:

Upon successful completion of this course, students will be able to:</p>

     Collect and analyze data, and based on that analysis, determine and plan the business and market environment for successful real estate brokerage operations

     Determine the best method to organize and implement the plan for business operations

     Evaluate personnel and direct staff

     Monitor and control office operations and make necessary adjustments in the business plan to meet measurable goals

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1082 Real Estate Marketing and Branding for Company Success (3 Credits)
Learn how to effectively analyze, prepare and market a real estate company for brand recognition through the creation of a comprehensive marketing plan that includes: market research for market recognition, lead generation and directed marketing campaigns, budgeting for marketing, targeted outcomes with a supporting action plan to increase business in response to the market conditions. Students will explore ways to construct and manage a company brand presence. Creation of a marketing plan with measurable goals and targeted milestones for easy construction and evaluation of a detailed plan for success are evaluated. Skills to evaluate the best target markets for the firm using the latest marketing tools will be explored in relation to working within the office with various personality types to accomplish company goals. Some strategies will include: segmenting the market, evaluating and deciding which target markets are most appropriate in the area, evaluating potential markets for ongoing growth. The creation and common updating practices of websites and how to effectively use technical content from various content providers are evaluated. Web and e-marketing techniques along with social media practices to generate leads to promote the brand are review and considered.

<p>Topics covered include: comprehensive marketing plans; methods to generate leads to stimulate and improve business; assessing target markets for profitability; and evaluating potential market segments to remain agile in a changing marketplace. </p>

<p>Learning Objectives:</p>

<p>Upon successful completion of this course students will be able to:</p>

     Prepare a marketing plan for an organization

     Create a budget with measurable goals to evaluate the effectiveness of a segment of a marketing plan and/or the plan itself

     Present a marketing plan to owners, managers and staff, and work with the staff to implement it

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1083 Principles of Real Estate Transactions (1.5 Credits)
Through a step-by-step examination of residential real estate transactions, gain an understanding of the goals of the parties, the legal structuring, the negotiation, and the documentation essential to each phase of the process. Topics include acquisition, disposition, and development; pre-contract period; letter of intent and due diligence; title search; contract of sale; and contingencies during due diligence, including environmental, engineering, architectural, zoning, leases, and operating costs. Discuss financing, including conventional, IDA, SBA, seller-financed, assumption of existing financing, and subordinate financing; zoning, current compliance, and anticipated improvements; due diligence during conveyance, including deeds and title; government controls, including land use and zoning regulations; construction contracts; and the real estate closing.

<p>Learning Objectives:</p>

<p>Upon successful completion of this course students will be able to:</p>

     Navigate a residential real estate transaction

     Identify and mitigate deal breakers and issues in real estate transactions

     Analyze and translate real estate documents for clients

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1090 Principles of Retail Operations (3 Credits)
Principles of Retail Operations will outline the how, when, where, and why of retail operation decision-making. Newer retail employees are now questioning the relevance of retail operations personnel and their place in the evolving teamwork culture within retail store operations. This course serves as the entry point for building an in-depth understanding of today’s complex retail operations field, and it serves to educate and attract new retail management personnel as a part of the Retail Operations Diploma. The course offers practical examples, case studies, and best practices for associates so they may further their growth in retail management.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1091 Retail Store Management (3 Credits)
Education is the key for understanding effective retail operations management. Retailers tend to focus on the current job at hand but do not take the time to educate their associates about the operations and each function’s role in the overall success of the retail store. This course serves as a key educational course for the Retail Operations Diploma. The course offers practical examples, case studies, and best practices for associates so they may further their understanding of effective retail operations management.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1092 Retail Store Branding (3 Credits)
Retail stores spend most of their marketing dollars on customer acquisition and retention through retail store branding. This course explores the retail store as a brand and its positioning within the community and industry. Brand differentiation in the retail business is becoming a key factor for retailers and the consumers that they attract. Branding can help lead to growth and business success. Learn how branding can be the ultimate determining factor in retail operations success. This course serves as a key branding and industry-positioning course for the Diploma in Retail Operations Management. This course offers practical examples, case studies, and best practices for associates so they may further their understanding of how branding can affect the success of retail operations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1093 Retail Store Operations: Financial Analysis and Systems (3 Credits)
Develop an understanding of how the different tools and techniques available to retailers at store level assist in maintaining sales, store profitability, and long-term success. More than ever before, retailers need to understand their store operations by using technology and other systems to measure success at store level. Retailers are better able to see new trends in customer purchasing and to react faster to changes occurring at store level by monitoring their sales through front-end scanning systems and social media, which capture these changing sales trends. This course serves to build a better understanding of how technology and social media aid in running successful retail operations and in educating and attracting new customers. These tools and techniques serve as the key technology component of the Diploma in Retail Operations Management. The course offers practical examples, case studies, and best practices to further your understanding of your importance as an associate in the long-term success of retail operations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1100 Introduction to Human Resource Management, Metrics, and Risk Management (3 Credits)
Acquire an understanding of the fundamentals of human resource management and its strategic relevance in the workplace. Develop a critical perspective on human capital that is relevant to talent acquisition, retention, and development. This course introduces basic risk management concepts that are applicable to human resources functions of today.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1101 Employee Relations and Employment Law (3 Credits)
Learn the methods used by organizations to monitor and address morale, performance, and retention. Develop a basic knowledge of the laws, regulations, and policies that promote a safe work environment. This course introduces performance management technology and development planning techniques that assist management in day-to-day operations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1102 Obtaining and Developing Talent (3 Credits)
Obtain a strong understanding of the hiring process, including regulatory requirements, sourcing of applicants, formal interview and selection processes, and on-boarding of new hires. Emphasis will be placed on the specific roles and relevance of employee development. This course provides a basic understanding of the role that employee development plays in an organization and outlines how development plans influence employee motivation. Also, learn the factors that influence behavior within organizations, and receive an overview of leadership traits, group dynamics, change, and corporate culture.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1103 Comprehensive Reward System and Compensation Packages (3 Credits)
Explore topics centered on compensation design through a review of related philosophies and strategies. Obtain the essential skills to plan, develop, administer, and make decisions for programs that are compliant. Topics include budgeting, wage outlines, incentive plans, retirement plans, and employee benefits.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1110 Web Foundations (3 Credits)
The first unit of the Web Design and Development Diploma teaches essential webpage development skills. Learn to develop websites using Hypertext Markup Language (HTML5) and Cascading Style Sheets (CSS). Learn to write code manually, as well as to use graphical user interface (GUI) authoring tools. Work with images; create hyperlinks; and add tables, forms, video, and audio to your webpages.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1111 Web I: Coding--HTML and CSS Essentials (3 Credits)
Unit two of the diploma curriculum teaches the essential HTML5, Cascading Style Sheets (CSS), and JavaScript knowledge. These technologies, known as the web development trifecta, combine to create webpages that easily adapt to smartphones, tablets, gaming devices and smart TVs, as well as to traditional PCs.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1112 Web II: JavaScript for Designers (4 Credits)
Unit three of the diploma curriculum teaches the use and features of the JavaScript language to design client-side, platform-independent solutions. Gain an understanding and use the most popular applications of JavaScript, which will help you as you begin a career in advanced web development technologies.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1120 Introduction to Human Resource Management, Metrics, and Risk Management (3 Credits)
Acquire an understanding of the fundamentals of human resource management and its strategic relevance in the workplace. Develop a critical perspective on human capital that is relevant to talent acquisition, retention, and development. This course introduces basic risk management concepts that are applicable to human resources functions of today.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1121 Employee Relations and Employment Law (3 Credits)
<p>Learn the methods used by organizations to monitor and address morale, performance, and retention. Develop a basic knowledge of the laws, regulations, and policies that promote a safe work environment. This course introduces performance management technology and development planning techniques that assist management in day-to-day operations.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1122 Obtaining and Developing Talent (3 Credits)
Obtain a solid grasp of the hiring process, including regulatory requirements, sourcing of applicants, formal interview and selection processes, and on-boarding of new hires. Emphasis will be given to the specific roles and relevance of employee development. This course provides a basic understanding of the role that employee development plays in an organization and outlines how development plans influence employee motivation. Also, learn the factors that influence behavior within organizations, and receive an overview of leadership traits, group dynamics, change, and corporate culture.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1123 Comprehensive Reward System and Compensation Packages (3 Credits)
Explore topics centered on compensation design, through a review of related philosophies and strategies. Obtain the essential skills to plan, develop, administer, and make decisions for programs that are compliant. Topics include budgeting, wage outlines, incentive plans, retirement plans, and employee benefits.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1130 Child Development I: Infants to Five Year Olds (2 Credits)
Infancy and early childhood are critical and complex stages of a child’s development. For professional childcare providers and for parents, understanding these stages requires knowledge of basic principles of development and behavior. This course focuses on normal development and behaviors that are expected at each stage, the tasks that are mastered, and the ways in which adults can maximize that development. Examine the physical, intellectual, social, and emotional areas of development with an emphasis on observing children and relating observations to developmental stages.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1131 Helping Children Learn: Infants to Five Year Olds (1.5 Credits)
Caring for children on a daily basis offers many opportunities to help them learn. The caregiver is responsible for engaging them in activities that are enjoyable and challenging and that facilitate intellectual, physical, emotional, and social development. This course focuses on teaching methods that enhance learning and build self-esteem. As a caregiver, learn practical and detailed information about activities that promote the development of young children. Then, observe a child and design a developmentally appropriate activity. Age-specific learning materials also are presented and discussed.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1132 Keeping Children Healthy: Safety, Nutrition, and Environment (1.5 Credits)
Young children’s health can be measured by their physical, emotional, social, and intellectual development. This development is affected by environmental conditions and nutrition. With a focus on the caregiver’s role in optimizing children’s well-being, this course emphasizes preventing injury and illness and incorporating specific healthful practices into daily routines. Survey hazards that children face and learn how to eliminate them, examine nutrition guidelines, discuss ways to encourage good eating habits and fitness, and design a teaching project. Also, explore environmental risks, the influence of media, and current issues in the field of children’s health.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1133 Discipline: Setting Limits for Toddlers to Five Year Olds (1.5 Credits)
Working with young children is a joy and a challenge. As children grow and develop, they move through stages that create stress and frustration for parents and caregivers. Through positive limit-setting, you can meet children’s needs and help them to learn, develop social skills, and build self-esteem. Explore the concept of positive discipline and its relationship to healthy, well-functioning children, and discuss strategies for positive limit-setting. Observe child behavior outside of class, and relate it to limit-setting strategies discussed in each session.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1134 Administration of Childcare Centers (1 Credit)
Gain an overview of the multifaceted involvement and skills required for administration of programs in early childhood education. Course topics include developing an early childhood curriculum, understanding the needs of children, addressing staff issues, working with parents, handling budget and legal aspects, and interacting with government agencies. Videos of early childhood programs are shown and discussed.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1135 Designing an Early Childhood Environment (1 Credit)
Children learn about themselves and their world through play. A well-designed environment encourages children of all ages to explore, experiment, and interact well with others. A variety of developmentally appropriate toys and learning materials, as well as a challenging curriculum, are essential to creating such an environment. Discover how to arrange learning and activity centers, which toys and materials are important to buy or make, and how to write curriculum plans that maximize learning.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1136 The Business of Childcare (1 Credit)
Running your own financially successful professional childcare business, such as family daycare, involves challenges as well as rewards. The advantage of being independent is the ability to do things your way, while following legal guidelines and meeting professional standards. In this course, learn how to prepare a business plan, write contracts with parents, keep necessary records, and use forms. Develop your own business plan and contracts in class, explore marketing methods, and discuss tax preparation and insurance.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 1137 The Arts for Young Children (1 Credit)
Learn to help young children express themselves while having fun with music and art projects. Work with the basic materials of paint, crayons, chalk, and collage to develop projects that are sequential and adaptable to a range of ages. Experiment with printing and puppet- and bookmaking, as you discover how simple projects can grow into elaborate ones. Art projects using found objects and materials also are covered. Gain an introduction to the methods and materials used to teach music to young children, ages six months to five years, in preschool or day care environments. Genres of music covered include classical and folk, traditional children’s songs, and multicultural music. Develop a thematic curriculum to connect music to weekly themes in the classroom. Instruments and movement activities are incorporated into the class. Handouts include songs and articles about children’s early musical experiences.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2001 Industry Principles (4 Credits)
This class will consider the demand for services and facilities that are vital to the production of the various business events: meetings and conferences, incentive travel, trade fairs and exhibitions, and corporate entertainment. In turn, the supply of these services and facilities—both at the destination level and at the level of individual enterprises and organizations—will be examined.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2002 Event Operations and Production (4 Credits)
This class reviews the range of skills and knowledge that is critical to the effective organizing of meetings and conventions. It analyzes the principles and techniques related to the entire conference/event-planning process, from the initial concept to the execution and post-event evaluation. It will provide you with a thorough understanding of relevant business principles and theories, and based upon these, will enable you to develop a critical awareness of the complex range of business skills and techniques required of those with responsibility for organizing conferences and events either on behalf of clients or for their own organizations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2003 Meetings and Technology (4 Credits)
Technology is constantly evolving in both the applications and the challenges it presents for today’s meeting and conference professionals. It is essential to understand the appropriate technological tools, new platforms, and their uses as they apply to catering, audio/visual programming, and event logistics. From social media, mobile apps, and desktop tools to search engine marketing and advancements in legacy software, learn how technology connects with the business travel and meetings industries in this thorough examination of these tools and platforms as applied to face-to-face, hybrid, video-conferencing, and blended events.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2010 Fundamentals of Hotel Operations (4 Credits)
This course will review the nature of the hospitality industry and its role in the global tourism and travel economy. Hotel segments and service offerings will be analyzed, and you will gain a firm understanding of the different departments in a hotel property, including how each is organized, staffed, and managed. You will be able to identify the skills and the qualities that are sought after when staffing a hotel property. Also, learn how each and every employee plays a role, not only in the guest experience, but also in the overall revenue- and profit-generation activities of the hotel.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2011 Customer Relationship Management: Going Beyond Customer Service (4 Credits)
Hotels are a customer-driven industry, and companies around the world strive to create unique experiences for their guests that exceed expectations and deliver on the brand value promise. This course examines customer service at all levels of the hotel, providing an overview of the ways in which customer relationship management not only can improve on the guest experience with every interaction, but also can drive increased revenues and profitability for the company.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2012 The Future of Hospitality: Trends That Influence Service Offerings and Guest Expectations (4 Credits)
This course will take a macroeconomic view of the hospitality industry while exploring its current and emerging trends. You will review significant events in the hospitality industry that have defined its competitive structure, the introduction and discontinuation of specific services, and the consumer trends that are expected to influence service design and guest expectations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2020 Testing, Analysis, and Experimental Design (3 Credits)
This course will teach the basic concepts of experimental design and analysis techniques for marketing tests in traditional and evolving media channels. Topics to be covered include techniques and approaches to testing; assessment of marketing test results, including direct mail, banner ads, landing pages, email tests, subject line tests, and PPC ads; and the measurement and monitoring of website effectiveness.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2021 Database Management and Modeling (3 Credits)
Learn the basics of database setup and management, as well as the analytical techniques and tools used in direct and digital marketing to assess, enhance, and profit from customer-relationship management. In particular, this course will cover the steps to build and design a customer database and will illustrate how to define and assess customer data requirements, needs, and special considerations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2022 Data Visualization for Effective Communication (3 Credits)
After compiling and analyzing massive amounts of data, few analysts have the ability to package their results into compelling stories or into an overall business solution. What sets apart an “ordinary” analyst from a “great” analyst is the ability to organize and present valuable organizational information in a way that is visually pleasing, tells a story, and is structured into actionable recommendations. Data visualization is storytelling in a graphic medium. This course teaches the practical skills necessary to communicate information about data clearly and effectively through graphical means. Learn techniques using leading industry platforms for processing and transforming data into insights. This course offers immersion into the creative process, the discipline of sketching and revising, and the practical use of various software tools, all of which lead to the development of a great eye for effective storytelling.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2023 Digital Marketing (3 Credits)
As online marketing continues to evolve, there is an ongoing challenge: knowing which digital channels to use, how to use them successfully, and how to integrate them into the total marketing mix. The rapid shift of advertising dollars away from traditional media to online platforms has arrived, and it is becoming increasingly important for current and aspiring marketers to be well versed in the field of digital marketing. In this course, acquire the skills to understand and use the latest interactive technologies and approaches, as well as the knowledge base to be able to assess and utilize future trends that emerge in the next stages of technological development.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2030 Legal Terminology and the Judiciary System (Spanish/English) (3 Credits)
This course provides an overview of the US judiciary system by way of exploring a corpus of legal terminology that is used in day-to-day legal dealings and court proceedings. Gain an introduction to civil law and litigations, including class action, mesothelioma, and personal injury, as well as all aspects of criminal justice, from complaints and allegations to arraignments, indictments, and trials. You also will survey common branches of practice that make up the work of lawyers, including immigration, corporate, landlord-tenant, and personal injury. You will study the interests, jargon, and idiolect of diverse parties involved, such as expert witnesses, plaintiffs, deponents, defendants, the accused, judges, defense attorneys, cops, and prosecutors. In culmination, you will have developed a starter glossary of legal terms for use in the practical, hands-on diploma lab course––as well as in your future work as a legal interpreter.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2031 Legal Sight Translation and Consecutive Interpreting (Spanish/English) (5 Credits)
This hands-on, practical course is taught in a language lab using actual interpreting equipment and simulating real-life professional settings. It provides immersive training in the two essential and most commonly used modes of interpreting applicable to all legal affairs and court proceedings. Drawing upon the knowledge and terminology acquired in the Legal Terminology and the Judiciary System course and under the systematic guidance of an experienced certified interpreter-instructor, you will learn the interpreter’s code of ethics and delve into interpreting, from line-by-line sight translation and simple two-way verbal prompts (as in Q&A), to progressively longer and more complex material (extended dialogue, discussion, and multiple-party settlement). As part of the course work, you will record audio or your own interpreting exercises and start a legal interpreter’s journal in which you annotate reflection and self-assessment. Through this process, you will develop critical insights into specific performance criteria, such as semantic equivalence (linguistic accuracy), tone and register match, flow, focus, stress management, and discretionary solutions.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2032 From Consecutive to Simultaneous Interpreting (Spanish/English) (6 Credits)
From the reading of rights or instructions to impassioned closing arguments and lengthy summary judgments, the US judiciary system mandates that a person of low English proficiency (LEP) hear every word in his/her own language. From Consecutive to Simultaneous Interpreting will provide in-depth practical training in formal court interpreting with a focus on one-way interlanguaging from English into Spanish. You will start with a rigorous grounding in sight translation and two-way consecutive interpreting, reinforcing the lessons learned in Module 2. As you pick up on speed and short-term memory, you will shift gradually to one-way verbatim, first interpreting self-contained extended speech in “conference” style between English and Spanish, and then proceeding to tackle extensive verbal accounts in the simultaneous mode from English into Spanish with progressively minimal time lag between listening and speaking. In the final stages, you will interpret full-length summary judgments and attorney arguments in lockstep with a continuous audio stream, using interpreter equipment designed for professional training in the simultaneous interpreting. This six-week core module will be delivered a blended format with short warm-up exercises preloaded online, but with the bulk of practical training—lab work, role-playing, peer-review, and faculty-driven exercises—taking place in-person. Working closely with an experienced certified interpreter-instructor, you will record and listen to yourself (and observe others in class), engage in postdiscussion, as you develop a critical understand of the mechanics of interpreting both consecutively and simultaneously. As culmination of the diploma program, you will produce a five-minute audio work sample and a complete legal interpreter’s journal. In the 12th to 13th week, a final exam will be administered that will feature written and oral components that follow guidelines established in federal and NYS certification exams.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2040 Legal Terminology and the Judiciary System (Chinese/English) (3 Credits)

This course provides an overview of the US judiciary system by way of exploring a corpus of legal terminology that is used in day-to-day legal dealings and court proceedings. You will be introduced to civil law and litigations, including class action, mesothelioma, and personal injury, as well as all aspects of criminal justice, from complaints and allegations to arraignments, indictments, and trials. You also will survey common branches of practice that make up the work of lawyers, including immigration, corporate, landlord-tenant, and personal injury. You will study the interests, jargon, and idiolect of diverse parties involved, such as expert witnesses, plaintiffs, deponents, defendants, the accused, judges, defense attorneys, cops, and prosecutors. In culmination, you will have developed a starter glossary of legal terms for use in the practical, hands-on lab course Legal Sight Translation and Consecutive Interpreting, as well as in your future work as a legal interpreter.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2041 Legal Sight Translation and Consecutive Interpreting (Chinese/English) (5 Credits)

This hands-on, practical course taught in a language lab using actual interpreting equipment and simulating real-life professional settings, provides immersive training in the two essential and most commonly used modes of interpreting applicable to all legal affairs and court proceedings. Drawing upon the knowledge and terminology acquired in the Legal Terminology and the Judiciary System course and under the systematic guidance of an experienced certified interpreter-instructor, you will learn the interpreter’s code of ethics and delve into interpreting, from line-by-line sight translation and simple two-way verbal prompts (as in Q&A), to progressively longer and more complex material (extended dialogue, discussion, and multiple-party settlement). As part of the course work, you will record audio or your own interpreting exercises and start a legal interpreter’s journal in which you annotate reflection and self-assessment. Through this process, you will develop critical insights into specific performance criteria, such as semantic equivalence (linguistic accuracy), tone and register match, flow, focus, stress management, and discretionary solutions.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2042 From Consecutive to Simultaneous Interpreting (Chinese/English) (5 Credits)

From the reading of rights or instructions to impassioned closing arguments and lengthy summary judgments, the US judiciary system mandates that a person of low English proficiency (LEP) hear every word in his/her own language. From Consecutive to Simultaneous Interpreting will provide in-depth practical training in formal court interpreting with focus on one-way interlanguaging from English into Chinese. You will begin with a rigorous grounding in sight translation and two-way consecutive interpreting, reinforcing the lessons learned in the second course. As you pick up speed and short-term memory ability, you will shift gradually to one-way verbatim, first interpreting self-contained extended speech in “conference” style between English and Chinese. Then, you will proceed to tackle extensive verbal accounts in the simultaneous mode from English into Chinese with progressively minimal time lag between listening and speaking. In the final stages, you will interpret full-length summary judgments and attorney arguments in lockstep with a continuous audio stream using interpreter equipment designed for professional training in simultaneous interpreting. This six-week core course will be delivered in a blended format with short warm-up exercises preloaded online, but with the bulk of practical training—lab work, role-play, peer-review, and faculty-driven exercises—carried out in-person. Working closely with an experienced certified interpreter-instructor, you will record and listen to yourself (and observe others in class), engage in postdiscussion, and develop a critical understanding of the mechanics of interpreting both consecutively and simultaneously. As culmination of the diploma program, you will produce a five-minute audio work sample and a complete legal interpreter’s journal. In the 12th and 13th weeks, a final exam will be administered that features written and oral components that follow the guidelines established in Federal and NYS certification exams.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2050 Practice in Clinical Support Interpreting (Spanish/English) (2 Credits)

This course will provide a critical survey of clinical care situations from the perspective of “best practice” in professional interpreting, including knowledge of the medical interpreter’s code of ethics and the rights and responsibilities governing patient-provider relations. You will work with a seasoned certified interpreter-instructor to examine the role of the medical interpreter in terms of key players and interested parties in day-to-day healthcare delivery: the patient, the patient’s advocate, family members, informal interpreters, the doctor (and other direct caregivers), the social worker, first-responders, the insurance assessor, and the home care attendant. You will learn to interpret between English and Spanish in a range of general clinical encounters, including outpatient interview/questionnaire responses, hospital check-in/out procedures, emergency first-response services, telephonic assistance during physical exams, patient advocacy, family counsel, and assistance with insurance claims and reimbursements. As part of the course requirement, you will develop a medical interpreter’s journal, which will serve as a professional record of ongoing self-assessment in practical interpreting. This, along with a glossary of terminology, will be part of your personal medical interpreter portfolio.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2051 Medical Terminology: Anatomy, Diseases, Diagnosis, and Prognoses (Spanish/English) (3 Credits)
<p>This course provides a comprehensive introduction to medical terminology, with a focus on terms commonly used in standard procedures (such as CMP blood work decoding), diagnostics of diseases or ailments (including allergies, types of cancer, or hepatitis), and fields of practice (such as cardiology, ophthalmology, and gynecology). You will learn to navigate major medical terminology websites and databases and to work with authentic print materials, such as patient questionnaires, sample medical charts, and blood work reports. Under the guidance of an expert medical interpreter/terminologist, you will explore medical terminology as used in a range of patient-provider contact situations, including check-in interviews or questionnaires, routine exams, family engagements, patient feedback, and sight translation of medical reports. At the end of the course, you will have developed a starter glossary of medical terms in your language pairing as requisite preparation for practical interpreting. </p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2052 Medical Practice in Point-of-Care Interpreting (Spanish/English) (5 Credits)
This hands-on, practical course, taught in a language lab using actual interpreting equipment and simulating real-life professional settings, provides immersive training in the critical domain of point-of-care or direct patient-contact situations involving LEP patients. Building upon what you learned in Medical Terminology: Anatomy, Diseases, Diagnosis, Prognoses, delve into real-time verbal encounters between bedside or direct contact health personnel (such as doctors, nurses, and anesthesiologists) and LEP patients in Spanish/English. Learn to interpret with attention to the cultural dimensions of interlanguage transfer and to apply paralinguistic, nonverbal cues and other tacit elements of speech habits to mediate understanding between English and LEP speakers. Focus on three-point consecutive interpreting of moment-to-moment interaction between patient and health personnel. Complete and present a patient case study work sample in class—a critical report accompanied by a five-minute audio sample of your own role-played interpreting based upon an authentic case history. As culmination of the diploma program, this course also will include a final exam featuring an oral interpreting component that simulates the established CMI or CHI certification exams.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2060 Practice in Clinical Support Interpreting (Chinese/English) (2 Credits)
This course will provide a critical survey of clinical care situations from the perspective of “best practice” in professional interpreting, including knowledge of the Interpreter’s code of ethics and the rights and responsibilities governing patient-provider relations. You will work with a seasoned certified interpreter-instructor to examine the role of the medical interpreter in terms of key players and interested parties in day-to-day healthcare delivery: the patient, the patient’s advocate, family members, informal interpreters, the doctor (and other direct caregivers), the social worker, first-responders, the insurance assessor, and the home care attendant. You will learn to interpret between English and Chinese in a range of general clinical encounters, including outpatient interview/questionnaire responses, hospital check-in/out procedures, emergency first-response services, telephonic assistance in physical exams, patient advocacy, family counsel, and assistance with insurance claims and reimbursements. As part of the course requirement, you will develop a medical interpreter’s journal, which will serve as a professional record of ongoing self-assessment in practical interpreting. This, along with your glossary of terminology, will be part of your personal medical interpreter portfolio.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2061 Medical Terminology: Anatomy, Diseases, Diagnosis, and Prognoses (Chinese/English) (3 Credits)
<p>This course provides a comprehensive introduction to medical terminology, with a focus on terms commonly used in standard procedures (such as CMP blood work decoding), diagnostics of diseases or ailments (including allergies, types of cancer, or hepatitis), and fields of practice (such as cardiology, ophthalmology, and gynecology). You will learn to navigate major medical terminology websites and databases and to work with authentic print materials, such as patient questionnaires, sample medical charts, and blood work reports. Under the guidance of an expert medical interpreter/terminologist, you will explore medical terminology as used in a range of patient-provider contact situations, including check-in interviews or questionnaires, routine exams, family engagements, patient feedback, and sight translation of medical reports. At the end of the course, you will have developed a starter glossary of medical terms in your language pairing as requisite preparation for practical interpreting. </p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2062 Medical Practice in Point-of-Care Interpreting (Chinese/English) (5 Credits)
Description: This hands-on, practical course, taught in a language lab using actual interpreting equipment and simulating real-life professional settings, provides immersive training in the critical domain of point-of-care or direct patient-contact situations involving LEP patients. Building upon what you learned in Medical Terminology: Anatomy, Diseases, Diagnosis, and Prognoses, delve into real-time verbal encounters between bedside or direct contact health personnel (such as doctors, nurses, and anesthesiologists) and LEP patients in Chinese/English. Learn to interpret with attention to the cultural dimensions of interlanguage transfer and to apply paralinguistic, nonverbal cues, and other tacit elements of speech habits to mediate understanding between English and LEP speakers. Focus on three-point consecutive interpreting of moment-to-moment interaction between patient and health personnel. Complete and present a patient case study work sample in class—a critical report accompanied by a five-minute audio sample of your own role-played interpreting based upon an authentic case history. As culmination of the diploma program, this course also will include a final exam featuring an oral interpreting component that simulates the established CMI or CHI certification exams.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2070 Tourism Buyers, Suppliers, and Intermediaries (2.5 Credits)
Analyze the key suppliers and intermediaries in travel and tourism: airlines, cruise lines, lodgings, tour operators, and travel agents. The relationships between suppliers also will be reviewed. Explore the role of the booking agent in tourism, the difference between service fee and commission-based models, the role of GDS systems, and the influence of online travel agents (OTAs). Gain an overview of career opportunities in the travel-booking sphere, examining different niches in the sector (airlines versus lodging, leisure versus business, and niche tour operators).
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2071 Understanding Travel Pricing and Revenue Strategies (3.5 Credits)
<p>Examine how lodgings, airlines, and cruise lines construct fares and determine pricing. Identify the tools used to develop market insight and business intelligence (such as the STAR report for occupancy and the role of trade shows). You will be introduced to key pricing concepts in travel, such as bundled pricing, rate parity, overselling, and flash-sale sites. In addition, you will learn how to research destinations and travel trends, and you will gain an insight into how destinations market themselves. Practical exercises will help you to learn how to identify the best itinerary fare for each customer and when to negotiate with relevant suppliers.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2072 Travel Industry Sales and Marketing (3.5 Credits)
Despite the competition from online travel agents, many intermediaries have continued to thrive due to their personalized service and their deep understanding of customer needs. This class will cover the key frontline strategies that ticketing agents can use to convert inquiries into sales. It will focus on different segments and niches in the travel markets, each with its own requirements. Business travelers, for example, are likely to have different needs than leisure travelers. In class, you will practice phone sales techniques via role-play exercises. Basic sales and marketing concepts will be covered, including building a book of business, working with databases and other CRM software, and leveraging social media and other channels to drive business.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2073 Travel Distribution Channels and Technologies (2.5 Credits)
Technology has profoundly impacted the distribution channels for travel products and changed the way in which consumers research and book travel products. This class will provide you with a firm understanding of the major technologies employed in all areas of the sector, from GDS systems in airlines to distribution systems like Pegasus for hotels. Also, learn about current trends in travel technology and discuss the roles of Google, review sites, and aggregator sites.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2080 Introduction to Big Data and the Hadoop Ecosystem (3 Credits)
This course provides an introduction to big data; the Hadoop database; and the so-called Hadoop ecosystem of products used for querying, analyzing, and scripting work. The course first will cover the installation of virtual machine software and prebuilt Hadoop systems. Then, it will discuss the earlier databases, such as network and relational databases, whose shortcomings led to the development of Hadoop. The course will further investigate the features of Hadoop that are used for in-memory databases. You will learn basic SQL, as the most recent query tools of Hadoop use dialects of SQL for querying and analysis. This course also will examine what big data is, introduce the Hadoop components, and describe examples of the uses of Hadoop.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2081 Processing and Data Retrieval in a Hadoop and Spark Environment (3 Credits)
In this course, you will characterize Hive, Drill, Impala, and JAQL-like query languages; describe Pig and Pig Latin for creating MapReduce jobs; load and inspect data in Apache Spark; and create a Spark application. You also will use Flume to collect, aggregate, and move streaming data.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2082 Data Analysis and Machine Learning (3 Credits)
This course will cover several of the SQL interfaces (e.g., Hive, Drill, Impala, and Spark) used to perform data exploration and the statistical functions used to return summary information and advanced analysis. Additionally, this course will explore several open-source tools used for scalable, parallel, and distributed machine learning. You will discuss, demonstrate, and employ the KNIME Analytics Platform and SDK, as well as Spark, to train, evaluate, and validate several predictive models and to describe and apply basic clustering and classification algorithms.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2083 Hadoop Management and the Capstone Project (3 Credits)
This course will focus on select management issues of Hadoop to provide you with an understanding of and facility with several Hadoop management tools, such as Apache Ambari and Cloudera Manager. You will learn the characteristics of clusters and perform basic cluster management functions, such as monitoring, troubleshooting jobs, and configuring and tuning cluster resources. The second half of the course will devote time to the capstone project, for which you will work in teams to choose, and justify your choice of, a Hadoop platform to use for processing and analyzing a set of data. You also will select the appropriate algorithms to use for data processing, the querying tools and mining algorithms for analysis, and storage technique for long-term storage of the processed data for later analysis.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2090 3D Printing and Digital Fabrication (4.5 Credits)
In this hands-on introductory course, you will study the foundational tools of digital fabrication that include 3D printing and 3D scanning, and you will learn how to select the appropriate tools to meet 3D design challenges. Once you understand the 3D printing process, you then will learn about the technical and creative applications of high-end 3D printers that are provided by the LaGuardia Studio. Studio topics include current 3D print materials, multi-material 3D printing, surface resolution considerations, color printing variables, archivability, and sustainable best practices. Course lectures will focus on case studies regarding the developing field of additive manufacturing, as well as the creative possibilities of trending digital fabrication technologies. You will be expected to use this course to develop concepts for your final capstone project by exploring ideas through drawing and other visual media. This foundation course is a critical component of the Professional Diploma in Foundations in 3D Design and 3D Printing, as it establishes the groundwork upon which all the other courses build.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2091 Polygon Modeling and Digital Visualization (4.5 Credits)
Before an object can be 3D printed, it must be converted to a polygonal mesh format. Thus, every 3D designer will benefit from knowing the fundamentals and the cutting-edge applications of polygon modeling. It is important to establish a solid understanding of polygonal mesh development in order to manipulate, troubleshoot, optimize, and repair 3D design files before printing them. In this studio course, you will become familiar with the workflow and standard tools for polygon modeling, and you will learn the basics of building complex 3D mesh forms. Topics to be covered include NURBS modeling methods, procedural design practices, deformers, subdivisions, and mesh decimation. You also will acquire the skills to develop rendered images of your own 3D design projects. These visualizations, combined with blueprint 2D drawings and physical 3D prints, will provide you with a clearer representation of all aspects of a 3D design project. The course lectures and assignments are designed to impart modeling experience and familiarity with techniques that will support the other specialized methods that are examined throughout the diploma program.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2092 Introduction to 3D Design Through Digital Sculpting (4.5 Credits)
Digital sculpting as a practice supports the development of 3D form in a fast and intuitive manner that benefits the iterative design process. Working in an environment outside the limitations of material restrictions, these digital tools allow artists and designers to explore ideas rapidly without physical limitations. Surface qualities, such as rich textures and patterns, that were once impossible to achieve with other 3D design methods can now be applied intuitively with digital sculpting software. In this hands-on course, you will learn to use the essential features and intuitive sculpting tools that are universal across digital sculpting programs. Building upon the foundational experience explored in earlier diploma courses, this course will cover topics such as efficient sculpting methods, topology management, surface refinement, and 3D printing best practices. You also will learn to develop a fast and intuitive approach for exploring form by customizing digital sculpting tools to support your burgeoning professional practice.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2120 Restaurant Business Planning and Concept Development (3 Credits)
This course will cultivate your entrepreneurial and leadership skills as you are guided to take "calculated" risks in your restaurant development approach. Topics covered include defining the required components of a new restaurant concept, assessing the viability of an idea, evaluating consumer demand, and identifying relevant trends that indicate market potential. Case studies, guest speakers, and site visits will enrich the overall learning experience. This course also will introduce the Diploma's final work product—a restaurant business plan—and provide an overview of all the important topics that will be addressed in each course to support the project. You will work on the project either individually or in groups and begin to outline the required deliverables.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2121 Restaurant Financial Management (2.5 Credits)
This course will present the ways of financing a restaurant operation using multiple funding vehicles and methods. Learn how to allocate development and construction funds, set up an opening capital and operating financial plan, and use industry benchmarks to evaluate success. Course topics also will include revenue management; cost controls; and relevant industry KPIs, such as revenue per seat, and revenue per square foot.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2122 Restaurant Operations (4 Credits)
This course will cover the wide range of activities that must come together to create a successful restaurant operation and customer experience. Topics covered include finding a location, designing the layout of the kitchen and dining room, and purchasing equipment; menu development, pricing, and purchasing; and health, sanitation, and liquor licensing. Learn the procedures for hiring, training, and evaluating staff and complying with relevant labor laws and regulations. Also, review technology that can improve operational efficiency in a restaurant.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2123 Restaurant Sales and Marketing (2.5 Credits)
Having a beautiful restaurant with amazing food is just the beginning of a successful restaurant; much like theatre, if there is no audience, there is no show—restaurants must have patrons. This course will review the critical elements of branding and positioning and will define the steps needed to create an integrated sales and marketing strategy. Gain vital knowledge of industry best practices for defining a target market and engaging with potential customers—everything from designing interiors and signage to creating a company culture and developing the appropriate tone for social media and promotions.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2130 Introduction to Professional Translation (English/ Arabic) (3 Credits)
This introductory course to the English to Arabic translation field covers the basics of the translation process, including editing and quality assurance. Participate in weekly exercises for which you translate various types of business, legal, and technical documents. Also, practice translating news items and source texts that cover social and political language. This course will prepare you for the more detailed courses that complete the requirements of the Professional Diploma in Translating for the Globalized Market.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2131 Legal and Business Translation (English/Arabic) (3 Credits)
This course covers legal and business translation from English to Arabic. Learn how to deal with technical vocabulary generally, and legal vocabulary in particular. The course also contextualizes translation exercises with readings on the difference between the British and American legal systems, the mechanics of glossary building, and the peculiarities of translating for the courts. The types of source documents to be translated include court briefs and judgments, subpoenas, affidavits, and contracts. Also, discuss the notion of back-translation as a method of quality assurance.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2132 Translating Community and Social Affairs (English/ Arabic) (3 Credits)
This course covers source documents in US, British, and International English that are drawn from a variety of open sources, such as newspapers, academic reports, and broadcast media. Topics include political, sociological, and cultural themes. The course also includes assignments in post-translation procedures and invoicing.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2133 Technical Translation (English/Arabic) (3 Credits)
The final course of the Professional Diploma in Translating for the Globalized Market tackles special problems that arise from highly technical vocabulary in English source documents. Practice identifying the subject matter and the resources that are needed to carry out the translation, and participate in extensive glossary-building exercises. Topics covered include medical texts, software information, consumer appliance manuals, and patent abstracts. Learn the differences in the degrees of literalness in the approaches to translating technical versus other types of documents.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2140 Introduction to Professional Translation (English/ Portuguese) (3 Credits)
This introductory course to the English to Portuguese translation field covers the basics of the translation process, including editing and quality assurance. Take part in weekly exercises that involve translating various types of business, legal, and technical documents. Also, practice translating news items and source texts that cover social and political language. This course will prepare you for the more detailed courses that complete the requirements of the Professional Diploma in Translating for the Globalized Market.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2141 Legal and Business Translation (English/Portuguese) (3 Credits)
This course covers legal and business translation from English to Portuguese. Learn how to deal with technical vocabulary, in general, and legal vocabulary, in particular. This course contextualizes translation exercises with readings on the differences between the Brazilian and American legal systems, the mechanics of glossary building, and the peculiarities of translating for the courts. Practice translating various types of source documents, including court briefs and judgments, subpoenas, affidavits, and contracts. The course also covers the notion of back-translation as a method of quality assurance.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2142 Translating Community and Social Affairs (English/ Portuguese) (3 Credits)
Learn to translate documents from US, British, and International English that are drawn from a variety of open sources, such as newspapers, academic reports, and broadcast media. Topics covered include political, sociological, and cultural themes. The course also includes assignments in post-translation procedures and invoicing.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2143 Technical Translation (English/Portuguese) (3 Credits)
This final course for the Professional Diploma in Translating for the Globalized Market tackles special problems that arise from highly technical vocabulary in English source documents. Practice identifying the subject matter and the resources needed to carry out the translation, and participate in extensive glossary-building exercises. Topics include medical texts, software documents, consumer appliance manuals, and patent abstracts. Differentiate the degrees of literalness in the approaches to translating technical versus other document types.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2150 User Experience Design I (3 Credits)
User experience (UX) design is the underlying framework behind websites and apps that incorporates strategy, research, and interactivity to ensure that users are satisfied and that businesses meet their goals. Learn the basics of information architecture, user research, interaction design, usability testing, wireframes, prototyping, and the gathering of business requirements. In this hands‐on course, you will research, wireframe, and prototype a website or mobile app in preparation for future development.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2151 User Experience Design II (3 Credits)
Explore methods for influencing user behavior in ways that best meet business goals, with an emphasis on driving traffic, retaining users, and reaching conversion goals. Topics covered include interaction design, analytics, content and social strategies, in-depth usability testing and research techniques, personas, and methods designed for conducting workshops with stakeholders and potential users. You will research, wireframe, and create a paper prototype of a website or mobile app, preparing it for production. In addition, you will document the various artifacts created on the path to development of the paper prototype that will be suitable for inclusion in a professional-quality portfolio.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2152 UX: From Design to Code (3 Credits)
UX design practice reveals the real challenges of making products that are both usable and beautiful. In this course, you will investigate and cultivate strategies that deliver pleasurable, effective, and efficient software. With a focus on user interface (UI) design, learn the various design cycles of interface creation and the components of UI design for cross-platform and multidevice delivery, including web, mobile, kiosk, iOS, and Android.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2153 User Experience Design Capstone Project (3 Credits)
In the Capstone course for the Diploma in User Experience Design, you will create an original product that applies the concepts and techniques you acquired in the previous courses. By doing so, you will gain real-world experience in solving product design problems by utilizing key UX design techniques. Industry professionals will review your product prototype and evaluate it based upon design quality and accepted UX design principles.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2160 Developing a Series for Television (3 Credits)
Not since television began have there been so many possibilities for new voices in this medium. In this course, develop your voice by taking your idea for a television series for any platform and in any genre from initial idea to fully developed, professionally presented project. Learn how to do this by creating the all-important pitch document—sometimes called the show’s “bible”—which includes an introduction, a premise, characters, and outlines of the first episode and the season, along with breakdowns for future episodes. Many of the best pitch documents include visual and audio cues, there also will be discussion of how and when to incorporate media into a presentation.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2161 Writing the TV Pilot (4 Credits)
First impressions are the most important, and that’s especially true when it comes to the first episode of a new television series. A pilot not only needs to capture a wide audience, but it also must serve as a general blueprint for all succeeding episodes by establishing the show’s premise, characters, tone, and backstories. Learn tools specific to writing an original pilot, whether a network procedural, a quirky web series, or an edgy comedy for cable or a streaming service. This course is run like a writers’ room—the creative nucleus of most television series—so you learn what it is like to be on a show’s writing staff. By the end of the class, you will have a strong draft of a pilot for your own series.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2162 Acting, Producing, and Directing for TV Writers (2 Credits)
They say you can never truly know how someone else feels until you’ve walked in his or her shoes. In this course, a three-part participatory workshop, gain important insights into the world of creating television—and, in particular, your role as a TV writer—by experiencing how actors, producers, and directors work and how your teleplay affects their ability to do their jobs. In the acting section, learn the techniques that cast members must use to bring characters to life—and, consequently, recognize the crucial character elements, such as strong motivations and compelling conflicts, that you as the writer must provide them. In the directing section, work with actors to block scenes for maximum drama and ideal camera placements, thereby improving your understanding of how to write visually compelling stories with “actable” scenes that a director can bring to life. Finally, in part three, work as a producer and consider different series ideas with an eye on marketability, budgeting, and above all, investment and profit.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2163 Selling Your Pitch: Essentials of the Business of Television (2 Credits)
This course offers a primer on the many ways that television shows are financed and move from script to finished project. Taught by a senior TV executive, this class provides a theoretical understanding of the television and online video production business, with the practical experience of a semester-end pitch. Topics covered include how to get a show on the air, what it means to be “in development,” why POD deals are important, and how networks (linear and digital) view the current competitive landscape. At the end of the semester, you will have a clear grasp of how TV deals get made and closed, including the specifics of pilot production, casting, directing, and the upfront and “newfront” processes. Guest speakers may include TV writers, producers, agents, and development execs.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2170 Introduction to the Art of Communication: Writing and Thinking, Listening and Speaking (4 Credits)
Hiring managers are looking for people who are able to speak well, listen to others, present effectively, and negotiate. By the end of this course, you will have the skills for effective oral communication in business, industry, and institutions. Learn about audience needs and expectations, and apply this knowledge as you practice tailoring language appropriately for a variety of audiences, listening effectively, presenting ideas appropriately, identifying and specifying presentation objectives, and developing strategies for different types of presentations. In addition, you will acquire tools for planning, preparing, and delivering presentations. Also, improve your active listening skills, emotional intelligence, and ability to read verbal and nonverbal communication.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2171 Communicating Through Writing: Purpose, Persuasion, and Storytelling (4.5 Credits)
One industry leader who stands out as a gifted writer and public speaker was able to connect with his audiences through storytelling. He rallied support behind his products not only by how innovative the designs of his products were, but also by how these products made consumers feel. This is the legacy of Steve Jobs. In this course, strengthen your professional writing skills so that you are better able to connect and resonate with your audience. You will be challenged to understand your own message and to determine how best to express it with a story that inspires action. This is the new model of professional writing. By the end of this course, you will have developed a portfolio of business writing, including but not limited to, résumés and cover letters, proposals, press releases, speeches, and presentations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2172 Grammar: Resources and Review (1.5 Credits)
This asynchronous mini-course provides a review of grammar. This will give you the opportunity to develop, fine-tune, or even completely overhaul your grammar skills. Also, learn strategies for editing and discover useful resources for ensuring that your writing and communication conform to the conventions of Standard American English.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2173 Collaborating, Communicating, and Leading (2 Credits)
This course builds upon the work completed in the previous three courses of the Professional Diploma in Professional Communication. Learn how to communicate effectively within a group, and develop skills for managing and leading others. These skills include listening actively, applying emotional intelligence, managing discussions, planning an agenda, and running meetings. Since the role of the facilitator is to guide groups so they are able to achieve what they set out to accomplish, a good facilitator will employ different strategies to achieve success, whether that means taking on a direct role or a more indirect one. This course culminates with each participant presenting a portfolio developed throughout all four diploma courses to a panel of career specialists, hiring managers, and faculty members.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2180 AutoCAD 2D Drawing Essentials (3 Credits)
Learn the fundamentals of AutoCAD in this hands-on course, and discover how to prepare 2D drawings for architecture, interior design, mechanical and structural engineering, and other design fields. Topics include the AutoCAD drawing interface; display commands; modify commands; CAD tools and drawing setup, including scale, coordinate systems, snaps, and grips; basic draw and edit command functions; layers; text; blocks; plotting; and printing basics.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2181 AutoCAD 2D Drawing Intermediate (3 Credits)
Build upon the instructional material covered in *AutoCAD 2D Drawing Essentials* and learn intermediate-level editing techniques. These techniques include hatching, polylines, dimensioning, cross-refs, paper space, grips, raster images, blocks, and other attributes. A demonstration of 3D design drawing also is included.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2182 AutoCAD 3D Modeling and Rendering (3 Credits)
Acquire a comprehensive understanding of 3D space in AutoCAD, and produce a final project that demonstrates your AutoCAD skills and proficiency. Topics include 3D objects and modeling concepts; surfaces versus solids; 3D axonometric views versus perspective views; solid primitives; Boolean operations; rendering, materials, and lighting; finishes; color theory; and shadows and mapping. Learn how to change and employ the user coordinate system to your advantage for scanning materials into rendered models, creating and revising materials, and melding existing images together with AutoCAD-generated objects.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2190 Principles and Practices of Commercial Property Management (1.5 Credits)
Learn the techniques and strategies for the successful management of commercial buildings with a special focus on the financial aspects of the manager's role. Topics covered include the various forms of real estate ownership; management and vendor agreements; budgets and accounting; financial statements; escalation reports; standard operating procedures; insurance certificates and claims; and owner, tenant, and employee relations. This course also will demonstrate and explain the requirements for the Diploma's final work product.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2191 Commercial Real Estate Leases (3 Credits)
Examine standard office and retail lease forms, gain an understanding of the motivations of the parties to a lease, and develop a framework for negotiation—from term sheet to closing. Property managers need to understand how to administer a lease and what items and clauses require action and follow-up. Topics covered include full-service, triple-net, and modified-gross leases; legal terminology in leases; expenses and additional rent clauses; electric rent inclusion, as well as inclusion of operating expenses, common area maintenance (CAM), and real estate taxes; exit strategies, including assignment and sublease; and the tenant's rights of first offer, first refusal, renewal, and termination. Also, discuss the role of property managers in the leasing process in regard to preparing and showing the space, negotiating operating clauses, and managing the various guarantees and types of security deposits.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2192 Commercial Building Systems, Operations, and Maintenance (3 Credits)
Managing commercial properties and facilities requires a working knowledge of all aspects of building systems, maintenance, and repair. In this course, explore building infrastructure and staffing, budgets, contract services, electrical distribution, lighting, fire protection, energy management, and emergency management. Additional topics covered include vertical transportation; heating, ventilation, and air conditioning; boilers; plumbing; building envelope; security; computerized maintenance management systems; and environmental health and safety.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2193 Managing Tenant Improvement and Building Renovation Projects (3 Credits)
Learn how to manage building improvement projects, from design and permit acquisition through construction and closeout of the job. Understanding these components, in addition to the funding options, is vital for a property manager. The course also will review energy-efficient rebate programs, payback analysis, and mechanics liens.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2200 Construction Cost Estimating for Building Interiors (4 Credits)
Learn the theory, procedures, and practices used to develop interior construction project estimates. Topics covered include the bidding process; the bid package; general conditions; subcontractor comparisons; planning for the estimate; internal and external management considerations; and the predesign, conceptual, and preliminary budgets. Also, discuss preconstruction and detailed estimates; unit prices; lump sum bids; direct and indirect costs; and overhead, bonds, and insurance.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2201 Construction Cost Estimating for Building Core and Shell (4 Credits)
Build upon the instructional material covered in Construction Cost Estimating for Building Interiors and learn additional details and aspects of the estimating process, with a focus on building core and shell elements. Topics covered include building excavation, concrete, masonry, and framing and roofing. Explore the cost impact of a project’s location and schedule, as well as the manpower allocation for the rough construction trades.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2202 Construction Cost Estimating for Mechanical, Electrical, and Plumbing (MEP) (4 Credits)
In this final course of the Diploma program, learn how to develop cost estimates for the HVAC, electrical, and plumbing systems of construction projects. Acquire a comprehensive understanding of quantity takeoffs for sheet metal (converting ductwork to pounds); HVAC equipment (CFM, tons, and BTUs); plumbing and sprinkler systems; and electrical wiring, distribution, and lighting.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2210 The Critical Path Method, Work Breakdown Structures, and Network Logic (4 Credits)
Learn the critical path method (CPM) and other analytical and quantitative scheduling techniques through case studies, problems, and exercises. Identify a project’s stakeholders in order to establish the project parameters, risks, tasks, and interdependencies. Topics in this first course include the role of various stakeholders, the requisite information to develop a work breakdown structure (WBS), methods for developing the WBS, critical path scheduling via forward pass/backward pass and slack/float analysis, and updating and analysis. The course includes weekly assignments and culminates with a final project.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2211 Schedule Development and Analytical Tools (4 Credits)
This second course in the Diploma program applies the scheduling principles learned in the previous course to realistic scenarios and case studies using Microsoft Project software. Learn MS Project navigation and scheduling functionality to develop, update, and analyze critical path method (CPM) schedules. Topics include MS Project views and layouts; timescale manipulation; bar formats; sorting, filtering, grouping, and updating; calendars; and many other tips and tricks of the trade. The course includes weekly assignments and culminates in a final project.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2212 Cost and Resource Loading and Schedule Optimization (4 Credits)
This third and final course of the Diploma program builds upon the principles and practices learned in the first two courses with the introduction of additional analytical tools. Learn to add cost and resource data to Microsoft Project schedules in order to develop cash flows and resource-leveled schedules. Additionally, learn to use float for schedule optimization and to analyze schedules from different perspectives. Topics include navigating MS Project software to input and manipulate cost and resource information, developing cost and resource graphs and charts, and exporting data to MS Excel for additional manipulation. This course includes weekly assignments and culminates in a final project.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2220 Revit Drawing Essentials (3 Credits)
Learn the fundamentals of Autodesk Revit—from design through construction documentation. This hands-on, lab-based course provides an introduction to the tools and concepts of working with a fully parametric building modeler. Topics include starting Revit projects, defining new family types, adding roofs and floors, creating vertically compound walls, documenting the design, detailing, and working in a multiuser environment.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2221 Revit Drawing Intermediate (3 Credits)
Build upon the instructional material covered in Revit Drawing Essentials and acquire the skills to create a Revit project from the very beginning. Learn to develop exterior and interior wall systems, roofs, ceilings, room and area plans, and detailing and annotations. The course also covers window and stair creation, tagging and dimensioning, scheduling and sheet creation, and the importing and exporting of elements into projects. In addition, discuss how to work effectively in a multiple-user environment.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2222 Revit Modeling and Rendering (3 Credits)
Further your understanding of Revit in this third professional-level course. Learn how to customize project settings and systems families, create multiple design options in a single model, manipulate geometry visibilities with phasing and view templates, define complex geometries with conceptual massing and adaptive component families, and render and analyze your model using tools within Revit.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2230 Principles and Practices of Residential Property Management (3 Credits)
This course provides a comprehensive overview of the main roles and responsibilities of the residential property manager, including positioning properties to maximize their investment return and profit, optimizing tenant relations and retention, and maintaining property-building systems and extending their economic life.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2231 Legal Aspects of Residential Property Management (3 Credits)
Study the fundamentals of residential property management from a legal perspective. In this course, examine real estate law, specifically as it relates to leasing, evictions, rent regulations, and other guidelines and parameters enforced by public policy, condo/coop boards, and lending institutions.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2232 Residential Property Management Leasing and Marketing (3 Credits)
Learn how to effectively analyze, prepare, and market residential real estate through the creation of a comprehensive marketing plan. Such a plan would include market research for market recognition, lead generation, directed marketing campaigns, budgeting for marketing, and targeted outcomes with a supporting action plan to increase business in response to market conditions. Gain the skills to use the latest marketing tools to evaluate the best target markets for the product. Some strategies to be covered include segmenting the market, evaluating and deciding which target markets are most appropriate in the area, and evaluating potential markets for ongoing growth.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 2233 Building Systems, Operations, and Maintenance (3 Credits)
This course provides an introduction to the building systems, operations, and maintenance of residential properties. Topics include mechanical, electrical, and plumbing systems; elevators; maintenance and equipment rooms; preventive, corrective, and deferred maintenance; purchasing and job specifications; fire safety; inspection checklists; and service contractors and contracts.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3001 New York Real Estate Broker Course (5.5 Credits)
Prepare for the New York State Real Estate Broker Licensing Examination with this mandatory license-qualifying course. Topics include license law and regulations, law of agency, agency and real estate brokerage, office operations, real estate instruments, estates and interests, real estate financing, investments, general business law and land use regulations. It provides an introduction to construction, valuation, human rights issues, property management, taxes, fair housing law, and environmental issues.

Course Learning Objectives:

Upon successful completion of this course, students will be able to:

- Identify and work with real estate lawyers and other professionals regarding all legal documents (estates and interest, contracts, deeds, liens and easements)
- Understand New York Department of State license law, regulations, and how to comply with the standards of practice in the business
- Establish an office with oversight to comply with the rules

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3002 Real Estate Brokerage Office Management and Administration (3 Credits)
Through a step-by-step examination of real estate brokerage operations, you will gain an understanding of the targeted goals necessary to set-up and/or manage a real estate office. This course will address planning, organization, staffing, management, and the directing and controlling aspects of office operations. Topics include assessing the company environment to ascertain need/fit in the marketplace; analyzing the business factors for successful office operations and competitiveness, analyzing the real estate market, developing a business plan, structuring the organization including evaluating the risk of each business organizational structure, determining business systems based upon intended practice, budgeting and finance; business policies and procedures, overall marketing scheme, recruiting and staffing, professional staff development; coaching staff, evaluating and monitoring business operations, managing market and business risk, and developing management skills.

Course Learning Objectives:

Upon successful completion of this course, students will be able to:

- Collect data, analyze, determine, and plan the business and market environment for successful real estate brokerage operations
- Determine the best method to organize and implement the plan for business operations
- Evaluate personnel and direct staff
- Monitor and control office operations and make necessary adjustments in the business plan to meet goals that are measurable.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3003 Real Estate Marketing and Branding for Company Success (3 Credits)
<p>Learn how to effectively analyze, prepare, and market a real estate company for brand recognition through the creation of a comprehensive marketing plan that includes: marketing research, lead generation and directed marketing campaigns, budgeting for marketing, targeted outcomes with a supporting action plan to increase business in response to the market conditions.</p>

<p>You will explore ways in which to construct and manage a company brand presence. Creation of a marketing plan with measurable goals and targeted milestones for easy construction and evaluation of a detailed plan for success are evaluated.</p>

<p>Skills to evaluate the best target markets for the firm using the latest marketing tools will be explored in relation to working within the office with various personality types to accomplish company goals. Some strategies will include: segmenting the market, evaluating and deciding which target markets are most appropriate in the area, evaluating potential markets for ongoing growth. The creation and common updating practices of websites and how to effectively use technical content from various content providers are evaluated. Web and e-marketing techniques along with social media practices to generate leads to promote the brand are reviewed and considered.</p>

<p>Topics covered include: comprehensive marketing plans, methods to generate leads to stimulate and improve business, assessing target markets for profitability, and evaluating potential market segments to remain agile in a changing marketplace..</p>

<p>Course Learning Objectives:</p>

<p>Upon successful completion of this course, students will be able to:</p>

     Prepare a marketing plan for a real estate organization

     Create a budget with measurable goals to evaluate the effectiveness of a segment of a marketing plan and/or the plan itself

     Present the marketing plan to owners, managers, and staff, working with the staff to implement it

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3010 Introduction to Clinical Informatics for Clinicians (3 Credits)
This course introduces the concept of clinical technology that is used in clinical healthcare operations. Learn the basic terminology and historical development of technology as it relates to healthcare. In addition, gain an understanding of the clinical technology landscape and IT structure, as well as the convergence in technology to provide electronic medical records. The course focuses on the fundamentals of clinical applications, clinical infrastructure, systems interoperability and interfaces, and industry standards. It will delve into the legal, ethical, and regulatory issues that are related to healthcare informatics, including HIPAA, meaningful use, ICD-10, Consolidated-Clinical Document Architecture (C-CDA), and regulatory requirements. Upon completion of this course, you will have acquired a strong foundation in healthcare technology.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3011 Workflow and Systems Analysis for Clinicians (3 Credits)
This course introduces the techniques and concepts used to assess, design, and transform healthcare operations with an integrated, patient-centered approach. You will learn to translate those needs into the technical requirements necessary for an integrated healthcare information system. In addition, you will become familiar with the systems development life cycle in a healthcare setting, and the importance of key stakeholders in each phrase of the life cycle. By engaging key stakeholders, you will learn to identify the current state of clinical operations and to depict clinical flows into a workflow diagram. Learn how to gather information from clinical workflow observations, clinical data, and stakeholders to perform a needs assessment and how to work with clinical stakeholders to develop future clinical workflows to incorporate into healthcare applications. You ultimately will be prepared to drive successful outcomes by fostering collaborative decision-making, standardizing, and identifying user adoption strategies. Workflows include electronic health record (EHR) clinical workflow concepts, EHR billing and coding concepts, and EMPI managing duplicates, as well as the application of effective decision support.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3012 Project Management for Clinicians (3 Credits)
<p>Clinical project management skills—the ability to meet clinical project goals on time and within budget while maintaining quality clinical standards—are increasingly important in today’s competitive healthcare environment. Learn the theories, tools, and techniques for successful clinical project management. Topics include task organization and sequencing; schedule development; critical path method implementation as a management tool; the use of milestone and Gantt charts; the reverse planning method; change management; and cost, performance, and client considerations. Also, learn to apply principles of quality management in defining methods for testing systems in a healthcare environment.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3013 Clinical Data Analysis and Management for Clinicians (3 Credits)
<p>Database systems are the heart and soul of healthcare technology. A sound healthcare informatics strategy is built upon a strong working knowledge of database systems and interaction with healthcare databases. This course focuses on data processing that includes clinical data entry, clinical data organization, clinical data storage, clinical data manipulation, and clinical data retrieval. Acquire an understanding of how to differentiate clinical data from clinical information, and ascertain how clinical data supports decision-making. Learn the fundamentals of clinical database system technology. Topics include clinical database applications, clinical data modeling, clinical data architecture, meta structure, DBMS, clinical database analysis, normalization, clinical database design, referential integrity, entities, and an introduction to structured query language (SQL). Modeling concepts required to design and implement a healthcare database to enable reporting and analytics also will be covered.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3020 The People Domain of Project Management (3 Credits)
<p>This course is focused on the “soft skills” of project management—the people processing competencies that are essential for an effective project manager. They include a practical understanding of scope management, stakeholder management, team management, communications management, and integration management. Each of these project management knowledge areas draws upon the facilitation, management, and leadership skills exhibited in this role. The discussions, as well as the practical application of concepts and theory, will be delivered through a systematic approach that includes the study of all facets and how they fit together, how they interact, and how they affect and are affected by their environment. Apply the practices of stakeholder engagement, requirements traceability, the development of a staffing management plan, the use of communications models, and the change management process as you bridge theory with practice. The “people domain” associated with project management is behavioral at the core and front facing in leadership, reflecting the essential attributes of an effective manager.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3021 The Data Domain of Project Management (3 Credits)
<p>This course is focused on the analytic skills in project management—the data processing competencies that are essential for an effective project manager. They include a practical understanding of the project work plan, the project financial plan, the importance of risk management, the importance of quality management, and the establishment of efficient and effective relationships with a projects vendors and suppliers. Each of these project management knowledge areas draws upon the analytic, data-centric, and problem-solving skills exhibited in this role. Class discussions will be supported by a practical application of concepts and theory for use in developing the project schedule and project budget, identifying and managing resources, proactively planning for the management of risks, ensuring acceptance by the project owner, and establishing appropriate agreements between the project organization and its partners. Apply the practices to develop a work breakdown structure (WBS) and a project budget, conduct probability impact analysis of risks, establish quality control measures, and prepare a statement-of-work with a vendor. The “data domain” is associated with project management analytics at the core, with the front-facing planning and management skills as essential attributes of an effective manager.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3022 Intelligent Leadership (3 Credits)
<p>In today’s business environment, managers and leaders at all levels are facing significant challenges in achieving and sustaining breakthrough results. Drivers—including new and innovative technology, economic change, the globalization of business and commerce, the legal and regulatory environment, and the complexities of organizational governance—impact project initiatives as never before. The skills and the acumen of an effective manager and an intelligent leader are essential in creating and executing a successful project that delivers to the expectations of the project owner and its customers. In this course, develop the skills needed to bring diverse individuals together into a cohesive, goal-oriented team. Learn to manage a high-performance team and to recognize the importance of balancing individual efforts with the collective efforts of the team—all toward achieving project goals and objectives. Course work reinforces team building and team management techniques through leadership development, and is designed to prepare project managers to address the complexities of managing diverse projects. You will participate in an in-class team simulation project. Concepts related to the stages of team development, motivational theory, decision-making methodologies, problem solving, and emotional intelligence are at the core of the curriculum.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3023 Project Integration Management (3 Credits)
<p>This course is focused on the processes and activities used to identify, define, combine, unify, and coordinate the various processes and project management activities across the life cycle of a project. Project management integration includes unification, consolidation, communication, and integrative actions that draw upon the project management knowledge groups and practices, which make up the framework of structured project management methodology. You will be actively engaged in studying and applying the components of integration management in the planning, execution, and management of a project. The core of this course is a capstone project that will provide you with the opportunity to apply the skills, knowledge, tools, and experience you have gained to a team simulation project. Each team will be responsible for the planning and the execution of a discovery project, which will entail developing a project proposal, initiating the project, creating a business case for, obtaining the approval of the proposed project, delivering a team presentation to the executive sponsor and the steering committee, creating a project charter to authorize the project, and delivering a written report to describe and discuss the project management framework to be followed.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3040 Principles of Clinical Documentation Improvement (3.5 Credits)
Gain an understanding of the purpose of clinical documentation improvement (CDI) and the role of the clinical documentation specialist (CDS). Learn the professional standards of clinical documentation improvement and the ways in which CDI programs work within hospital systems. Attain a comprehensive overview of CDI programs and their impact in the areas of reimbursement, data quality, and compliance.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3041 CDI: International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) (4.5 Credits)
Prepare for the demanding and complex structure of the ICD-10-CM coding classification system. Explore the history and background of coding classification systems with a focus on ICD-10-CM. Learn key concepts and guidelines for each of the 21 chapters of ICD-10-CM. In this course, enhance your accuracy and ability to code so that you reach the highest level of specificity required by ICD-10-CM using realistic case studies.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3042 CDI: Pathophysiology and Pharmacology for Coders (4 Credits)
Examine the phenomena that produce alterations in human physiological function and the resulting human response. Understand pathophysiological changes, including how pathological processes are manifested and how they progress in the body. Medical pharmacology provides a basic knowledge of the manner in which drugs modify biological function. Explore the effects of drugs on different organ systems and disease processes; the mechanisms by which drugs produce their therapeutic and toxic effects; and the factors influencing their absorption, distribution, and biological actions.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3043 Applied CDI (3.5 Credits)
<p>This course will develop your ability to apply clinical knowledge in the analysis and the interpretation of medical records. You will use skills obtained in the previous CDI diploma courses, case studies, and clinical documentation improvement (CDI) methods. Additionally, you will learn how to recognize problematic, conflicting, or ambiguous documentation, gain an understanding of query concepts, and learn how to formulate physician queries. There will be in-class work coupled with hands-on experience in our NYU Langone Health facility.</p>

<p style="line-height: 20.8px;">You should not take this class before successfully completing these courses: Principles of CDI, ICD-10 Clinical Modification, ICD-10 Procedure Classification System, and Reimbursement Methodology.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3044 CDI: International Classification of Diseases, 10th Revision, Procedure Classification System (ICD-1 (4.5 Credits)
Prepare for the demanding and complex structure of the ICD-10 Procedure Classification System (PCS). This course provides the history and background of coding classification systems with a focus on ICD-10-PCS. Learn key concepts and guidelines for each chapter of ICD-10-PCS. Enhance your accuracy and ability to code to the highest level of specificity required by ICD-10-PCS using realistic case studies.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3050 Economic Development Principles and Partnerships (3.5 Credits)
The basic logic of our economy dictates that further economic development requires the cultivation and utilization of human creative capabilities. The principles of economic development—technology, talent, tolerance, and territory assets—offer a strategy for competitiveness in the creative age. Communities must establish ecosystems that develop new ideas and foster cultural, entrepreneurial, civic, scientific, and artistic creativity. This course serves as the entry point for this advanced diploma and will offer practical examples, case studies, and best practices for building creative, inclusive communities.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3051 Tools and Techniques for Understanding Urban Economies (3.5 Credits)
<p>Location is the key economic organizing unit of our time. For businesses, the right location can provide them with access to key customers and clients, talent pools, R&D assets, and clusters of related firms. For economic developers, an understanding of how to effectively measure a community’s competitive assets, including growth industries, talent specializations, and demographics, as well as how to promote and market those strengths to businesses is crucial. This course serves as the key methods course for this advanced diploma, and will offer participants key insights into effective economic development research methods and associated strategies.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3052 Startup Cities (2.5 Credits)
Startup activity in the US is increasingly moving from suburban “nerdistans” back to cities, thanks to their creative class appeal, amenities, and walkability. Recent research suggests that communities with supportive, entrepreneurial ecosystems—available talent, business support, capital and inclusive environments—are more likely to attract, grow, and retain entrepreneurs and startup organizations. Around the world, cities big and small are utilizing innovative support programs, university partnerships and technology transfer programs, incubators and accelerators, and funding mechanisms to help fuel the growth of their startup communities. This course will demonstrate the importance of an ecosystem to startup businesses and will showcase various models and approaches for supporting innovation and startups in urban environments, including incubator and accelerator best practices.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3053 Creative Placemaking (2.5 Credits)
More than ever before, economic development is about cultivating creative, authentic communities that attract, retain, and foster talent. A recent Gallup Organization survey of more than 40,000 people found that three main qualities attach people to place: social offerings, openness, and a community’s aesthetics. Effective creative placemaking—from physical development and space use to on-the-street programming—takes each of these factors into account. Placemaking today is not just about raising a single development or building, but is about creating large-scale physical and cultural improvements across entire neighborhoods and communities. This course will provide an overview of the latest best practices and approaches in creative placemaking, including neighborhood revitalization, public and green space use, and street-level programming.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3054 Global Cities (2.5 Credits)
<p>Cities are the most important engines and organizing units of the global economy. They are more than just the sum of their built infrastructure—their political, social, cultural and intellectual fabric is complex. While urbanization is a powerful force for growth and innovation, it is not self-regulating; our global cities need a generation of leaders that understands the challenges of both developed and developing cities, as well as the best practices that drive economic growth and prosperity. This course offers key insights into the challenges and trends impacting the world’s cities, including increased urbanization, social and equity divides, infrastructure development, and human skill development.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3055 Resilient Cities (2.5 Credits)
<p>In the next 50 years, three out of every five people will live in an urban area. This will strain the capacities of the world’s natural resources and of urban infrastructures to supply food, water, and energy. At the same time, the destructive storms and rising tides that are a consequence of global warming, as well as other natural and manmade disasters, will inevitably take a steep toll on cities. This course demonstrates how city builders must utilize new approaches to building resilient cities that incorporate climate and sustainability policies, physical development, and environment protection.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3060 Energy Modeling Foundations (3 Credits)
This introductory course takes a quantitative approach to better understand the extractive energy industries, particularly oil and gas. Learn to construct a basic financial model of conventional energy projects using Microsoft Excel. The course will focus on key topics in energy finance, including valuation methods, energy derivatives, financial statement analysis, capital budgeting, and risk analysis. Also, analyze case studies addressing current energy topics and apply energy modeling using a “real-world” approach.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3061 Risks and Opportunities: Geopolitics, Policy, and Regulation (3 Credits)
Risk is inherent in all energy ventures, and understanding the drivers and costs associated with specific risks is imperative in the context of energy markets and project finance. This course examines country risk—the risk that firms incur in cross-border investment. Country risk analysts and managers assess and mitigate the risk of financial loss to a firm due to country events, such as coups, social unrest, and war, as well as economic shocks and economic policy changes. This course introduces students to country risk resources and the components of country risk analysis, including macroeconomic policy and performance, the balance of payments, public finances, and banking sector and political risks. The case study approach is employed, utilizing IMF Article IV Staff Reports and other resources as source material, with particular attention given to country risk in oil exporters, a relevant topic for the energy analyst.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3062 Energy Analytics: Data, Interpretation, and Analysis (3 Credits)
The ability to understand and make sense of future energy projections and real-time data is an imperative in the energy sector. Whether it involves supply and demand and or price projections, the sector requires deep-level data analysis. This section analyzes real-time data and teaches the fundamentals of interpretation and data analysis. As part of the course work, you will be charged with interpreting energy data in the context of various market scenarios.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3063 CleanTech, Renewables, and Alternative Energy Finance (3 Credits)
Explore the models, financing vehicles, and investment opportunities for alternative energy sources such as solar, wind, nuclear, electrical storage, and geothermal. Learn how these technologies integrate into the current power supply structure. Discover other innovative alternative energy sources’ potential and their financing mechanisms. Gain a greater understanding of the roles and impacts that these technologies are having on the energy sector, the different financing options for renewables, and the market impacts of increasing use of alternative fuels in the future. The different regulatory and policy matters affecting alternative energy will be studied and incorporated into modeling and written analysis. You also will attend events and presentations put on by members of the CleanTech community in the region. Practical exercises in financial modeling (project finance and corporate analysis) specific to the alternative energy sector will be performed to utilize different analysis tools. You will be provided market data and information on one or more sectors of the energy market and be required to deliver a comprehensive analysis and forecast of relevant energy market trends, prices, and insight.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3080 FP 1: Fundamentals of Financial Planning (4 Credits)
This first course in the program will provide you with the fundamentals of financial planning. Topics to be covered include financial planning functions, economic and legal environments, financial analysis, and ethical and professional considerations. You also will gain practical experience utilizing data-gathering forms, constructing personal financial statements, budgeting, and addressing regulatory requirements. This course will provide an overview of the financial planning curriculum and is designed to be an introductory course. Fees for required study guides and the online final exam are not included in tuition. Required course booklets and online exams are available for purchase online at dalton-education.com/nyu-store.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3081 FP 2: Financial Planning Process and Insurance (4 Credits)
This course will provide a review of the basic financial planning principles and will introduce you to the concepts of risk management. Other topics to be covered include risk exposure identification, legal aspects of insurance, insurance policy analysis, and employee benefits. You also will gain practical knowledge of the various types of life insurance policies, along with life insurance needs analysis, property and casualty insurance, medical and disability insurance, and Social Security benefits. One class is devoted to a review of the use of the financial calculator. Fees for required study guides and the online final exam are not included in tuition. Required course booklets and online exams are available for purchase online at dalton-education.com/nyu-store.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3082 FP 3: Investment Planning (4 Credits)
This course will provide you with the knowledge to assess a client’s risk-tolerance, tax situation, liquidity, and marketability requirements in order to determine appropriate investment vehicles. Other topics covered in this course include regulation of markets, investment vehicles, investment theory, financial markets, and modern portfolio theory. Fees for required study guides and the online final exam are not included in tuition. Required course booklets and online exams are available for purchase online at dalton-education.com/nyu-store.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3083 FP 4: Income Tax Planning (4 Credits)
This course will provide an understanding of the tax code and income tax fundamentals. Other topics covered in this course include tax consequences of employee benefits and investments, sales of personal residences, tax-free exchanges, and passive activity rules. You also will gain knowledge of the planning strategies for high-income individuals that have been necessitated by new developments in areas such as taxation of net investment income and phase-outs of personal dependency exemptions and of itemized deductions. This knowledge is tested in the tax portions of the CFP® exam. Fees for required study guides and the online final exam are not included in tuition. Required course booklets and online exams are available for purchase online at dalton-education.com/nyu-store.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3084 FP 5: Retirement Planning and Employee Benefits (4 Credits)
This course will provide an overview of personal and employee-sponsored retirement plans. Other topics covered in this course include Social Security and Medicare benefits, IRAs, tax-sheltered annuities, qualified retirement plans, distribution options, and taxation and income tax deduction/benefit limitations. You also will gain knowledge of the characteristics of qualified plans for employees, retirement needs analysis, and ways to determine suitable investments and other employee benefits. Fees for required study guides and the online final exam are not included in tuition. Required course booklets and online exams are available for purchase online at dalton-education.com/nyu-store.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3085 FP 6: Estate Planning (4 Credits)
This course will provide you with the knowledge to recommend appropriate estate-planning techniques based upon an individual client’s constraints and objectives. Other topics to be covered in this course include estate planning processes and goals; methods of estate transfer at death; the federal estate tax; the federal gift tax; estate planning issues related to the generation-skipping transfer tax and income tax; methods of estate transfer during life; estate liquidity and postmortem actions; and estate planning for special situations, such as incapacity, family arrangements, and selecting fiduciaries. Fees for required study guides and the online final exam are not included in tuition. Required course booklets and online exams are available for purchase online at dalton-education.com/nyu-store.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3086 FP 7: Financial Planning Capstone (5 Credits)
In an environment of great uncertainty—in which clients often are turning to their financial planners for advice on a wide range of complex issues—it is increasingly important that financial planners have the skills to communicate recommendations in a clear, fair, and relevant manner. This financial planning communications course is designed to help assess and strengthen such skills. This course applies the technical knowledge you have gained throughout your studies into “real-life” client scenarios. You will quickly see that, while technical knowledge is important, the ability to communicate complex financial planning techniques to a client is equally so.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3088 Advanced Financial Risk Management (3 Credits)
<p>This course begins with a comprehensive examination of how financial risk arises, why it must be managed, and what the real-life, historical consequences are of inattention to or purposeful disregard of the basic principles of risk management. After a deep dive into current practice in value at risk and stress testing, we focus on specific areas of operational risk, spot risk, forward risk, model risk, and credit risk that are the key financial risks faced by corporations and addressed by risk management professionals.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3100 Foundations of Clean Technology (4 Credits)
<p>Cleantech is a dynamic and growing field with frequent new discoveries, innovations, and setbacks. This course will provide students with foundational knowledge of the cleantech landscape and its systems. The course will guide students in understanding different clean technologies—renewable energy, sustainable mobility, recycling and reuse, building and land use efficiency, etc.—and in assessing the related impacts and viability. The electrical system, including generation, transmission, distribution, and energy efficiency, will be given special coverage. Industry professionals will serve as guest lecturers on key topics such as cleantech actors and smart cities.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3101 Clean Energy Entrepreneurship (3 Credits)
<p>Entrepreneurship and venture creation are key agents of innovation within the cleantech sector. This course examines strategies and methods that are essential for creating and sustaining start-ups, early-stage companies, and small-business enterprises. Topics include strategic assessment and decision-making; financial, human, and technology resource management; and tools and tactics for marketing specifically geared toward entrepreneurs. Sessions will also include lessons on investments, venture capital, public and private grantmaking opportunities, and other forms of start-up capital. The course will conclude with students developing and producing a financial model. The skills gained in this course are not only applicable for cleantech start-ups, but can also be leveraged for a variety careers.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3102 Analytics for Energy Professionals (2 Credits)
<p>This course provides a foundation for understanding and using qualitative and quantitative tools effectively within the energy sector. Students will explore methods for energy analysis and management, discuss processes to collect and analyze data, and practice interpreting and utilizing energy data.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3103 Clean Energy Capstone Project: Putting Knowledge to Practice (3 Credits)
<p>Students gain real-world experience working directly with a NYC-based clean energy company that is aligned with their interests. For students, it is an opportunity to interweave theory with practice and to do so in real-time, in an unpredictable, complex, real-world environment. Capstone pairings will take place during the first several weeks of the program to provide both students and capstone host companies the opportunity to clearly define the scope of the project and its deliverables.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3110 Software and Website Localization for Translators (4 Credits)
<p>This course provides an overall introduction into essential computer-assisted translation (CAT) tools and translation memory systems (such as OmegaT, SDL Trados Studio, MemoQ, and Memsource) in theory and practical application. You will receive hands-on training in the operation of several software systems, as well as an introduction to other advanced packages. You will gain an understanding of how to match tools with project requirements and how to work with files provided by clients. You will make a comparative study of two software packages, and evaluate a CAT tool in its actual application in basic digital media translation.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3111 Introduction to Digital Media Translation and Localization (4 Credits)
<p>This course will provide a thorough grounding in general website translation, from both a technical and a linguistic perspective. The focus will be on the application of translation software and localization skills to manage the technical requirements, as well as issues of culturally sensitive translation. Actual practice translation will be focused on the transcreation of complex content with creative aspects, including captions, subtitles, blogs, marketing web material, and commercial scripting. The course will survey a range of virtual platforms and media including mobile apps, gaming, and flash animation from the finished end-user perspective. You will produce a bilingual blog page demonstrating learned skills in moment-to-moment translation, such as in a bilingual advice column.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3112 Translating Digital Media: Text, Voice, and Video Subtitling (4 Credits)
<p>This course will address multimedia translation in digital space, covering text, voice, and video formats, with total subtitling audio-video adaptation as a core learning activity. Delivered in four immersive weeks, this course will cover textual “crafting” (time coding calculation of in-and-out screen fade per reading time), navigation between text and image-based messages, bilingual transcription of audio voice content, and advanced localization and transcreation—considering imagery, color, sound track, and volume. You will synthesize all processes learned in the construction and translation of an animated website with a bilingual interface. This work product will be publishable and will serve as an integral exhibit for prospective employers.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3120 Introduction to Monitoring and Evaluation (3 Credits)
<p>This course will introduce students to the fundamentals of monitoring and evaluation (M&E). It will address questions such as: What is monitoring and evaluation? Why do it? Who does it? By the end of this course, students will be able to develop a monitoring and evaluation theoretical framework. Group work plays a significant role in this program and is required. If you are not comfortable working in groups, you may want to reconsider your participation in this program.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3121 Program Design for Monitoring and Evaluation (3 Credits)

<p>This course will build on participants’ ability to develop a theoretical framework of monitoring and evaluation. In this portion of the program, students will start operationalizing the theoretical framework into a measurable one. They will learn how to move from constructs to variables, how to build reliable and valid measures, and which qualitative and quantitative methodologies and designs are available to them. The course will also include discussion of case studies from various sectors/industries.</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3122 Qualitative and Quantitative Methods in Evaluation (3 Credits)

<p>This course introduces students to approaches to data collection and analysis. The qualitative methods sessions cover qualitative research methods; mining others’ research to prepare literature reviews; and developing data gathering tools such as surveys, interviews, focus groups and observations. Students use case studies and other qualitative results reports to develop their critical analysis of the validity and reliability of evidence and findings. In the section on quantitative methods, students learn about quantitative research designs and their applications in evaluation, explore sampling, methods, and learn to develop quantitative measurement tools. They design simple surveys, and analyze varied types of quantitative instruments. Students will analyze quantitative studies to understand implications of findings for effectiveness and sustainability. Students will also analyze secondary data sets to understand the basics of statistical relationships and modeling. </p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3123 Reporting and Presenting Results (3 Credits)

This course introduces students to approaches to data collection and analysis. The sessions covering qualitative research methods focus on developing literature reviews and developing and using data-gathering tools such as interviews, focus groups, and observations. Students also critically analyze published studies to evaluate the quality of the study design and the strength of the evidence and conclusions. The sessions on quantitative methods cover the basics of data analysis, exploring how these principles affect approaches to research design and data gathering. Students learn experimental and quasi-experimental research designs and their application, sampling methods, ways of recognizing good data from bad, and beginning survey design. In short, they learn how to develop credible data—data that measures what it claims to measure and that is analyzed correctly.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3130 Coaching Foundations and Theory (3 Credits)

Acquire a thorough understanding of the philosophical, historical, and ethical foundations of coaching. Explore similarities and differences between coaching and related disciplines; understand various coaching skills, operating assumptions, and practices; and consider the scope of coaching’s potential. The learning cohort will meet in person at the earliest possible date at the start of the semester in order to develop the trust and rapport required for effective coaching throughout the diploma courses and to allow for greater flexibility with asynchronous work throughout the remainder of the semester.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3131 Coaching Skills Development (3 Credits)

In this course, you will learn, practice, and distinguish basic coaching skills through real-time conversations; experiment with the language of coaching; and observe the effect of these skills as a coachee. By the end of the course, you will have a strong foundation in defining processes to structure coaching sessions and employing methodologies to establish credibility and trust with coachees.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3132 Coaching Engagements in Practice (3 Credits)

In this course, you will to use your coaching expertise to help clients to clarify and then reach their goals. In addition, you will develop a deeper understanding of and facility with core coaching competencies, models, and frameworks. You will participate in fieldwork that will include establishing, maintaining, and completing real-world coaching engagements. You will learn to coach clients under the guidance of a faculty member and then receive feedback from observers and peers to deepen your expertise. You also will practice applying the skills, techniques, assessments, and tools in real-world coaching situations. Throughout the course, strengthen your skills for identifying outcomes of coaching situations, recognizing the various coaching conversations needed, and developing your personal coaching presence.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3133 Master Class in Coaching: Capstone (3 Credits)

The Advanced Diploma in Coaching emphasizes real-world practice and experience, and this is reflected in this final Capstone review of core coaching competencies. In a safe and supportive class environment, you will demonstrate the coaching knowledge and skills that you have gained from prior courses. You will receive feedback from master practitioners and facilitators during your coaching interaction session that will help you to clarify your strengths and to identify key areas requiring continued focus and development.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3140 The Structure of Language (3 Credits)

<p>Teaching a foreign language requires a strong grounding in the fundamental principles governing that language’s grammar, lexis, and phonology. This course will examine the grammar, vocabulary, and pronunciation of English and provide you with the necessary framework to develop skills for practical classroom applications.</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3141 Instructional Methodology (3 Credits)

<p>The purpose of language study is to enable learners to communicate effectively in the four skill areas: speaking, listening, writing, and reading. This course will provide you with the terminology, concepts, and teaching approaches necessary to instruct learners in these skill areas. The course also will outline potential barriers to successful communication in each of the four skills and enable you to apply this knowledge to hands-on lesson planning and teaching.</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3142 Planning and Assessment (3 Credits)
<p>Successful classroom instruction depends not only upon what is done during class time but also upon the analysis and preparation undertaken before and after classes meet. In this course, you will be exposed to a variety of strategies for teaching and assessment and will incorporate them into lesson planning and hands-on teaching. You also will learn how to assess and modify existing teaching materials, as well as how to create original materials for classroom use. Ultimately, you develop the skills necessary for sequencing multiple lesson plans into a cohesive syllabus to achieve defined learning objectives.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3143 Classroom Teaching Techniques (3 Credits)
The instructor’s ability to effectively manage the physical resources of the classroom and facilitate the interactions with—and between—students is a critical component of a successful teaching and learning experience. This course will provide you with theory and experience in classroom management techniques, best practices in teaching, and a strong foundation for professionalism. During this module, you will have the opportunity to observe and reflect on classroom teaching.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3144 Teaching Practicum (2 Credits)
An awareness of and reflection on one’s own teaching are essential for continued growth in the field of TESOL. This course will provide students with foundational classroom teaching experience, using lessons developed in the Planning and Assessment course and applying the skills and knowledge gained from all the courses in the Diploma program. Students will receive valuable feedback on their teaching, which they can incorporate in future lesson planning.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3150 Introduction to the Entertainment Industry and Agent Fields (4 Credits)
Agenting involves representing the interests of various participants within the entertainment field. In order to understand the agent’s function, it is imperative to have a thorough understanding of the overall entertainment industry, as well as the specific areas in which agents function. In this course, you will gain an overview of the industry players: their roles, processes, and interplay. You also will examine the market in terms of buyers, content/material, talent, and relationship building. This course also will examine the different fields in which agents function and the distinction between representing talent and materials. Fields of agenting covered in this course are theatre, TV, film, commercials/endorsements, literary, new media, and personal appearances (e.g., music and lectures).
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3151 Foundations of Working in an Agency (4 Credits)
This procedural course will cover communication skills, office comportment, and the use of technology in daily activities within an agency in the entertainment industry. You will gain an overview of the necessary terms and definitions for conducting business. The course will provide a thorough examination of the applicable organizational tools, systems, and resources, as well as the necessary framework for further study in more specialized areas of engagement.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3152 Being an Agent: The Job (4 Credits)
This course will provide you with an understanding of what being an agent entails and how agents do their jobs. You will learn how agents sign and manage talent and how to create effective strategies for communication, relationship building, and contract negotiation. The primary focus of the course is on the applicable tools necessary for effective management of clients within these fields.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3170 Introduction to Critical Infrastructure: All-Hazards Approach (4 Credits)
<p>Energy and water, communications and transportation, and everything in between—these are the essential elements of any developed society. Few things have a greater impact to the delivery of goods and services than an interruption to any one of these sectors. The protection and resilience of these critical services are vital to the preparedness and postdisaster activities of governments, emergency responders, and the private sector. This course analyzes the critical issues associated with infrastructure protection and risk-reduction activities. It provides a framework for identifying and organizing critical infrastructure and explores the legislative and regulatory authorities for critical infrastructure protection and resilience. The course leverages extensive case studies in order to highlight security and resilience challenges, best practices, and lessons learned from a range of all-hazards threats. It provides the foundation needed to leverage federal, state, and local partnerships and resources in support of risk reduction—all aimed at driving business continuity and preparedness planning.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3171 Critical Infrastructure: Vulnerability and Consequence Analysis (4 Credits)
Comprehensive risk reduction for critical infrastructure requires an understanding of asset protection and resilience enhancement methodologies. These activities are vital components of sound preparedness and business continuity planning across all levels of government and industry. This course will establish a foundation for engaging in risk management by focusing on vulnerability and consequence analysis. Students will develop an understanding of infrastructure restoration prioritization, dependency mapping, and infrastructure preparedness activities in support of resilience. They will be introduced to physical security assessments for infrastructure and enhance their understanding of available cybersecurity resources. Students also will acquire the skills necessary to develop resilience and security enhancement options, and they will discuss techniques to brief those results to industry leaders and emergency managers.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3172 Infrastructure Incident and Consequence Management (4 Credits)
The complex nature of responding to disasters, both man-made and natural, requires a level of integration and preparedness that can be challenging to attain. An organization’s survivability depends largely on their ability to properly leverage previous preparedness initiatives, in combination with existing local and regional hazard adaptation efforts. This course will explore the various organizational structures that best support incident decision-making, and the role of critical infrastructure consequence management. It will rely heavily on case studies of previous hazard adaptation efforts, and draw upon best-practices for future mitigation strategies. Students will develop infrastructure products and analysis to support decision-making authorities, such as emergency managers and corporate leaders. Students will develop an understanding of the incident command system by evaluating industry standards and best practices. They will be further challenged to develop preliminary standard operating procedure for incorporating critical infrastructure protection and resilience activities into corporate or government incident command.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3180 Essential Elements of Appraisal (3.5 Credits)
This introduction to the basic tenets of appraisal will define appraisal and the concept of value by outlining different types of market value and the process used to develop those values. You will receive an overview of the process of developing a valuation and turning that valuation into an objective, impartial appraisal. This class will convey the most important skill sets in appraisal, with emphasis on in-depth research techniques, including provenance research, databases, auction house results, and private sales. You also will learn about the importance of various identifying marks, such as those on frames, silver, and porcelain.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3181 Legal and Ethical Issues for Appraisers (3.5 Credits)
Art law is the fastest growing legal specialization. State, national, and international laws dictate the validity and credibility of valuation. Challenges involving cultural property, looted or other stolen objects, copyright, and VARA laws all directly relate to the value of a work or object, as well as the potential legal liability facing appraisers. This class will examine each of these and many other developing areas in art law and ethics to prepare appraisers to identify issues confidently and professionally and to address them appropriately.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3182 Appraisals and IRS Laws, Rules, and Regulations (1.5 Credits)
Of the many types of appraisals, the most complicated and rigorous in the profession are those prepared for the IRS that accompany tax returns claiming charitable contributions, estate valuations, or gifts. A poorly constructed appraisal or improper valuation can wreak havoc for both the client and the taxpayer. This class will demystify the complicated tax code and succinctly address the precise obligations of the appraiser by tax law.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3183 Advanced Appraisal Writing (3.5 Credits)
This rigorous class provides the opportunity to improve and refine your writing skills in describing objects and market analysis for the most common appraisals, including insurance, tax deduction, and damage and loss.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3184 Uniform Standards of Professional Appraisal Practice (USPAP) (1.5 Credits)
The Uniform Standards of Professional Appraisal Practice (USPAP) establishes a unified code of ethics and standards for appraisal report writing. This seminar concentrates on personal property appraising and prepares you for the USPAP examination. Passing this exam is proof of professional competence and commitment, and it is essential for those who intend to become professional appraisers. The curriculum follows the guidelines of the Appraisal Standards Board of the Appraisal Foundation.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3190 Mastering English Grammar (3 Credits)
A solid grasp of grammar is the foundational skill of copyediting and proofreading across all media. In this course, review the eight principal parts of speech, and gain an understanding of how they work together syntactically to form sentences. Topics include dangling modifiers, subject-verb and noun-pronoun agreement, misplaced punctuation, and run-on sentences. Learn how and when to use a copy editor’s most important tools—dictionaries and related grammar and style guides—to verify standard grammar and syntax. Advanced concepts are presented through onsite, hands-on workshops.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3191 Copyediting and Proofreading Books (3 Credits)
This hands-on course provides intensive training in the fundamentals of copyediting and proofreading books. Apply your advanced knowledge of spelling, grammar, usage, and punctuation to editing manuscripts. Learn to use standard copyediting symbols and terminology and to create an in-house style guide. Discuss how to suggest text changes without interfering with the author’s voice and style. Learn the copy editor’s role in standard book publishing production cycles, including communicating successfully with editors, authors, vendors, and compositors. Also, gain an understanding of the difference between copyediting and proofreading.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3192 Magazine Copyediting (3 Credits)
Learn how magazine copyediting—for both print and digital formats—differs from book copyediting in a fundamental, day-to-day way. While each session will familiarize you with the foundations of accuracy, clarity, and coherence, which all copy editors need in their toolbox, this course will focus on the specifics needed to work in the magazine industry, whether from a print perspective or online. While looking at the various sections of a magazine, from the "front of book" to the "feature well," and the unique style, function, and voice of each, we will explore the diversity of magazine genres within the industry and learn how a magazine copy editor is responsible for upholding the individual voice of that magazine. Learn the crucial role that each magazine's style guide plays as a road map to that publication's landscape, and become familiar with industry-standard style guides such as *The Chicago Manual of Style* (the magazine industry standard) and *Merriam-Webster's Collegiate, 11th Edition.* The course will focus on magazine production cycles, noting how a copy editor's role dovetails with those of other editors and the art and production departments. Also, you will gain hands-on experience using Adobe InCopy and InDesign.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3193 Fact-Checking for Accuracy (3 Credits)
<p>Fact-checkers and copy editors often work closely together, as their mutual goal is ensuring the accuracy and consistency of a text. However, when a publication or publishing house does not have the budget for a fact-checker, copy editors often must take responsibility for ensuring that stories are accurate with respect to names, titles, dates, and facts. This course will outline procedures to confirm accuracy, from using primary and secondary source material to conducting interviews with sources via phone and email. Relevant legal information, including libel law, will be discussed. Fact-checking as a career independent of copyediting also will be addressed.</p>

<p><i>If you would like to be added to our wait list for this course, please call us at 212-998-7272. We will contact you if a seat becomes available.</i></p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3194 Digital Copyediting (3 Credits)
Today's copy editors have to become experts in anything at the drop of a hat. In the digital landscape, copyediting isn't confined to a single topic or even a predictable production cycle; instead, it is necessary to be endlessly flexible and lightning-fast. This course explores the digital landscape, and the copy desks within it, allowing for a deeper understanding of the industry. Receive hands-on instruction in techniques that will allow you to edit quickly, accurately, and appropriately for any digital outlet. Learn how to create and maintain a house style guide—a vital part of any publication, but even more important for those working without the typographical constraints of traditional publishing. Practice communicating quickly and effectively with writers and editors under tight deadlines. Explore the unique challenges and opportunities of reporting responsibly with social media, from both an accuracy and a copyright perspective.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3195 Video Copyediting (3 Credits)
As traditionally text-focused publishers move into video production, copyediting remains a crucial force to ensure quality and accuracy of all content. Copy editors have long been the standard-bearers in text-based media, and video presents an opportunity to apply those skills to a new medium. This hands-on look at copyediting for video will train both new and seasoned copy editors to apply their vital skills to the newly prominent medium. The course will include training in script editing, fact-checking reported video content, and closed captioning, as well as an introduction to copyright law as it interacts with asset gathering for video. Become familiar with the existing structures for copyediting video, and learn how to create new systems for publishers that don't currently have a process for video copyediting.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3200 The Fundamentals of the Global Art Markets and Marketplaces (3 Credits)
This course will review the macro and micro art markets, their histories of development, and the various degrees to which they comprise and construct the global art economy. It will uncover the past and present mechanisms of these markets, their size and respective levels of transparency, and their geographic concentrations, as well as their historical performance as measured by economists, specialized studies, and art indices. Gain familiarity with the various factors that affect the art market, current trends, and economic forecasts. The course also will cover the consideration of art as an investment and asset class and its use in global wealth preservation and creation.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3201 Theory and Practice of Art Valuation (3 Credits)
This course provides a fundamental grounding in the various approaches and methodologies associated with assigning a value to art objects. It will reveal the various Western definitions of "value"—fair market value, retail replacement value, salvage value, marketable cash value, and liquidation value—and the relevant resources used to establish such valuations. Furthermore, it will compare how Western practices differ from those of emerging economies. You will be introduced to the requirements and use of USPAP-certified appraisals in the United States for art collections for the purposes of insurance, estate planning, donation, and liquidation. You also will learn and gain an understanding of the significant difference between valuations associated with appraisal work and valuations associated with the "pricing" of art objects for sale or accession. This course will demonstrate how "true" value of an art object is largely contextual, and thus often not a singular metric.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3202 Art Market Practices: Building and Managing Collections (3 Credits)
This course offers a pragmatic study of the professional practices used in art advisory work. Learn the fundamental concepts of building a collection, and examine the role of the professional art adviser in the marketplace. This course combines lectures with field studies to provide real-world grounding in the process of building a collection. It will cover the basic concepts of collecting, including the mechanics, points of sale, commissions and associated costs of acquiring art, and the care of art. Become familiar with the realities of working within specialized markets, and gain an understanding of the underlying mechanisms and working realities of procuring art through various market sources. This course will review successful strategies for approaching private collectors, corporations, private businesses, institutions, and museums. As clients have different expectations and needs, learn to handle the real concerns and varied challenges of working with clients in their homes, in their offices, or at institutions. Learn how to set goals, define the vision and/or mission of the collection, create timelines, make productive recommendations, prepare presentations of acquisitions, acquire formal and informal approvals, and manage clients’ various needs to fulfill their aesthetic desires. The course relies heavily on case studies of collectors, as well as the seasoned experience of a practicing professional who works daily in the art market.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3203 The Art Transaction: Buying and Selling in Global Markets (3 Credits)
This course will trace the processes and requirements that are elemental to art transactions for both private and public sales. It will cover the necessary documents, standard contracts, and legal concerns involved in successful transactions. Learn about due diligence procedures, including authenticity and provenance checks, import/exporting requirements, artist resale rights, title issues, art loss and restitution, and cultural patrimony and UNESCO restrictions, all of which create parameters around art transactions. The course also will address the specific variables at play in different geographical regions, including Europe, Asia, North America, and Latin America, as well as the regulatory taxes, levies, and associated costs and professional fees.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3210 Fundraising Career and Philanthropy: An Overview (2 Credits)
Fundraising is one of the most rewarding careers to enter. It presents opportunities to serve compelling missions and to take on real professional responsibilities, but success in this challenging world requires knowledge and specific skills. This course covers the importance of philanthropy to the mission of nonprofits, the roles and responsibilities of fundraisers, the history of charitable giving in the United States, the motivations of donors at all levels, useful stewardship practices, and the effective management of a development department. During this course, learn to research giving trends, wealth indicators, and philanthropic programs that impact community needs.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3211 Engaging Individual Donors (2 Credits)
The key to a strong and expanding fundraising program is an understanding of donors and their connection to the mission of the nonprofit. Prior to a gift (of any size), an individual first must be introduced to and involved with the organization’s mission and purpose. Thus, a fundraiser’s first priority is to engage individuals, educate them about the nonprofit’s role in society, and encourage them to invest in the organization. Individual donors provide the majority of charitable gifts in annual support, major gifts, and estate planning.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3212 Securing Foundation and Corporate Grants (2 Credits)
Corporations, foundations, and government entities provide support to nonprofit organizations. While individuals account for the highest percentage of charitable giving, foundations, corporations, and governmental entities grant funds to establish or supplement important community-focused programs. These grants also can provide funding for incubator projects that may subsequently be supported by major individual donors. In this course, we will discuss and examine the special aspects of foundation, corporate, and government grant preparation and solicitation. Each solicitation involves developing a positive relationship, planning effectively, asking for support in the appropriate manner, and following up using proper procedures. Successfully receiving a grant from a foundation or corporation requires researching and identifying the appropriate partner, understanding the guidelines, effectively asking for the grant, and exercising meaningful stewardship.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3213 Ethics, Law, and Board Governance in Philanthropic Organizations (3 Credits)
Today the nonprofit sector faces public scrutiny once reserved for corporations and government. Well-publicized scandals have contributed to a decline in trust, even though an overwhelming number of nonprofit professionals and board members act honorably. Once universally held in high esteem, the nonprofit sector must act to repair and protect its reputation. Examine the institutions, processes, and policies related to ethical behavior, legal compliance, and effective governance in the nonprofit sector. Boards of directors have ultimate responsibility in this regard; they are the last stop in the chain of accountability. But staff members, as well, must be aware of their obligations. The main topics of this course include the nonprofit board of directors (structures, functions, roles, and responsibilities), federal regulations, New York State regulations, financial oversight, and ethics in the nonprofit sector. In addition to practical matters, we will address theoretical questions, such as what constitutes an ethical culture, whether self-regulation works, and what the future holds for nonprofit governance. We will examine case studies to illustrate key points. Some classes will include student-led discussion of case studies.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3220 Cybersecurity: Essentials (3 Credits)
This lab-based course introduces the core concepts of cybersecurity: risk, governance, access control, incident response, auditing and monitoring, and recovery. Learn how policies, standards, procedures, and guidelines are established to ensure confidentiality, integrity, and availability.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3221 Cybersecurity: Hacking Understood (3 Credits)
This course will focus on finding and exploiting common vulnerabilities in operating systems, architecture, and protocols. In class, you will assume the role of a hacker and use the latest tools and techniques to attack a system.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3222 Cybersecurity: Defending Technology Assets (3 Credits)
This course focuses on various solutions that are used to secure networks. It also will cover forensics reviews of security incidents.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3223 Cybersecurity: Advanced Topics (3 Credits)
This lab-based course will cover advanced Windows exploitation techniques, advanced web attacks, and advanced malware analysis.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3230 Digital Marketing: Strategy (3 Credits)
Learn everything needed to create a successful digital marketing campaign. Each topic covered enables you to move toward building your own digital marketing strategy. Explore the capabilities of the tactics, timing, and techniques, and learn what to measure to make sure your efforts provide return your investment (ROI). Focus on creating content and analytics that you can use to measure and present results. Course sessions combine lecture-based learning with practical exercises and peer feedback to develop your understanding of digital marketing. There also will be the opportunity to respond to a brief from a real company and to go head-to-head pitching ideas.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3231 Digital Marketing: Analytics (2 Credits)
Learn to develop marketing strategies and to make resource allocation decisions that are driven by quantitative analysis. Gain the skills to use web and email analytics to track and analyze market segments. Additional topics covered include market response models, customer profitability, social media, paid search advertising, e-commerce, mobile geolocation analysis, media and keyword attribution models, and resource allocation. This course will draw on and extend your understanding of issues related to integrated marketing communications, pricing, digital marketing, and quantitative analysis. Classes combine case studies, lectures, and a hands-on software analytics project to develop these skills.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3232 Digital Marketing: Content Strategy (2 Credits)
Through readings, case studies, and hands-on projects, you will come away from this course with an understanding of successful online marketing strategies, user-generated content, search, social media and networks, mobile, and web analytics. To supplement concepts, leading marketers, designers, and content strategists from the industry will address special topics, such as email marketing, user experience design, search engine optimization (SEO), online community building, and mobile and geo-marketing. Also, examine these topics firsthand through group projects and exercises, and leave this course with a solid understanding of the available digital marketing tactics, tools, and resources.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3233 Digital Marketing: Mobile (3 Credits)
Mobile is the most widely used media channel globally, with over one billion mobile devices sold each year. The medium provides new ways for organizations and brands to connect with customers across all sectors. The explosion in usage of smartphones makes mobile a richer media landscape; however, it also presents challenges for marketers who seek to reach their target consumers effectively through the channel. Therefore, it is critical that marketers and business managers become familiar with how best to use mobile to communicate with the target audience. This course provides a best-practices approach to mobile marketing and explores how it fits within the communications marketing mix. Explore how mobile can be maximized and how success in mobile marketing can be measured.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3240 Equal Employment Opportunity and Affirmative Action Compliance (3 Credits)
The foundation of workplace diversity and inclusion efforts is legal compliance with equal employment opportunity (EEO) and affirmative action (AA) laws, policies, and procedures. Learn about the major laws, policies, regulations, and guidance in this course. Discuss the types of legal claims, complaint procedures, and investigation strategies. Additional topics include supplier diversity and minority- and women-owned business enterprise (MWBE) programs.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3241 Diversity and Inclusion History and Fundamentals (3 Credits)
This course will present an overview of how the diversity and inclusion leadership field continues to grow and how the focus has changed over the past two decades. The successes and disappointments of the past will be addressed to garner lessons from what already has taken place. Diversity and inclusion today will be explored, and the important issues of varied industries will be highlighted, along with some of the strategies in the field.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3242 Cultural Competence and Diversity and Inclusion Initiatives (3 Credits)
This course will offer you the opportunity to assess your own cultural competence and will provide you with a framework for assessing others and your workplace. Discuss obvious, as well as less-visible, dimensions of diversity, while relevant issues are highlighted. Learn what careers are available in diversity and inclusion; how these positions are designed in different industries; what the business priorities are for various industries and models; and what the stakeholder and customer experience is for corporations, healthcare, higher education, and public employers. The course also will cover the diversity and inclusion initiatives that may be implemented at work to aid in the attainment of business goals and the sustainability of the plan and outcomes.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3243 Strategic Diversity and Inclusion Planning and Reporting (3 Credits)
Gain an understanding of the elements of a strategic diversity and inclusion plan that is aligned with business goals. This course will lead you through an in-depth examination of each of the plan elements, and it will introduce the strategies and initiatives that have been used to address varied business goals. Learn how best to ensure the sustainability of diversity and inclusion efforts and commitments. Also, acquire the knowledge and framework for completing your final project for the Diploma.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3250 Legal Project Management (3 Credits)
This course will demonstrate how to apply traditional and agile project management methods to the management of legal service matters (cases and transactions) and to the management of legal service enterprises, such as law firms, in-house legal departments of public and private organizations, and the courts. This course aims to further define and to apply the global standards of project management to distinct legal enterprises and legal services. The overall learning objectives are to gain an understanding of how to apply project management methods to legal services and to the management of law firms, legal departments, and the courts; and to acquire critiqued experience in utilizing these methods. The content and subject matter presented in this class are aligned with A Guide to the Project Management Body of Knowledge (PMBOK® Guide, Fifth Edition) and other appropriate Project Management Institute (PMI) global standards.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3251 Legal Program Management (3 Credits)
Many areas of legal services entail performing similar projects. Examples of such categories of projects include, but are not limited to, patent filings and debt collections. Through the learning process that takes place in the management of individual projects, managers of legal departments can develop and continuously improve the processes by which categories of legal projects (law department programs) are managed. This course will provide you with an understanding of program management in a legal services setting. You also will gain experience in applying Project Management Institute®-aligned program management standards to realistic examples of programs in a legal services organization setting.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3252 Legal Project Portfolio Management (3 Credits)
Legal service enterprises operate with limitations on budget and resources. The selection or prioritization of one legal project often requires foregoing or deprioritizing another project. Legal services portfolio management is a discipline through which such factors as budget, risks, human resources, material resources, scheduling constraints, and prioritization according to strategic objectives are considered in the selection and prioritization of projects across a legal services enterprise. This course will provide you with an understanding of project portfolio management in a legal services setting and with experience in applying Project Management Institute®-aligned portfolio management standards to realistic examples of project portfolios in a legal services organization setting.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3253 Project Management Methods for Legal Services Budgeting and Value Pricing (3 Credits)
Private legal service providers are under pressure to provide better value for services. The common hourly billing rate charged by law firms is not consistent with this goal. There is increasing demand on legal service enterprises to provide value-based alternatives to hourly billing fee arrangements. In order for sophisticated clients and law firms to arrive at value-based fees, there needs to be better analysis of the budget for each phase of a legal project. The goal is complicated by variable risks inherent in various types of legal services. Data on cost inputs and other factors needs to be acquired during each stage of a project in order to be compared and utilized as inputs for determining budgets of future projects. This course will teach you methods for creating and analyzing legal service budgets on a value basis, and for determining fee arrangements that would be reasonable for both the legal service provider and the client, while building in incentives for increasing the value performance of the provider.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3260 Paid Search Marketing (3 Credits)
In addition to learning the history and terminology of paid search, gain hands-on experience with the Google AdWords platform so that you can effectively create and optimize text ad campaigns. Learn how to create keyword lists using the Keyword Planner tool and create compelling ad copy for higher engagement. This course imparts not only the basics of creating a campaign structure but also industry-leading strategies that drive greater efficiency.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3261 Shopping Ads and Feed Management (0 Credits)
In recent years, the growth of Google Shopping has been exponential. In this course, learn the history and terminology of Google Shopping, get hands-on experience with the Google Shopping Network, and gain the ability to effectively create and optimize Google Shopping campaigns. Also, acquire the skills to audit data from an inventory feed, the heart of Google Shopping, to ensure you are sending a Google-approved shopping feed to the Google Merchant Center. The course also covers the purpose of the Google Merchant Center and the industry tools available today for optimization.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3262 Display and Video Advertising (0 Credits)
This course will teach you how to supplement your paid search campaigns with display/banner and YouTube advertisements. Learn what each tactic does and when to apply them, from driving and increasing brand awareness to reengaging past site visitors. Acquire the skills to define an appropriate marketable audience segment, build a campaign and ad copy, and optimize the campaign to ensure continuing success.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3263 Search Engine Optimization (0 Credits)
Become familiar with the history and terminology of search engine optimization (SEO), and gain hands-on experience launching SEO campaigns. Learn about on- and off-page SEO factors, including site structure, content optimization, user experience, search visibility, link building, social media, and mobile site optimization. Also, become proficient with the commonly used SEO tools so you are able to leverage them and to report on SEO metrics.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3270 Introduction to Social Entrepreneurship (3 Credits)
In this first course of the Diploma program, acquire a thorough
understanding of the philosophical, historical, and business foundations
of social entrepreneurship. Explore the evolution of entrepreneurship
and examine how it has led to the rise social entrepreneurship. Discuss
current definitions of social entrepreneurship and review a diverse
set of case studies illustrating a variety of business models that are
used to create social change. Then, explore the current state of social
entrepreneurship, the challenges the field faces, and the opportunities for
the future.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

**DIPL1-CE 3271 Identifying Opportunities and Validating Ideas for Social
Ventures (3 Credits)**
Explore pathways for creating a social venture by uncovering your
relevant passions and skills to generate ideas for a social venture and
by testing and validating your ideas through Lean Start-up methodology.
Begin by identifying a problem that you care about. The next steps
include gaining an understanding of the considerations needed for
impact and financial sustainability and learning how various social
entrepreneurs developed their ideas to scale. We will look at examples
of social ventures that have successfully run experiments, pivoted,
and remained lean and innovative while serving their customers and
prioritizing social impact.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3272 The Business of Social Change (3 Credits)
Learn to use the business model canvas as a blueprint for planning and
building a social venture enterprise that creates and delivers value for its
customers. It will serve as a collaborative tool that helps to communicate
different business models to stakeholders and to brainstorm new ones.
You then will take this information and build a more detailed business
plan, developing deeper thinking around what kind of social impact you
would like to create and how it could be measured. This will serve as the
final content to be used in the pitch deck and investor pitch.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3273 Funding and Scaling Your Impact (3 Credits)
In this course, learn how to scale your social venture through financial
and organizational means. Become familiar with the various pathways
potentially available to fund your nonprofit or social enterprise.
These funding sources include government programs, corporations,
philanthropic foundations, individual donors, fellowships, and investors.
Also, learn how to analyze key issues that are encountered when taking a
social mission organization to scale, namely by assessing organizational
capacities, exploring the different strategies and mechanisms needed to
scale, and examining examples of organizations that have successfully
scaled up.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3280 Introduction to Social Media Marketing (2.5 Credits)
This course will provide a thorough grounding in social media marketing,
from a digital and a marketing perspective. The focus will be on the
establishment of social media communities, as well as theories behind
digital engagement and actions. The course will survey a range of social
media platforms and media, including mobile-only platforms and the Big
Four social platforms. Gain a thorough understanding of how to build
strategy and what elements are necessary for a strong social media
engagement strategy for a brand or organization. You will produce a
social media audit and brand voice documents that demonstrate your
understanding of the social media skills of evaluation, social listening,
and audience-specific engagement drivers.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3281 Social Media Analytics (2.5 Credits)
This course provides an overall introduction to essential digital analytics
and big data theories that shape social media analytics efforts. Receive
training in various social media platforms’ analytics tools
and in industry tools such as Crimson Hexagon and Brandwatch.
Gain an understanding of how to establish reporting structures for a
brand’s social media channels and how to set strategy and KPIs
for future social media efforts. Explore the evolving features that social
media channels create. Also, discuss how brands should anticipate and
build content targeting strategies based upon actions and analytics.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3282 Social Media Advertising (2.5 Credits)
In the latest CMO survey it was found that social media advertising
budgets are expected to increase by 32 percent in 2018, and almost
double by 2023. Thus, it is very important for social media professionals
to understand and plan for continued growth in the social advertising
space. This course addresses advertising in the social space, including
Twitter, Facebook, Instagram, YouTube, and other emerging platforms.
Through the semester, you will review various advertising campaigns
for best practices, while also investigating industry standards and the
ever-evolving social media space. Build upon the engagement theories
and analytical methods learned in previous courses by applying them
to the paid media environment and by using them to anticipate future
changes to social platforms’ ad guidelines. In addition, engage
and evaluate the rise of the social media influencer and the impact to
branded content development. Also, become familiar with the spectrum
of user-generated content and paid-influencer content, and learn how to
utilize both in a brand’s social strategy.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3283 Social Media Practicum (3.5 Credits)
Increasingly, social media professionals are required to enter the
social media industry with already-proven success at driving social
media engagement. In this final course of the program, you will have
the experience of building a real-life brand or organization’s
social media presence. Presented in a self-paced format, this course
features lectures, videos, and interactive panels that explain the social
media job market and industry, while providing guidance in assessing
a brand’s current needs with industry standards. You will be
responsible for developing a social media strategy and plan for a brand
or organization of your choosing, and you will present your results to the
company or organization for feedback and possible implementation.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3290 Testing, Analysis, and Experimental Design (3 Credits)
Companies increasingly require marketing and other business-building campaigns to be measurable. Managers need the skills to test complex variables of price, promotion, product, and place. This course teaches the theory and practical applications of test strategy, design, implementation, and analysis. Learn why to test, when to test, what to test, how to test, and how to assess testing. Examine basic concepts of experimental design and analysis techniques for marketing tests used in traditional and evolving media channels. The course also covers techniques and approaches to testing; assessment of marketing test results, including direct mail, banner ads, landing pages, email tests, subject line tests, and PPC ads; and the measurement and monitoring of website effectiveness.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3291 Database Management and Modeling (3 Credits)
Learn the basics of database setup and management, as well as the analytical techniques and tools used in direct and digital marketing to assess, enhance, and profit from customer-relationship management. In particular, this course will cover the steps to build and design a customer database and illustrate how to define and assess customer data requirements, needs, and special considerations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3292 Data Visualization for Effective Communication (3 Credits)
After compiling and analyzing massive amounts of data, few analysts have the ability to package their results into compelling stories or into an overall business solution. What sets apart an “ordinary” analyst from a “great” analyst is the ability to organize and present valuable organizational information in a way that is visually pleasing, tells a story, and is structured into actionable recommendations. Data visualization is the art of telling a story about data in a graphic medium. This course teaches the practical skills necessary to communicate information about data clearly and effectively. Learn techniques for processing and transforming data into insights using industry-leading data visualization platforms. Acquire an understanding of the creative process, the discipline of sketching and revising, and practical use of various software tools that enable decision-making through effective data storytelling.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 3293 Digital Marketing (3 Credits)
In this course, learn digital strategies and techniques for targeting and attracting online audiences across a wide array of platforms. Develop the expertise to measure and optimize digital marketing performance for SEO, SEM, email, social media, and content activity, including learning Google Analytics for measuring online performance. Also, review and discuss case studies and real-world examples of what leading digital marketing organizations are deploying.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5002 Preservation Planning and Practice (3 Credits)
This course provides a comprehensive introduction to preservation planning in New York City. It examines the emergence of historic preservation as a discipline and introduces tools common to the field, including individual and historic district designations, National Register listings, and preservation easements. The significance of local regulation in the development of municipal landmark legislation in the United States is illustrated, and the differences between New York City’s Landmarks Law and the regulatory construct promulgated by the Historic Preservation Act of 1966 are made clear. The constitutional underpinnings of preservation law and the role of the courts in shaping it are studied. This course highlights planning and zoning mechanisms that promote historic preservation. It also introduces neighborhood conservation district ordinances as a means through which preservation planning in New York City could be strengthened.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5003 Understanding Traditional Architecture (3 Credits)
Architects and others who become involved in historic preservation often, indeed typically, lack background in historic architecture. Architectural history is not part of anyone’s general education, and, more surprisingly, is not part of professional architectural education. As a result, people are mystified by historical styles and by the vocabulary of traditional architecture. This course will demystify traditional architecture, with a special focus on the styles and details to be found in New York City. Learn to identify styles at a glance, put a rough date on any building you see in New York, and name the parts and details of buildings. Being able to discuss historic architecture confidently is an integral part of being able to do historic preservation competently. The focus in this course will be on building and enhancing your architectural vocabulary.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5009 Fundamentals of Financial Risk Management (2.5 Credits)
Gain an overview of financial risk management and its importance in today’s global marketplace. Examine why understanding, measuring, and managing risk are critical considerations in the financial services industry. Learn the most up-to-date methods and tools used by risk management professionals. Topics covered include market and investment risk, value at risk (VaR), time value of money, the impact of regulation in the assessment and management of risk, “top-down” and “bottom-up” risk management, credit risk, and asset and liability management.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5016 Spanish to English Commercial Translation (3 Credits)
Translate documents from Spanish to English that are found in today’s increasingly digital business environment, and learn to facilitate communication among cross-border trading partners. Translation assignments are based on documents from import/export activity and a range of global industries and technologies. Gain an insider’s perspective on commercial transactions and greater familiarity with specialized business terminology.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5021 Audiovisual Translation: Subtitling, Dubbing, and More (3 Credits)
With the explosion of digital video content in today’s world, it is only natural that much of that content demands to be localized and translated. Translators are required to translate videos in a way that can be streamed, shared or embedded online. To cater for this explosion of video demand, audiovisual translation emerges as a new field with several modalities: subtitling, dubbing, close-captioning, audio-description, surtitling, and script translation. This language-neutral course provides students with the essential tools to produce translations in the main modalities. It will also present them with the best practices in the field for high quality audiovisual translations. The course will be imparted in English, and will be very practical in nature. All assignments will be hands-on. Students will be translating media into their own target languages.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5024 Transcreation (3 Credits)
How do companies create foreign-language versions of their marketing campaigns that are both true to their brand image and culturally relevant in their target markets? Through transcription: a fast-growing service for which there currently is more demand than there are qualified translators. This language-neutral class will introduce the fundamental principles of transcreation and explore how branded messaging is adapted to transcend borders and cultures. This lively, practice-based learning experience replicates real-world conditions and client relationships through individual and group work. Come away from this course with the knowledge you need to begin working on transcreation projects.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5025 Terminology and New Translation Technologies (Language Neutral) (3 Credits)
Gain a solid understanding of the basic concepts and components of CAT tools and terminology management using a few of the more common options currently available. Learn how to work with these technologies and processes more effectively, including dealing with internationalization issues that impact translators; handling a variety of file formats; building concept-oriented terminology lists; and understanding the effects that technologies, such as machine translation, have on translators in the industry today.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5026 Legal and Government Documents (Arabic to English) (3 Credits)
Learn to effectively and expertly translate legal texts and documents in Arabic to English. Explore rulings and decisions issued by courts and referees, commercial agreements, estate documents, property inventories and descriptions, trust agreements, international issues, and more.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5028 Fundamentals of Professional Translation (Language Neutral) (3 Credits)
Acquire a comprehensive overview of the field of translation studies in this language-neutral course that is suitable for all language pairs that involve English. This course sets the groundwork for all future translation study, and it provides a foundation on which to build your knowledge and experience. Learn how to use key translation resources, develop strategies, and edit translated texts, while also becoming familiar with the major theoretical and historical landmarks of the field. Leverage key translation tools, including bilingual and monolingual dictionaries, glossaries, parallel documents, and discussion lists, as well as other essential online resources. Topics such as breaking into the translation market, language service providers, invoicing services, time management, and ethical issues related to translation also are covered.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5029 Financial Management for the Arts (2 Credits)
No matter what role you play in a cultural organization, understanding the financial foundation is critical to your success and the success of your organization. This course is designed to provide that basic understanding. Using real world examples, you will explore how cultural institutions finance themselves and how they price services, manage funds, and comply with financial laws and practices. Learn how to think critically about an organization’s revenue opportunities, such as admissions, memberships, food services, retail, and intellectual property. You will acquire a basic understanding of cultural organization accounting and its impact on day-to-day decision-making. The role of the board is discussed, as are current trends in institutional financing. The course may include one field trip.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5030 Nonprofit Arts Management (1.5 Credits)
Acquire an understanding of the fundamentals of healthy nonprofit arts organizations by surveying the principal concerns and skills required of an arts manager. With a focus on the dual responsibilities to mission and regulation, this course will examine how dynamic and sustainable arts organizations are structured, governed, and managed. Explore the basic elements of strategic planning, programming, and audience development. Career pathways and development also will be discussed.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5033 Development for the Visual and Performing Arts (2 Credits)
Gain an understanding of the basic principles of fundraising for the arts by exploring the issues important to institutional and individual donors and the needs of public and private sources. Learn the techniques, skills, and strategies for implementing an effective fundraising plan in challenging times. Learn how to assess organizational readiness and to make the “case.” Central issues discussed include recent fundraising trends; the roles and resources of the board, the staff, and volunteers; ways to identify potential supporters and to sustain relationships with public, private, and individual donors; and effective communication through written and oral presentations. Acquire the core competencies needed for a career in arts and cultural fundraising.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5034 Marketing and Community Engagement for the Arts (2 Credits)
Examine what a nonprofit arts manager must know about the business of marketing the visual and performing arts by focusing on identifying and engaging new and existing arts audiences. Learn methods for increasing earned income and arts participation, such as market research, pricing, branding and graphic design, direct marketing, advertising, public relations, and the use of digital and interactive media. Gain an understanding of the importance of and skills to create and implement a comprehensive marketing plan. Case studies and guest speakers aid in analyzing current marketing trends and in developing effective marketing strategies.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5035 Critical Geopolitical and Country Risk Issues for Business (0 Credits)
<p>This course will survey key current geopolitical issues that impact the private sector and assess ongoing country political and economic risks that are increasingly relevant to corporate decision-making. One primary area of focus will be providing a sophisticated understanding of the current state of the world for multinational corporations and investors, incorporating practical analysis of existing and emerging global and country-specific risks. The course will be centered on a few major geopolitical trends (macro, thematic, regional, country, and firm level), as well as geographic regions that share similar political and economic dynamics.</p>

<p>During this course, we will be joined by subject matter experts who will present on emerging geopolitical issues and ways of thinking about political and economic risk issues.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5036 The Practice of Political Risk Management (0 Credits)
<p>This course will review the increase in impact of geopolitical risk on global business, including the day-to-day and strategic implications for firms across sectors and paint a clear picture of the new requirements and evolving tool kits for comprehensive management of these concerns. We will focus on political risk management as a discipline across leadership and responsibility at multinationals and investment firms of all types, as well as review the growing industry of consultancies that support these needs.</p>

<p>The course also will seek to track the evolution of political risk management in the context of other corporate and investment challenges, including strategy and growth; partnership selection and acquisition; supply chain management; legal, regulatory, and compliance issues; economic forecasting; and security and intelligence organization and management.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5037 Fundamentals of Political Risk Analysis (0 Credits)
<p>Companies of all sectors, investors across asset classes, governments, and other agencies all require firm understanding of the fundamentals of geopolitical risk assessment to survive and thrive. This course focuses on the crucial building blocks of analysis, beginning with a framework for how to identify and analyze macro, regional, country, sectoral, and firm-level political risks, including those emanating from the geopolitical and global economic arenas. This course will instruct on how advanced political risk consultancies develop their country risk frameworks, and it will introduce students to a wider-ranging tool kit—both qualitative and more quantitative—for political risk analysis. Finally, this course will tie framework and theory to business practices and needs, ultimately providing segue for further work in firm-level risk analysis and structure for geopolitical risk management.</p>

<p>This course also will introduce the Final Work Product, components of which will be due during the each of the three Diploma courses, to comprehensively incorporate learning from throughout the program. Students will be required to pick an industry template to pursue.</p>
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5038 Advanced Digital Filmmaking (4 Credits)
By utilizing the skills obtained from previous diploma course work in writing, preproduction, cinematography, lighting, and digital film production, students will create a short film of approximately five minutes running time during this course. Once an idea is green-lighted and a crew of three or four classmates is mutually determined, then each student will have the opportunity to produce an individual project, or opt for a group project. Students will shoot with high-definition digital cameras using a double system that records dialogue separately with digital audio recorders. Then, they will advance through postproduction using Adobe Premiere Pro, editing individually on NYU computer stations, to a polished digital film with credits, color correction, and a mix-down of multiple audio tracks. The finalized digital film file belongs to the student.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5039 Digital Cinematography: Camera Techniques and Lighting (4 Credits)
This hands-on workshop introduces students to the work of the director of photography, also known as the cinematographer, who is the coauthor—along with the director—of the visual look and feel of a motion picture. Students will learn the math and science of photography, as well as the proper setup and operation of camera systems, lighting, and grip equipment. Students will build proficiency with technical knowledge before progressing to the aesthetic concerns and artistic choices that are paramount to the cinematographer’s role. Through demonstrations and practice, students will tackle the unique challenges of interpreting a script visually and of incorporating the point of view of a project’s director along with their own creative expression. Individual sessions cover exterior and interior shooting, digital exposure meters, lens selection and camera operation, the duties of the camera assistant, and an overview of film stocks and video formats.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5040 Fundamentals of Digital Filmmaking (4 Credits)
Through the hands-on production of digital film projects, this course introduces the language of visual storytelling and presents an overview of the technology of digital filmmaking. Working in small production crews, students write, produce, direct, and edit their film projects, ultimately demonstrating growing confidence with professional practices. Students shoot in high definition without sync sound, and then advance into editing with Premiere Pro. Lectures will focus on screen direction, the 180-degree rule, the master and coverage approach to shooting, and an introduction to the organizational structure of a professional cinematic production. During postproduction, students will work individually on NYU computer stations and be guided through a workflow to bring their short film project to completion.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5041 Writing and Directing the Short Film (4 Credits)
Writing a short film requires the same skill set as writing a long-form script. Writing for both feature-length and short films requires the same understanding of act structure, dialogue, dramatic conflict, character development, screenplay format, and visual storytelling. For short films, however, writers must accomplish the same powerful storytelling in a condensed amount of time. In this rigorous class, students will learn the fundamentals of screenwriting while writing and preparing to direct a five-minute short film that they will then shoot in the Advanced Digital Filmmaking course. Along with examples from popular films, in-class exercises, and workshopping, students will receive coaching as they work through a script draft each week. Students also will begin the essential work of the director, including beginning preproduction for their scripts as they learn about and begin casting, locking locations, and preparing storyboards and shot lists for their scripts. It is strongly recommended that students take this course as the first in the Diploma in Digital Filmmaking.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5043 Real Estate Financial Analysis (2.5 Credits)
Learn the essential concepts, measurements, and calculations employed in quantitative real estate investment and income property analysis. This course covers time value of money (TVM), including future value, present value, net present value (NPV), and internal rates of return (IRR); the pro forma income statement; income and expenses; net operating income (NOI); income capitalization, including direct capitalization and yield capitalization or discounted cash flow analysis (DCF); capitalization rates; cash-on-cash return; residual value; debt service; commercial lease analysis; the implications of leverage on investment returns; and depreciation and capital gains.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5044 Real Estate Debt Finance (2 Credits)
Learn the principles of real estate investment property finance. Course topics include permanent debt financing of income-producing properties such as office buildings, industrial buildings, apartment buildings, and shopping centers; types of commercial mortgage instruments and notes; mortgage underwriting; credit analysis; the term sheet; the lease as a form of financing; construction loans, the second mortgage, and other interim loans; the three approaches to value; sources of capital; and an introduction to the secondary mortgage market and securitization.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5045 Real Estate Capital Markets (2 Credits)
Learn how the world of real estate meets the world of finance and how debt and equity are raised to finance real estate transactions. Topics include the structure and participants of the public and private real estate capital markets; sources of debt and equity financing; deal structuring; tranches; risk and return; weighted average cost of capital (WACC); the capital asset pricing model (CAPM); the risk-free rate of return; note structures; mezzanine debt; REOCs; real estate-related bonds; private and public real estate investment trusts (REITs); commercial real estate debt markets, including the mortgage finance system; securitization; and commercial mortgage-backed securities (CMBS).
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5046 Real Estate Private Equity Structures (2 Credits)
Most commercial real estate transactions involve private equity or institutional investors who approach real estate as an alternative asset class to complement their broader investment strategy. In this course for aspiring real estate professionals, acquire the skills and knowledge to understand and to participate in these investments. Become familiar with real estate as an institutional investment, the different types of PE investors and their respective motivations, private structures and their counterparties/stakeholders, fund formation and life cycle, and the evolving landscape for private equity real estate. Learn to analyze the capital stack of a private structure through the lessons of the current economic contraction and ensuing restructurings. Topics include fund strategies, private equity investment vehicles, joint ventures, j-curve, waterfalls, risk and return, governance issues, alignment of interests, and documentation.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5047 Analyzing Real Estate Investment Trusts (REITs) (2 Credits)
Learn how to analyze the financial performance of a publicly traded real estate investment trust (REIT), to calculate various valuation metrics, and to make investment decisions based on your results. This class focuses on both qualitative and quantitative analysis. Learn how to determine strategy, to interpret portfolio statistics, to understand the income statement and the REIT-specific metric funds from operation (FFO), to discern balance sheet strength, and to assess dividend-paying ability. The course also covers management teams and demonstrates how to access and approach publicly available documents.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5056 Real Estate Investment Analysis: Analyzing the Deal (2 Credits)
Apply the concepts learned in the previous Diploma courses to specific real estate transactional situations. Learn how experienced investors analyze a commercial real estate deal and determine its potential for profitability. Topics include forms of ownership and deal structures; the capital stack and structured finance; income and expense analysis; valuation analysis; debt analysis; and equity return analysis, equity investment vehicles, and analytical performance techniques. Investment property case studies bring together various elements that are covered in the course.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5057 Hotel Investment, Analysis, and Valuation (2 Credits)
Unlike other real estate assets in which revenue streams are tied to short- and long-term leases, hotels can re-lease on a daily basis. However, national, regional, and local economic factors have a significant impact on a hotel’s ability to re-lease—and on its rates. Applicable to work as a commercial appraiser, lender, broker, portfolio analyst, hotel industry professional, or investor, this course examines the economic factors that generate hotel revenues. Topics include operating expenses, operating ratios, capitalization rates, and values for the four primary hotel categories—budget, mid-priced, upscale, and luxury (and related) franchises. Various research and reference sources are discussed and utilized.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5058 Fundamentals of Real Estate Financial Modeling (2 Credits)
Learn the fundamentals of building a real estate financial investment model using Excel. Discover how to organize and to present data in order to analyze real estate investments more efficiently. Topics include income and expense assembly; multiple lease analysis, including effective rent; sizing debt with lender parameters and calculating levered and unlevered net present values (NPV) and internal rates of return (IRR); pro forma forecasting; and discounted cash flow (DCF) analysis. Multifamily, interest only (I/O), and office models are presented. Excel functions, tools, and formulas to be covered include SUM, ROUND, IF, AND, OR, PV, FV, RATE, NPER, NPV, XNPV, IRR, XIRR, PMT, PPMT, IPMT, VLOOKUP, HLOOKUP, and SUMIF; relative and absolute cell references; conditional statements; Boolean logic (true/false); formatting; and keyboard shortcuts.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5059 Financial Modeling for Real Estate Development (2 Credits)
Learn to build financial models in Excel for real estate development projects. Gain the skills to prepare a construction budget, to value tax abatements, to size debt, and to allocate sources and uses. Topics covered include residual land valuation, land/site, hard and soft costs, levered and unlettered returns, construction drawdown projections, sizing interest reserves, project completion, and stabilization.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5060 Financial Modeling for Real Estate Equity Structures (2 Credits)
Learn to build financial models in Excel for real estate joint ventures, funds, and equity participants. Topics include equity analysis, funding equity in phases from pari-passu to proportional percentage of investment, the recapturing of investor share when exiting deals, and the achievement of multiple investment hurdles. Cash flows are analyzed from preferred returns through promotes and waterfalls.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5100 Commercial Real Estate Loan Underwriting (2 Credits)
This first course in the Commercial Real Estate (CRE) Lending Diploma program provides a comprehensive and practical framework for CRE credit risk assessment and lending decisions. Using multifamily loan exercises, learn fundamental credit analysis and underwriting skills. Topics covered include the five Cs of credit; the loan process, from preliminary structure through closing; initial setup; income and expense statements; valuation; market analysis; direct capitalization; gross income multipliers; and market rent versus contract rent. Also, discuss net usable and rentable area, vacancy and collection loss, debt service coverage ratio (DSCR), loan-to-value (LTV) ratio, loan stress tests, capital stack, and global cash flow. Learn how to evaluate the borrower and guarantors and how to write clear, concise credit memos.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5101 Structuring Office, Retail, and Industrial Loans (2 Credits)
Build upon the principles and techniques covered in Commercial Real Estate Loan Underwriting, and learn how to underwrite and structure more complex real estate deals involving office, retail, and industrial loans. Topics covered include discounted cash flow (DCF) analysis; lease review; rent roll risk; go dark provisions; upside potential; subordination, non-disturbance, and attornment agreements (SNDAs); and single-tenant occupancies and risk mitigation. As a participant in this course, you will prepare a credit memo to “committee” on one or more property types.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5102 Underwriting Construction Loans (2 Credits)
Learn the specialized lending skills to structure real estate construction loans. Topics covered include sponsorship, completion guarantees, lien waivers, release provisions, loan draws, interest reserve, contingency, third-party reports, hard- and soft-cost budgets, percent completion, work in place, and borrower profile analysis. As a participant in this course, you will be expected to prepare a credit memo to “committee.”
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5103 Commercial Real Estate Lending Operations (2 Credits)
Apply the skill-based knowledge gained from the previous three diploma courses (Commercial Real Estate Loan Underwriting; Structuring Office, Retail, and Industrial Loans; and Underwriting Construction Loans) to examine and better understand commercial real estate (CRE) lending department operations. Topics include the processing, underwriting, closing, and servicing of CRE loans; the setting of interest rates and margins; the monitoring of covenants/annual review and tracking of financial data; funding provisions; loan program development; marketing; hedging; compliance; loan workouts; and the loan foreclosure process.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5200 Introduction to Small and Medium Construction Project Management (2 Credits)
Gain an understanding of the construction industry, the construction process, and the management of projects. Topics include the roles of the owner, architect, engineer, and contractor; project teams and organizations; types of contracts; construction management versus general contracting; and bidding and award procedures. This course also covers construction budgets, cost estimating, construction planning and scheduling, cost control, monitoring and accounting systems, change orders, claims, dispute resolution, safety, insurance, bonds, and liens.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5201 Construction Project Management Estimating, Bidding, and Procurement (2 Credits)
Acquire an overview of the theory, procedures, and practices used to develop project estimates and final bid price. Topics include the bidding process; the bid package; general conditions; subcontractor bid comparisons; planning for the estimate; internal and external management considerations; the predesign, conceptual, and preliminary budgets; design review; preconstruction and detailed estimates; unit prices; lump-sum bids; direct and indirect costs; overhead; bonds; and insurance.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5202 Construction Project Phasing, Scheduling, and Cost Control (2 Credits)
This comprehensive project management course emphasizes the critical path method (CPM) and other analytical and quantitative scheduling and management techniques. Microsoft Project, case studies, problems, and exercises are used extensively. Topics include feasibility studies, project plan and network development, workforce/resource allocation and costs, schedule and budget control programs, and time/cost analysis.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5203 Preconstruction Project Planning and Organizing (2 Credits)
Examine preconstruction planning and organizing methods and procedures for defining a project, identifying potential issues, preventing project delays, avoiding cost overruns, and achieving successful project outcomes. Learn how to develop budgets, estimates, and schedules and how to assemble the team. This course covers concept, scope, constructability, and construction documentation review. Become familiar with the bid package; subcontractor qualification; bid solicitation, leveling, and notification; and bid analysis and awarding. Additional topics covered include job site investigation, assessment, and risk identification; site layout and surveying; site planning; site security and the safety plan; street closings; permits; labor availability; temporary facilities, utilities, and storage areas; and the project field office.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5204 Construction Project Delivery (2 Credits)
Learn how to manage the construction phase of a project, from start to close, and examine the role, responsibilities, and specific tasks of a project superintendent on a construction site. Gain insights into all facets of construction field management: scope of work; layouts and surveying; security, safety, and environmental considerations; shop drawings and cut sheets; logistics and control of material; project documentation, logs, and reports; project activity coordination; change order and schedule management; testing and quality control; risk management and problem solving; the impacts of uncovering unknown conditions; and the project punch list and closeout. Learn about securing temporary certificates of occupancy and interfacing with municipalities, and discuss code compliance and permits, inspection requirements, and community relations.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5300 Real Estate Development Phases and Entitlement Process (2 Credits)
This course presents a step-by-step examination of the phases of the real estate development process, from conceptualization to disposition or lease-up. Emphasis is given to the early stages of the process, including idea sourcing, development team assembly, regulatory and entitlement management, public-private partnerships, and site selection and control.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5301 Zoning, Land Use, and Development Planning (2 Credits)
Examine land use, zoning, entitlements, and environmental impact assessments that directly affect development planning for real estate. With a focus on New York City regulations, topics include site selection, land use analyses and basic zoning analyses, an introduction to Uniform Land Use Review Procedure (ULURP) and City Environmental Quality Review (CEQR) regulation, the concept of lot mergers, land assemblage, and transfer of development rights. Gain a better understanding of risks and opportunities through the lens of community-based planning for best and highest uses, and insights into scheduling and project managing for complex development projects.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5302 Real Estate Market and Feasibility Analysis (2 Credits)
Learn fundamental real estate market analysis principles and techniques to make better-informed development and investment decisions. Topics include property location analysis, economic base analysis, demographics, demand analysis, competitive supply analysis, market interaction, capture, absorption rates, and marketability. Also covered are highest and best use, valuation, sales, cost and income approaches, direct capitalization versus yield capitalization (DCF), feasibility analysis, and the economic feasibility/development approach.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5303 Real Estate Development Project Finance (2 Credits)
Examine the real estate development finance process for new building projects and for renovations. Explore the mechanics, motivations, and requirements of the parties involved in the construction loan (debt) process. Topics include loan types, the development team, the lender’s credit criteria, the loan proposal, hard- and soft-cost budgets, the appraisal report, project feasibility, due diligence, construction contracts, and legal documentation. The course also covers guarantees; insurance and bonding; title insurance; liens; environmental reports; the Building Loan Agreement (BLA); requisitions, the funding process, and loan administration; retainage; the lender’s engineer; and the takeout.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5304 Construction Management for Real Estate Developers (2 Credits)
Learn the fundamental elements of construction project management, and gain an understanding of how owners and developers of high-rise residential and commercial properties can have an impact on the success of a project. Topics include the project team and its roles and responsibilities, delivery methods, an overview of the project development process, the RFQ and RFP processes, hard and soft development costs, and contracts including general conditions. Discuss budgeting and cost management, types of estimates, schedules, bidding and award procedures, change orders, claims management, insurance, surety bonds, and safety issues.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5305 Affordable Housing Finance and Development (2 Credits)
Examine the world of affordable housing and the many programs in this category. While reviewing the evolution of affordable housing in the United States, learn about specific programs and their objectives, with an emphasis on the New York market. Topics include specific financing mechanisms used to support the development of affordable housing; incentives for developers, such as inclusionary zoning and real estate tax reductions; an overview of compliance issues regarding affordable housing programs; and the future of this type of development.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 5306 Hotel Real Estate Development (2 Credits)
Gain an understanding of the hotel product as a real estate investment by examining the key strategies for and challenges to successful hotel real estate development. Topics include an overview of the hotel product (property types, segments, and characteristics), the development team, the development process, market analysis, development planning, operator selection, branding considerations, site selection analysis (environmental, regulatory, and entitlement considerations), financial analysis, and financing. This course also will cover site and hotel design, the planning process, managing ownership and operator/brand interests throughout the design and construction phases, cost management, pre-opening planning, and operations management from an ownership perspective.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 8002 Federal Income Tax Planning for Individuals (3.5 Credits)
Examine federal income tax planning techniques. Gain a solid foundation in the principles of, and planning with respect to, the federal income taxation of individuals. Become familiar with tax research and associated analytical techniques. Reporting skills applicable to IRS Form 1040 also are covered.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 8003 Introduction to Corporate Taxation (2 Credits)
Examine the federal income tax consequences of operating a business in corporate form, including the organization process; a comparison with alternatives such as S corporations, limited partnerships, and limited liability companies; taxation of corporate earnings; potential penalty taxes; and mergers and acquisitions.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 8004 Introduction to Partnership Taxation (3.5 Credits)
Examine the income tax treatment of general partnerships, limited partnerships, limited liability companies (LLCs), and the respective partners or members. This course covers the rules governing the character, timing, and amount of income/loss allocated to partners; tax consequences of partnership formations and of moving property into and out of them; and the characterization of various transactions between a partnership and any of its partners.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 8101 Introduction to Financial Accounting (4 Credits)
Along with Financial Accounting: Part II/DIPL1-CE8102, this course provides an introduction to financial accounting and reporting. Learn the principles of financial accounting for proprietorships, partnerships, and corporations. Study accrual-based accounting and the accounting cycle. Learn to analyze and record financial transactions; prepare financial statements; and account for receivables, inventories, fixed assets, and liabilities. Topics include recording transactions; the accounting cycle; financial statement preparation; and accounting for cash, receivables, inventory, and fixed assets.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 8102 Financial Accounting II (4 Credits)
A continuation of Introduction to Financial Accounting/DIPL1-CE8101, this course examines more complex financial accounting concepts, including accounting for long-term liabilities, stockholders’ equity, capital stock transactions, retained earnings, dividends, and investments. It also introduces the statement of cash flow and the basic ratios used to analyze financial statements.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 8999 Introduction to Financial Markets (2.5 Credits)
This introduction to the securities markets provides the foundation needed for the study of finance. Learn the differences among stocks, bonds, commodities, futures, derivatives, options, and currencies. Topics include the history of capital markets and their function; risk/return trade-off; fundamental versus technical analysis; and contemporary investor attitudes, problems, and pitfalls. This course also lays the groundwork for Fundamentals of Financial Portfolio Management, the introductory course to portfolio management.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9000 Diploma - One Term (0 Credits)
Created as a placeholder for diploma fees.
Grading: Class does not print on the transcript
Repeatable for additional credit: Yes

DIPL1-CE 9001 Fundamentals of Financial Portfolio Management (2.5 Credits)
Gain a solid understanding of the financial portfolio—the structure within which financial assets are managed. In this course, explore the investment process, with various environmental inputs and with fine-tuning based upon client specific inputs. Other topics covered include management of customer expectations, risk analysis, economics, and industry trends. We look at the benefits and challenges of global investing, the use of alternative investments as a means of diversification and/or return enhancement, and risk management. Work in class to build a real portfolio of publicly traded stocks/ETFs to present as a final project. Guest lecturers include portfolio managers.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9005 Fundamentals of Securities Analysis (2.5 Credits)
Explore the principles of securities analysis, and develop a basic framework for making investment decisions. With readily available data, learn methods, such as cash flow analysis, for determining the investment value of industries and companies. Assess the quality of available financial information used for the analytical process. Also, examine current investment opportunities from practical and theoretical perspectives.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9008 Programming in C/C++ (3.5 Credits)
If you have little or no programming experience, then this hands-on course is designed to introduce you to the fundamentals of the C programming language, with some coverage of C++. Learn to write basic C programs using a variety of programming constructs, including loops, structures, and arrays. Gain experience in creating, compiling, linking, executing, and debugging programs. Develop an understanding of how data can be stored and retrieved from memory and files, and learn how to use standard C library functions. This course lays the foundation for further study in C or C++ programming.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9040 Intermarket Analysis and Investment Strategy (2.5 Credits)
Examine the cause-and-effect relationships that exist among the stock, bond, currency, and commodity markets. Develop an analytic framework utilizing fundamental and technical analysis methods. Review economic indicators, the basics of yield curve analysis, Federal Reserve Board activities, currency trading, option strategies, and computerized trend-following methods. Study specific investments and trading plans, based on current intermarket trends and market activity.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9104 Fixed-Income Securities (2.5 Credits)
Explore treasuries and agencies, municipals, mortgage pass-throughs and their derivatives, asset-backed securities, and corporate and convertible bonds in this introduction to domestic and international debt markets. Review the basics of pricing, the risk/return characteristics of fixed income and embedded option analysis, bond duration measures, convexity, credit and rating factors, basic portfolio applications, foreign bonds, emerging market debt, Brady bonds and rate swaps, tax and regulatory consequences, and historical returns. Examine the basics of bonds and their evaluation, as well as the market players. Establish a foundation and context for managing fixed-income portfolios.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9209 Intermediate Financial Risk Management (3 Credits)
Build on basic knowledge of risk management tools and techniques to explore more complex issues in financial risk management including credit risk, derivatives, hedging techniques, hedge funds, and enterprise-level risk measurement and management.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9264 Intermediate Programming in C/C++ (4 Credits)
This hands-on course provides a thorough review of data types, type conversion, flow control, pointers, references, arrays, functions, dynamic memory allocation, and expression evaluation. It also introduces object-oriented programming with an emphasis on modeling the problem domain and code reuse. Step by step, learn the C++ class construct and its key features, providing full implementation of abstract data types. This course covers function and operator overloading, the use of references, and the scope and access control mechanisms of C++. Extensive programming examples and exercises are provided. The course is designed so that the programming can be used in any environment supporting an ANSI C++ compiler.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9265 Advanced Programming in C/C++ (4 Credits)
Build on the skills learned in Intermediate Programming in C/C++ with three applications of operator overloading: formatted and file I/O; dynamic memory allocation; and standard containers, such as vector, list, and string. Then, concentrate on building classes using the different varieties of inheritance: single and multiple, virtual and nonvirtual, public and private, and inheritance from an abstract base class with pure virtual functions. See how object-oriented design results in maintainable, extensible architectures. Explore the implementations of, and alternatives to, inheritance. Report and recover from runtime errors by throwing and catching exceptions.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9723 C++ for Financial Engineering (3.5 Credits)
Gain an overview of how to apply the object-oriented and generic
features of the C++ programming language to create robust and flexible
applications in the financial arena. This advanced course teaches the C+
+ programming tools needed to model and create financial instruments
including plain vanilla options; to calculate option sensitivities such
as delta, gamma, and theta; to model finite difference methods for
one-factor Black-Scholes models; to create C++ classes for numerical
analysis applications in finance; and to design Monte Carlo simulations
and binomial tree models that numerically compute the prices of options.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9911 Diploma - One Term (0 Credits)
Diploma One Term
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9914 Diploma Program - Four Terms (0 Credits)
Diploma Program
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9921 Professional Diploma - One Term (0 Credits)
Professional Diploma
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9922 Professional Diploma - Full Time (0 Credits)
Professional Diploma - Part Time
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9931 Advance Diploma - One Term (0 Credits)
Advance Diploma
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9932 Advance Diploma - Two Terms (0 Credits)
Advance Diploma
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9933 Advance Diploma - Three Terms (0 Credits)
Advance Diploma
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

DIPL1-CE 9934 Advanced Diploma - Part Time (0 Credits)
Advance Diploma - Part Time
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes