Diploma Programs

DIPLOMA IN CREDIT ANALYSIS REQUIREMENTS

The diploma program in Credit Analysis provides training in the concepts and functions of credit. It is appropriate for commercial banking, consumer credit and corporate treasury personnel, and any other professional responsible for any type of credit product or exposure. This program builds the skills needed and used by all types of enterprises that use credit. Students can pursue a course of electives emphasizing commercial banking or a broad overview of credit issues.

The curriculum comprises 16 credits. Students must complete the program in four years following admission.

Courses (choose 16 credits under advisement)

Financial Accounting Z81.3040/2 credits
Financial Statement Analysis I Z81.1000/2 credits
Workout, Bankruptcy, and Reorganization Z81.3010/2 credits
Financial Statement Analysis II Z81.3080/2 credits
Introduction to Credit Concepts Z81.3100/2 credits
Credit Analysis Corporate Z81.1010/2 credits
Money and Banking Z81.3000/2 credits
Term Lending Z81.3020/2 credits
Secured Lending/Asset-Based Financing Z81.3050/2 credits
Trade Financing and Letters of Credit Z81.3060/2 credits
Negotiating Loan Agreements Z81.3070/2 credits

DIPLOMA IN PARALEGAL STUDIES REQUIREMENTS

The Diploma in Paralegal Studies is approved by the American Bar Association and is designed to train individuals entering the paralegal field in legal concepts and vocabulary, as well as in the practical aspects of working in the legal profession. Graduates of the program are qualified to be legal assistants in organizations where knowledge of law is required. Paralegals must work under the supervision of an attorney and are able to perform all functions of a lawyer, except give legal advice, establish client relationships, set legal fees, or present a case in court.

The program is offered in two formats: a two-semester day, evening, or weekend program and a one-semester intensive day program.

The two-semester program consists of 12 credits in the following two required courses.

Required Courses

Basic Concepts in Paralegal Studies Z83.3001/6 credits
Advance Concepts in Paralegal Studies Z83.3011/6 credits

The one-semester intensive program consists of 12 credits in the following two courses.

Required Courses

Intensive Basic Concepts in Paralegal Studies Z83.3000/6 credits
Intensified Advanced Concepts in Paralegal Studies 283.3010/6 credits

**Diploma Program Admission**

How to Apply
You may request an application by faxing your request to (212) 995-4674, by calling (212) 998-7200, or by downloading an application in PDF format.

Applications should be returned with a $30 nonrefundable application fee.
The application deadlines are:
Fall term: August 15
Spring term: January 5
Summer term: April 30

**Admissions Requirements**

Completed Application
Application Fee
Official College Transcript
Personal Statement

In addition, admission to the paralegal diploma requires a minimum of 60 undergraduate credits; a bachelor's degree is strongly preferred.