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**ADVANCED DIPLOMA PROGRAMS**

**Advanced Diploma in Clinical Documentation Improvement for Medical Professionals**
Developed in conjunction with professionals from NYU Langone Medical Center, the Advanced Diploma in Clinical Documentation Improvement for Medical Professionals is a one-semester, blended program that offers students with a clinical background the opportunity to develop the critical skills required of CDI specialists, including knowledge of coding guidelines and principles. Upon completion of this advanced diploma, students are able to: understand the role of CDI and the function of CDI programs, understand query concepts and formulate physician queries, and facilitate improvement in the overall quality of documentation.

Note: Because of the specialized nature of this program, students applying for admission must hold an RN license with greater than two years of clinical experience or an MD or DO license with greater than two years of clinical experience. Students with a foreign medical degree and two years of experience in a clinical setting can also apply.

**Advanced Diploma in Clinical Documentation Improvement for Professional Coders**
Developed in conjunction with professionals from NYU Langone Medical Center, the Advanced Diploma in Clinical Documentation Improvement for Professional Coders is a one-semester, blended program that offers students with a coding background the opportunity to develop critical skills required of CDI specialists. Upon completion of this advanced diploma, students are able to: understand the role of CDI and the function of CDI programs, understand query concepts and formulate physician queries, and facilitate improvement in the overall quality of documentation.

Note: Because of the specialized nature of this program, students applying for admission must have earned a CCS, RHIA, or RHIT certificate and must have greater than two or more years of IP coding experience in an acute-care facility. Students who are not familiar with ICD-10 are advised to take our ICD-10 Career Advancement Courses.

**Advanced Diploma in Creative Cities and Urban Economic Development**
By 2050, more than 75 percent of the world’s population will be city dwellers. Moreover, the economic output of the 60-largest global cities will increase by $30 trillion, accounting for two-thirds of all dwellers. Moreover, the economic output of the 60-largest global cities will increase by $30 trillion, accounting for two-thirds of all dwellers. The energy sector is a major driver in the global economy. Further growth is inevitable as developing economies struggle to reach parity with the developed world, magnifying both the demand for energy and the need for innovations in renewable and alternative exploration methods. Those who are interested in working in the finance segment of this industry must understand the changing landscape and its potential outcomes over the coming decades. The Advanced Diploma in Energy Finance: Fossil Fuels to Renewables provides professionals with an in-depth understanding of the specifics of financing energy—whether fossil fuels or renewables. It serves to hone skills in data interpretation and analysis, while examining the related risks and regulations in this emerging field. This one-semester program of study will be offered in a blended format. Courses include: “The Foundations of Energy and Finance;” “Alternative Energy Finance: Nuclear, Renewables, Clean Tech;” “Risks and Opportunities: Geopolitics, Policy, and Regulation;” and “Energy Analytics: Data, Interpretation, and Analysis.” Students who complete this course of study will be prepared for jobs as energy analysts, risk control analysts, financial service analysts, junior energy modelers, and other related opportunities.

**Advanced Diploma in Financial Planning**
As millions of Baby Boomers reach retirement age, the need for certified financial planners to guide them will grow exponentially. In fact, in the decade spanning from 2012-2022, overall employment in the field of financial planning is expected to grow 27%.* The most recognized credential in the industry is the Certified Financial Planner (CFP) designation.

The Advanced Diploma in Financial Planning was developed by a leading CFP practitioner that has taught the CFP program for over 20 years. The overall curriculum, textbooks, materials, and instruction result in an educational offering that prepares you with a strong foundation to practice financial planning, and to be successful on the CFP Certification Examination.

This three-semester, in-person program of study includes the following classes: “FP 1: Fundamentals of Financial Planning,” “FP 2: Financial Planning Process and Insurance,” “FP 3: Investment Planning,” “FP 4: Income Tax Planning,” “FP 5: Retirement Planning and Employee Benefits,” “FP 6: Estate Planning,” and “FP 7: Financial Planning Capstone.” Upon completion of this program, you will be able to pursue a broad range of industry related positions including: credit counselor, private wealth manager, financial analyst, risk manager, certified financial planner, among others.

*U.S. Bureau of Labor Statistics
Advanced Diploma in Healthcare Informatics for Clinicians
The field of health informatics is growing as healthcare providers respond to the rapid changes occurring in the industry, necessitating their use of technology to provide the best care and service to their patients. During the decade spanning 2012–2022, employment of health information clinicians is expected to grow by 22%, much faster than the average for all occupations.*

This Advanced Diploma in Healthcare Informatics for Clinicians, which can be completed in one semester, provides individuals with the skill sets necessary to play an integral role in informatics for a healthcare organization. If you are thinking about preparing for a career in this burgeoning field, through a combination of blended lectures, presentations, case studies, and real-world examples, you will learn to analyze systems and manage clinical information within the diverse healthcare environment.

Four courses, offered in a blended format—“Introduction to Clinical Informatics for Clinicians Deliverable: A Detailed Technical Requirements for an EMR,” “Workflow and Systems Analysis for Clinicians Deliverable: A Detailed Workflow for a Portion of an EMR,” “Clinical Project Management for Clinicians Deliverable: A Project Plan for Implementing a Portion of an EMR,” and “Clinical Data Analysis and Management for Clinicians”—prepare you for jobs as a nursing informatics specialist, clinical systems analyst, nurse manager, clinical business analyst, clinical informatics officer, as well as other related positions.

Note: Because of the specialized nature of this program, students applying for admission must be a licensed or certified clinician and must hold at least a bachelor’s-level degree in an appropriate field of study.

* U.S. Bureau of Labor Statistics

Advanced Diploma in Project Management
Project management skills are essential for professionals to succeed in the global economy and to meet the ever-growing demands of industry. From IT to finance and construction to healthcare, project management skills are applicable across industries. The Advanced Diploma in Project Management is tailored to individuals who have some project management-related experience and who aspire to enhance their project management knowledge and skills.

As a student enrolled in this blended, one-semester program, you will gain a solid, practical foundation in project management. In addition, you will have the opportunity to strengthen your technical and communication skills as well as hone your emotional intelligence. These skills are essential for pursuing leadership roles in this highly desirable field.

Coursework will explore and apply essential topics in project management, including people management, data management, intelligent leadership, and project integration. Upon completion of this diploma, students will possess the knowledge to sit for the Project Management Institute’s (PMI) Project Management Professional (PMP)* exam.

Advanced Diploma in Real Estate Brokerage
In today’s expanding global markets, a career in real estate brokerage offers more opportunity than ever before. Whether you hold an undergraduate degree in business or finance, are a career changer who seeks to transition into a totally different career, or want to gain a better understanding of the real estate markets as a way to supplement your current income, the Advanced Diploma in Real Estate Brokerage provides you with the knowledge and skills to work for a broker/owner, or to manage or own a real estate firm.

As a student enrolled in this one-semester program, you will complete courses that are delivered in a blended format, mastering the analysis, business planning, risk management, marketing, and branding skills required to move ahead in this lucrative field.

Three classes—“New York Real Estate Broker Licensing Course,” “Real Estate Brokerage Office Management and Administration,” and “Real Estate Marketing and Branding for Company Success”—provide the foundation to sit for the New York State Real Estate Broker’s Exam and begin your career within the brokerage management, rentals, sales, or property management sectors of the real estate industry.

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

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

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

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