HRODC Postgraduate Training Institute,
A Postgraduate-Only Institution,
Verified by, & Registered with, UK's Department for Education.

#177.2

Computer Systems, Microsoft Windows 10 & 11 Operating Systems, Computer Programming, and Web Design, Postgraduate Programme.

Leading To:

Postgraduate Certificate in

Computer Systems, Windows 10 & 11, Computer Programming, and Web Design.

Accumulating to a Postgraduate Diploma, with 180 additional Credit-Hours.

+44 1902 763 607;
+44 20 8133 2760;
+44 7736 147 507;
+44 7586 676 208.

https://www.hrodc.com
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Prof. Dr. R. B. Crawford - Director
PhD (UCL – Uni London); MEd M. (Uni Bath); PGC IS (Uni West London); Adv Dip Sc Ed (Uni Bristol); PG Dip Doctoral Research Supervision (Uni Wolverhampton); F.I.M.S.; HR Specialist (I.M.S.); Executive M. AOM; M. AAM; M. ISGS; M. SCOS; M. RG.

Programme or Course Coordinator:
Prof. Dr. R. B. Crawford, is the Director of HRODC Postgraduate Training Institute.
He has the following Qualifications and Affiliations:

➢ Doctor of Philosophy {(PhD) {University College London (UCL) - University of London)};

➢ MEd Management (University of Bath);

➢ Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);

➢ Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);

➢ Diploma in Doctoral Research Supervision, (University of Wolverhampton);

➢ Teaching Certificate;

➢ Fellow of the Institute of Management Specialists;

➢ Human Resources Specialist, of the Institute of Management Specialists;

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➢ Member of the Asian Academy of Management (MAAM);

➢ Member of the International Society of Gesture Studies (MISGS);

➢ Member of the Standing Council for Organisational Symbolism (MSCOS);

➢ Member of ResearchGate;

➢ Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:

- Human Resources;

- Organization and Management Theory;

- Organization Development and Change;

- Research Methods;

- Conflict Management;

- Organizational Behavior;

- Management Consulting;

- Gender & Diversity in Organizations; and

- Critical Management Studies.

Professor Dr. Crawford has been an Academic in the following UK Universities:

➢ University of London (Royal Holloway), as Research Tutor;

➢ University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;

➢ University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;

➢ London Southbank University (Business School), as Lecturer and Unit Leader.

His responsibilities in these roles included:

➢ Doctoral Research Supervisor;

➢ Admissions Tutor;

➢ Postgraduate and Undergraduate Dissertation Supervisor;

➢ Programme Leader;

➢ Personal Tutor

He was formerly an Expatriate at:
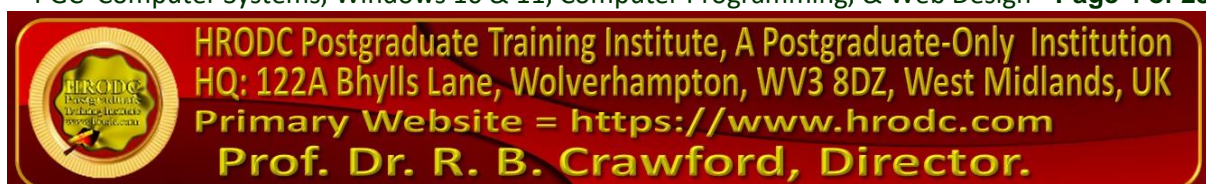
- Ministry of Education, Sokoto, Nigeria;

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- Ministry of Science and Technical Education, Sokoto, Nigeria;

- University of Sokoto, Nigeria;

- College of Education, Sokoto, Nigeria; and

Former Editor-In-Chief of 'Sokoto Journal of Education'.

For Whom This Programme is Designed.
This Programme is Designed For:

- Application Engineers;
- Assistant Web Designers;
- Associate Web Designers;
- Computer and Information Systems Managers;
- Computer Programmers;
- Data Encoders;
- Data Entry Operators;
- Database Administrators;
- Front-end CSS Developers;
- Front-end Web Developers;
- General I.T Staff;
- Graphic and Web Designers;
- Help Desk Technicians;
- Information Technology Directors;
- Information Technology Managers;
- Junior Web Designers;
- Junior Web Developers;
- Management Information Systems Directors;
- Programmer Analysts;
- Programmers;
- Researchers;
- Security Specialists;
- Senior Application Engineers;
- Senior Database Administrators;

- Senior Network Engineers;
- Senior Programmer Analysts;
- Senior Security Specialists;
- Senior Support Specialists;
- Senior System Administrators;
- Senior System Analysts;
- Senior System Architects;
- Senior System Designers;
- Senior Systems Analysts;
- Senior Systems Software Engineers;
- Senior Web Administrators;
- Senior Web Designers;
- Senior Web Developers;
- Software Engineers;
- Software Quality Assurance Analysts;
- Support Specialists;
- System Administrators;
- Systems Architects;
- System Designers;
- Systems Analysts;
- Systems Software Engineers;
- Technical Specialists;
- Telecommunications Specialists;
- Web Administrators;
- Web Designers;
- Web Developers;
- Web Editors;
- Web Writers;
- All others desirous of updating their skills and competence on Computer System, Computer Programming and Web Design.

Computer Systems, Microsoft Windows 10 & 11 Operating Systems, Computer Programming, and Web Design, Postgraduate Programme, Leading to Postgraduate Certificate in Computer Systems, Windows 10 & 11, Computer Programming, and Web Design, accumulating to a Postgraduate Diploma, with 180 additional Credit-Hours.

Programme Duration & Cost:

* **In-Venues Duration: 6 Weeks; 5 Days Per Week;**
* **Online Duration: 10 Weeks; 3-Hr Day, 6-Day Week;**
* **In-Venues Cost: £25,000.00 Per Student;**
* **Online Cost: £16,750.00 Per Student;**
* **Group Cost: Varies with its Size.**

In-Venues Cost Includes:

- Continuous snacks throughout the Event Days;
- Hot Lunch on Event Days;
- City Tour;
- Stationery;
- On-site Internet Access;
- Postgraduate Diploma; Postgraduate Certificate; Diploma – Postgraduate; or
- Certificate of Attendance and Participation – if unsuccessful on resit.

Students & Delegates are Treated to a Selection of Our Branded Complimentary Products, which Include:

- Leather Conference Folder;
- Leather Conference Ring Binder/ Writing Pad;
- Key Ring/ Chain;
- Leather Conference (Computer – Phone) Bag – Black or Brown;
- 8-16 GB USB Flash Memory Drive, with Course Material;
- Branded Metal Pen;
- Branded Polo Shirt.; &
- Branded Carrier Bag.

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Daily Schedule: 09:00 To 16:30 But may Vary, with Location.

Our Scheduled Delivery Locations Include:
* **Amsterdam, Netherlands;**
* **Brussels, Belgium;**
* **Central London, UK;**
* **Dubai, UAE;**
* **Durban, South Africa;**
* **Kuala Lumpur, Malaysia; &**
* **Paris, France.**

Other Locations, & Inhouse, on Request.

.Computer Systems, Microsoft Windows 10 Operating System, Computer Programming, and Web Design Programme				
Leading to Postgraduate Certificate in Computer Systems, Windows 10, Computer Programming, and Web Design, Accumulating to a Postgraduate Diploma, with 180 Additional Credit-Hours				
Module #	**Credit Hours**	**Module Title (Click Title To View Details)**	**Duration**	**Credit Value**
M1	30	Computer Systems	5 Days	1
M2	30	Microsoft Windows Operating System: Implicit and Explicit Features of Windows 10	5 Days	1
M3	60	Computer Programming Essentials: Web Design Techniques and Application (1)	10 Days	2
M4	60	Computer Programming Essentials: Web Design Techniques and Applications (2)	10 Days	2
Total:	360		60 Days	12 Credits

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By the conclusion of the specified learning and development activities, delegates will be able to:

Windows 10 Operating System

➤ Understand the explicit and explicit functions of the Windows 10 Operating System;

➤ Work with desktop icons;

➤ Enumerate the task bar elements;

➤ Master the start menu;

➤ Ascertain how a computer boots up;

➤ Shut down computers, safely;

➤ Identify the parts of Windows 10 Operating System;

➤ Distinguish between an active window and an inactive window;

➤ Move and resize windows;

➤ Scroll the windows;

➤ Minimize, maximize, restore, and close windows;

➤ Identify the different categories of icons specific to the Windows 10 Operating System;

➤ Explain the function of the icon(s) specific to each System category;

➢ Move items to the recycle bin and empty it, appropriately;

➢ Name the various computer storage devices;

➢ Insert and eject removable storage devices;

➢ Define and use a Windows 10 Operating System menu;

➢ Demonstrate a heightened understanding of operation of a Computer System and its main components;

➢ Open and Save files using their respective menus;

➢ Open and launch commands from the Shortcut menu;

➢ Define basic file management related terms;

➢ Identify levels of a file system;

➢ Identify and explain ways to view files in Windows 10 Operating System;

➢ Demonstrate an understanding of the role of navigation in file management;

➢ Find a file in Windows 10, using the Search tool;

➢ Explain the process of moving and copying files;

➢ Explain how to rename files in Windows 10;

➢ Delete files or folders;

➢ Create folders;

➢ Add and delete user accounts and change the account picture;

➢ Customize the Start menu;

➢ Create and remove shortcuts;

➢ Modify the display properties;

➢ Change the display resolution;

➢ Exit a program that is no longer responding;

➢ Restart a Windows 10 computer.

Computer Systems

➢ Perform simple diagnostic tests on a Windows 10 storage device;

➢ Exhibit a heightened understanding of Internet Connections;

➢ Identify and describe the resources needed to access the Internet;

➢ Exhibit an understanding of the concepts of the following terms: viruses, worms, phishing scams, hoaxes, adware, spyware, suggesting how one might prevent exposure to these threats to one's computer and personal privacy;

➢ Suggest ways in which users might protect their computers and personal information while they are online;

➢ Explain the concept of phishing;

➢ Define hoax in the IT field;

➢ Describe adware and spyware and determine how they might enter a computer;

➢ Identify the parts of a URL;

➢ Establish a robust 'Technology Policy';

➢ Exhibit their adherence to an organisation's privacy and copyright policies;

➢ Demonstrate the use of a hyperlink;

➢ Effectively use search engines;

➢ Demonstrate effective search techniques, using several search criteria;

➢ Attach files to emails, in Microsoft Outlook.

PG. Programme Contents, Concepts, & Issues.

PG Certificate Programme Outline:
While, so far, we have Provided Pertinent Information, Incorporating Learning Objectives, Duration, Cost, Target Audience, & Coordinator, We have withheld Details of Programme Contents, Concepts, & Issues. Students will receive the Specifics in attendance, At our International Locations, & Online.

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Module 1 Computer Systems.

Click For Table of Contents

M1 - Part 1. The Central Processing Unit (CPU): Its Components and Function.

M1 - Part 2. The Role, Types and Families of Computer Central Processing Units.

M1 - Part 3. Graphics Processing Unit (GPU), Video Card, or Graphics Card; Their Types and Importance.

M1 – Part 4. Some Computer Main Input Devices.

M1 – Part 5. Variety of Mouse, Microphones, and Digital Cameras, and Webcams

M1 – Part 6. Types of Scanners, Touchscreens, Barcode Readers, Biometric Devices, and Styluses.

M1 - Part 7. Computer Operating Systems

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M1 - Part 8. Computer Storage Devices.

M1 - Part 9. Computer Power Supply and Connectors.

M1 - Part 10: Computer Monitors.

M2 - Part 1. Salient Aspects of Windows10 Operating System.

M2 - Part 2. Windows 10 Network Connection Configuration; Time Zone; Language; Accessibility; Updates; Bit Variant; Security Setting; Version Differentiation.

M2 - Part 3. Some Implicit Aspects of Windows 10 Operating System.

M2 - Part 4. Resetting Windows; Screen Rotation; Notifications; Sandbox; Emoji; 'KAOMOJI'; Dictation; Game Bar; Screen Capture; etc.

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M2 - Part 5. Managing 'Start-up Programs'; 'Night Light'; 'System Notification'; Default Programs; 'Steps Recorder'; 'Media Streaming'; 'Visual Effects'; etc.

M2 - Part 6. 'System Restore Point'; 'Storage Sense', 'Spatial Sound'; 'Quick Assist'; IP Address; External Storage Booting; Formatting and Reformatting; Storage Drive Partitioning; etc

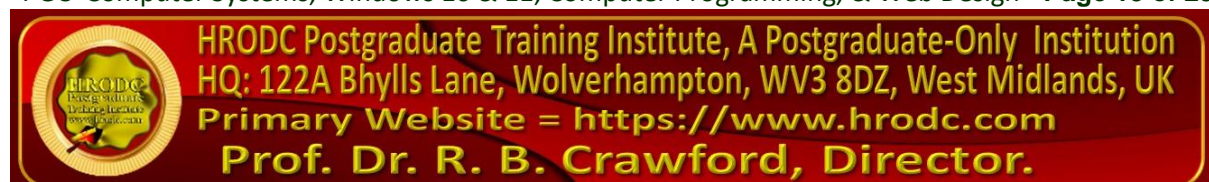**M2 - Part 7.** New Features of Windows 11 and Redundant Functionalities of Windows 10

Module 3 (Module 4 of PG Dip)
Computer Programming Essentials:
Web Design Techniques and Application (1)

Click For Table of Contents

M3 - Part 1: Web Design Imperatives Introducing HTML (Hypertext Mark-up Language).

M3 - Part 2: Web Page Essentials: HTML Essentials.

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M3 - Part 3: Programming: Web Design Essentials

Click For Table of Contents

M3 - Part 4. Web Page Essentials: Cascading Style Sheets (CSS).

M3 - Part 5: Web Graphics Styling Imperatives.

Click For Table of Contents

M4 - Part 1. Web Design Imperatives: Overview of Cascading Style Sheets (CSS).

M4 - Part 2. Cascading Style Sheets Page Layout:

M4 - Part 3. Dealing with Website Links, Layout and Mobile Compatibility.

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M4 - Part 4. Creating Tables using HTML and CSS Programming for Websites

M4 - Part 5. Creating Forms using HTML and CSS Programming for Websites

M4 - Part 6. Media Relativity and Web Publishing Methods and Techniques

M4 - Part 7. Media Relativity and Web Publishing Methods and Techniques

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Postgraduate Short Courses are of a minimum of five days' In-Venues (10 days' Video-Enhanced Online) but less than 6 weeks' In-Venues (less than 10 weeks' Video-Enhanced Online) duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading or accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Classroom (10- and 20-weeks' Video-Enhanced Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.

In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive In-Venues Study, or 10 weeks' Video-Enhanced, or Face-To-Face, Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-classroom or 20 weeks Video-Enhanced Face-To-Face. They might also be taken through a blend of both modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. Please click to view and download our List of Specialist Postgraduate Certificate, and Postgraduate Diploma Programmes

Understanding Our Postgraduate Credit System.

Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award

Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both In-Venues and Video-Enhanced Deliveries. Each Five-Day In-Venues , or a Ten-Day Video-Enhanced (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day In-Venues (12day Video-Enhanced) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89 Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

1. Diploma – Postgraduate – in Organisational Change Management, 30 Credit-Hours;

2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:

3. Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours:

4. Diploma – Postgraduate – in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;

5. Diploma – Postgraduate – in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

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Postgraduate Diploma Award

A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

Postgraduate Certificate Award

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, **'Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award'.** The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are

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exemplified above, under the heading **'Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles'.**
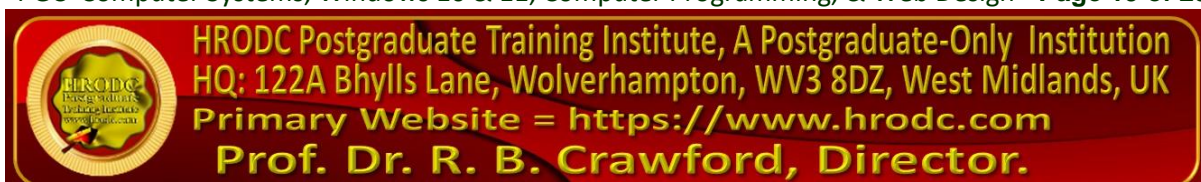

Application For, and Admission To: Postgraduate Diploma; Postgraduate Certificate; & Diploma – Postgraduate - Awards.

Applicants for Diploma – Postgraduate; Postgraduate Certificate; and Postgraduate Diploma are required to submit the following documents:

➢ Completed Postgraduate Application Form, including a passport sized picture affixed to the appropriate section;

➢ A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;

➢ Copies of credentials stated in the Application Form.

Admission and Enrolment Procedure

➢ On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which will assess applicants' suitability for the Course or Programme for which they have applied;

➢ If they are accepted on their chosen Course or Programme, they will be notified accordingly, and sent Invoices;

➢ Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.

➢ Those intending to study in a foreign country, and require a Visa, will be sent the necessary Immigration Documentation, to support their application;

➢ Joining Instruction will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:

   o Venue Name, Location, with specific address;

   o Details of Airport Transfer, where appropriate;

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- o Start date and time;
- o Registration details;
- o Daily Schedule;
- o Local Transportation Details;
- o Residential Accommodation Details;
- o Leisure and Shopping Facilities, in the area;
- o General Security Information; among others.

Assessment of Postgraduate Diploma, Postgraduate Certificate, and Diploma – Postgraduate - Awards.
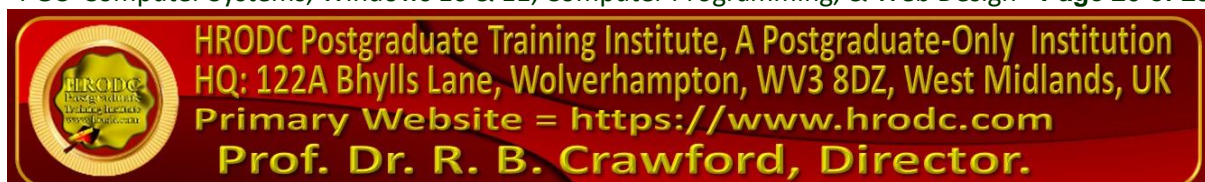
Because of the intensive nature of our Courses and Programmes, for In-Classroom, and Video-Enhanced Online modes, assessment will take place during or at the end of the **'active teaching period'**, adopting differing formats. These structures include, but are not limited to:

- ➢ In-Class Tests;
- ➢ Text-Case Analyses;
- ➢ Video-Case Analyses;
- ➢ 'Out-of-Class' Assignments;
- ➢ Individual Presentations;
- ➢ Group Presentations; and
- ➢ End of Course Examinations.

Based on these assessments, successful candidates will receive either a:

- ➢ Diploma – Postgraduate - Award;
- ➢ Postgraduate Certificate Award; or
- ➢ Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. To receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at

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least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.
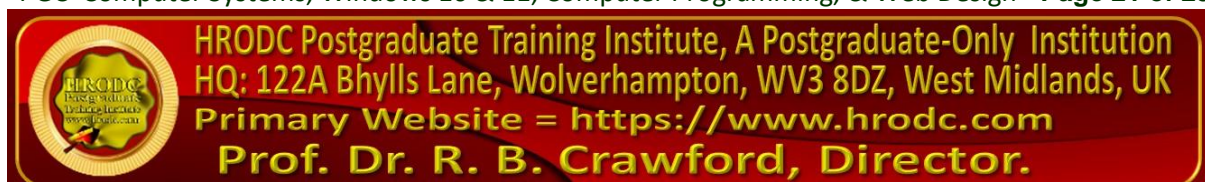

In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary and, at the time of writing, unique to HRODC Postgraduate Training Institute.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the lecturer, ask, and address questions; sitting examinations, in his or her presence. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate - Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a 12-year period, towards a Postgraduate Certificate or Postgraduate Diploma.

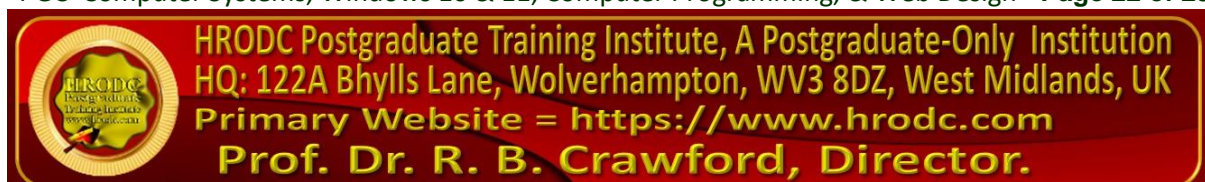## Key Features of Our Online Study: Video-Enhanced Online

➢ The tutor meets the group and presents the course, via Video, in a similar way to its In-Venues counterpart;

➢ All participants can see, and interact with, each other, and with the tutor;

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➢ They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;

➢ Their assessment is structured in the same way as it is done in a classroom setting;

➢ The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;

➢ Its duration is twice the duration of its In-Venues counterpart. For example, a 5-day (30 Credit Hours) In-Venues course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;

➢ The cost of the Video-Enhanced Online mode is 67% of similar In-Venues courses;

➢ For example, a 5-day In-Venues course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

10-Week Postgraduate Certificate; 20-Week Postgraduate Diploma.

You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, in line with our Regulation, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.

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For and on Behalf of:
Prof. Dr. R. B. Crawford - Director
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