HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

#177.M2

Microsoft Windows Operating System: Implicit and Explicit Features of Windows 10

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

Microsoft Windows 10 Operating System, 30 Credit-Hours
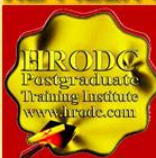
Accumulating to A

Postgraduate Certificate, With 150 Additional Credit-Hours, or A

POSTGRADUATE DIPLOMA

With 330 Additional Credit-Hours

HRODC Postgraduate Training Institute

HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK

Prof. Dr. Ronald B. Crawford - Director

PhD (Uni London); M. Ed. M (Bristol); PGCIS (UWL); Adv. Dip. Sc. Ed (Bristol); Dip. Doc. Res. (Uni Wlv); F.I.M.S.; HR. S. (I.M.S.); Exec. M. AOM; M. AAM; M.I.S.G.S.; M.S.C.O.S.; M. RG. C.

HRODC **P**OSTGRADUATE **T**RAINING **I**NSTITUTE

A Postgraduate — Only Institution

Websites:
https://www.hrodc.com/
https://www.hrodclondon
postgraduateshortcourses.com/

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HRODC Postgraduate Training Institute, A Postgraduate-Only Institution

Our UK Government's Verification and Registration

Our Institute is Verified by, and Registered with, the United Kingdom (UK) Register of Learning Providers (UKRLP), of the Department for Education (DfE). Its UK Provider Reference Number (UKPRN) is: 10019585 and might be located at: https://www.ukrlp.co.uk/.

Course Coordinator:

Prof. Dr. R. B. Crawford is the Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. 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;

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➢ Fellow of the Institute of Management Specialists;

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

➢ 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

For Whom This Course is Designed
This Course is Designed For:

- Office Staffs;

- Data Entry Operators;

- Data Encoders;

- Researchers;

- Applications Engineers;

- Computer and Information Systems Managers;

- Help Desk Technicians;

- Information Technology Directors;

- Information Technology Managers;

- Management Information Systems Directors;

- Programmers;

- Programmer Analysts;

- Security Specialists;

- Senior Applications Engineers;

- Senior Network Engineers;

- Senior Programmer Analysts;

- Senior Security Specialists;

- Senior Software Engineers;

- Senior Support Specialists;

- Senior System Administrators;

- Senior System Analysts;

- Senior System Architects;

- Senior System Designers;

- Senior Systems Analysts;

- Support Specialists;

- System Administrators;

- System Analysts;

- System Architects;

- System Designers;

- Systems Analysts;

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- ➢ Systems Software Engineers;

- ➢ Technical Specialists;

- ➢ Telecommunications Specialists;

- ➢ Web Administrators;

- ➢ Desktop Publishers;

- ➢ Web Writers;

- ➢ Web Editors;

- ➢ Computer Programmers;

- ➢ Graphic and Web Designers;

- ➢ Front End Web Developers;

- ➢ I.T Staff;

- ➢ All others desirous of enhancing their expertise on Microsoft Windows 10 Operating System.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	5 Days
Classroom-Based Cost:	£5,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	10 Days @ 3 Hours Per Day
Online Cost:	£3,350.00 Per Delegate

Classroom-Based Course and Programme Cost includes:

- ➢ Free Continuous snacks throughout the Event Days;

- ➢ Free Hot Lunch on Event Days;

- ➢ Free City Tour;

- ➢ Free Stationery;

- ➢ Free On-site Internet Access;

- ➢ Postgraduate Diploma/ Diploma – Postgraduate –or

- ➢ Certificate of Attendance and Participation – if unsuccessful on resit.

Students and Delegates will be given a Selection of our Complimentary Products, which include:

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

Daily Schedule: 9:30 to 4:30 pm.

Delivery Locations:

1. **Central London, UK;**
2. **Dubai, UAE;**
3. **Kuala Lumpur, Malaysia;**
4. **Amsterdam, The Netherlands;**
5. **Brussels, Belgium;**
6. **Paris, France; and**
7. **Durban, South Africa;**
8. **Other International Locations, on request.**

Microsoft Windows Operating System: Implicit and Explicit Features of Windows 10

Leading to Diploma – Postgraduate – in Microsoft Windows 10 Operating System, 30 Credit-Hours, Accumulating to a Postgraduate Certificate, with 150 Additional Credit-Hours, or a Postgraduate Diploma, with 330 Additional Credit-Hours

Course Contents, Concepts and Issues

M2 - Part 1 - Salient Aspects of Windows10 Operating System (1)

➢ Installing and configuring Microsoft 'Windows 10 Operating System';

➢ Browser choice, for Windows 10;

➢ Getting back to the desktop, in Windows 10;

➢ Keeping scroll bar visible, in Windows 10;

➢ Using the scroll bar, in Windows 10;

➢ Personalising 'Settings', in Windows 10;

➢ Pinning items to task bar, in Windows 10;

➢ Removing items from task bar, in Windows 10;

➢ Understanding the 'Start Menu', in Windows 10;

➢ Adding apps to the 'Start Menu', in Windows 10;

➢ Removing apps from the 'Start Menu', in Windows 10;

➢ Using the 'Apps Store', in Windows 10;

➢ Open Settings or Control Panel;

➢ Understanding 'System Settings', in Windows 10;

➢ Working with Windows 10 device settings;

➢ Setting up mobile phones, for Windows 10.

M2 - Part 2 - Salient Aspects of Windows10 Operating System (2)

➢ Configuring 'Network Connections, for Windows 10;

➢ Setting time zone, in Windows 10;

➢ Choosing date and time formats, in Windows 10;

➢ Choosing desired language, in Windows 10;

➢ Time & Language Settings

➢ Gaming Settings

➢ Activating 'Ease of Access' or 'Accessibility' settings, in Windows 10;

➢ Changing 'Privacy Setting', in Windows 10;

➢ Enabling 'Automatic Updates', in Windows 10;

➢ Changing 'Security Settings', in Windows 10;

➢ 32-Bit and 64-Bit Version of Windows 10;

➢ Determining Windows 10 Edition;

➢ Windows 10 Professional;

➢ Windows 10 Education;

➢ Windows 10 Home.

M2 - Part 3 - Implicit Aspects of Windows 10 Operating System (1)

➢ 'Command Prompt' customisation;

➢ 'Drag and Dropping' to pin Windows;

➢ Accessing Start Menu; ...

➢ Adding folders to Windows 10 libraries;

➢ Creating Libraries visibility, in Windows 10;

➢ Direct 'Proximity Sharing';

➢ Disabling background apps;

➢ Enabling 'Dark Mode';

➢ Encoding 'God Mode';

➢ Enhanced Windows Search;

➢ Gesture Tracking, in Windows 10;

➢ Hidden Start Menu;

➢ Important 'Keyboard Shortcuts;

➢ Making 'File Extensions' visible in 'File Explorer';

➢ Minimising Multiple Windows;

➢ Navigating between 'Virtual Desktops';

➢ Pausing updates;

➢ Printing to PDF.

M2 - Part 4 - Implicit Aspects of Windows 10 Operating System (2)

➢ Resetting Windows, from the Cloud;

➢ Screen Rotation;

➢ Setting 'Silent Notifications';

➢ Show Desktop Button;

➢ Sliding Power-off;

➢ Testing Apps in Sandbox;

➢ Testing files in sandbox;

➢ Uncovering 'Game Bar';

➢ Understanding 'Sandbox';

➢ Understanding Windows 10 libraries;

➢ Using 'Emoji' in Windows 10;

➢ Using 'KAOMOJI', in Windows 10;

➢ Using 'Light Mode';

➢ Using Dictation;

➢ Using Windows 10 libraries;

➢ Utilising 'Conversions', in Windows 10;

➢ Utilising 'Screen Capture';

➢ Working with symbols, in Windows 10.

➢ Accessing Windows 10 'Secret Start Menu'.

M2 - Part 5 - Implicit Aspects of Windows 10 Operating System (3)

➢ Activating 'Night Light', in Windows 10;

➢ Adding and deleting 'Start-up Programs', in Windows 10;

➢ Changing 'System Notification' settings, in Windows 10;

➢ Changing default programs, in Windows 10;

➢ Controlling the number of 'screen captures' to store, in Windows 10;

➢ Disabling 'Aero Shake', in Windows 10;

➢ Disabling 'Visual Effects', in Windows 10;

➢ Disabling Fast Start-up', in Windows 10;

➢ Enabling 'Aero Shake', in Windows 10;

➢ Enabling 'Fast Start-up', in Windows 10;

➢ Enabling 'Reading View', in Windows 10;

➢ Enabling 'Screen Capture', for 'Steps Recorder', in Windows 10;

➢ Enabling 'Steps Recorder', in Windows 10;

➢ Enabling 'Storage Sense', in Windows 10;

➢ Enabling 'Visual Effects', in Windows 10;

➢ Fixing 'Media Streaming' in Windows 10;

➢ Getting 'Windows Maps', in Windows 10;

➢ Managing 'Virtual Desktops', in Windows 10.

M2 - Part 6 - Implicit Aspects of Windows 10 Operating System (4)

➢ Setting 'System Restore Point', in Windows 10;

➢ Setting output location, for 'Steps Recorder', in Windows 10;

➢ Turning off 'Media Streaming' in Windows 10;

➢ Turning off 'Storage Sense', in Windows 10;

➢ Turning on 'Spatial Sound', in Windows 10;

➢ Using 'Quick Assist', in Windows 10;

➢ Using 'Snipping Tool', , in Windows 10;

➢ Working with 'Advanced System Settings', in Windows 10;

➢ Changing IP Address, in Windows 10;

➢ Booting computer, from an external storage, in Windows 10;

➢ Creating 'Installation Media', for Windows 10;

➢ Downloading Windows 10, on external storage device;

➢ Detecting Windows 10 Licence Key;

➢ Partitioning Computer Drive, for Windows 10;

➢ Reformatting computer programme drive, for Windows 10 operating system.

➢ Choosing 'Restore Point', in Windows 10.

Postgraduate Diploma, Postgraduate Certificate, and Diploma – Postgraduate - Short Course Regulation

Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

Postgraduate Short Courses of a minimum of five days' 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 to Awards bearing their title prefixes. While we, refer to our short studies, of 5 days to five weeks, as 'Courses', those with duration of 6 weeks and more are labelled 'Programmes'. Nevertheless, in line with popular usage, we often refer to all study durations as 'Courses'. Another mark of distinction, in this regard, is that participants in a short course are referred to as 'Delegates', as opposed to the term 'Students', which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These short courses accumulate to Postgraduate Certificate, with a total of 180 Credit-Hours (= 6 X 5-Day Courses or 3 X 10-Day Courses), or Postgraduate Diploma, with a total of 360 Credit-Hours (= 12 X 5-Day Courses or 6 X 10-Day Courses).

Delegates studying courses of 5-7 days' duration, equivalent to 30-42 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.

Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate Assessment Requirement

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, Postgraduate Certificate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at 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.

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Diploma – Postgraduate, Postgraduate Certificate, and Postgraduate Diploma
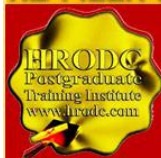## Application Requirements

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 form;

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

➢ Copies of credentials mentioned in the application form.

Admission and Enrolment Procedure

➢ On receipt of all the above documents we 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 Admission Letters and Invoices;

➢ One week after the receipt of an applicant's payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;

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

➢ Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

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Modes of Study and Duration of Postgraduate Certificate and Postgraduate Diploma Programmes

There are two delivery formats for Postgraduate Certificate and Postgraduate Diploma Programmes, as follows:

1. Intensive Full-time (Classroom-Based) Mode, lasting 3 months for Postgraduate Diploma, and 6 weeks for Postgraduate Certificate. These durations are based on six hours' lecturer-contact per day, five days (30 hours) per week, for Postgraduate Diploma;

2. Video-Enhanced On-Line Mode. This interactive online mode lasts twenty (20) weeks, for Postgraduate Diploma, and ten (10) weeks for Postgraduate Certificate. Our calculation is based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

Introducing Our Video-Enhanced Online Study Mode

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 tutor, ask and address questions; sit examinations in the presence of the tutor. 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 6-year period, towards a Postgraduate Certificate or Postgraduate Diploma.

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

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

➢ All participants are able to see, and interact with, each other, and with the tutor;

➢ 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 as long as its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based 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 classroom-based courses;

➢ For example, a 5-day classroom-based 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 Video-Enhanced Online Postgraduate Certificate and 20-Week Video-Enhanced Online 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.
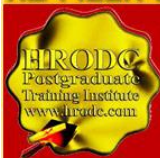
Cumulative Postgraduate Certificate and Postgraduate Diploma Courses

All short courses can accumulate to the required number of Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, over a six-year period from first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least one or two credits be attempted each year. This will ensure that the required 180 Credit-Hours and 360 Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, respectively, are achieved, within the designated period. These Credit-Values, awards and their accumulation are exemplified below.

Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	**Credit Hours**	**Award Title Prefix (& Suffix)**
Single-Credit	30-54	Diploma - Postgraduate
Double-Credit	60-84	Diploma – Postgraduate (Double-Credit)
Triple-Credit	90-114	Diploma – Postgraduate (Triple-Credit)
Quad-Credit	120-144	Diploma – Postgraduate (Quad-Credit)
5-Credit	150-174	Diploma – Postgraduate (5-Credit)
6-Credit	180-204	Postgraduate Certificate
7-Credit	210-234	Postgraduate Certificate (+ 1 Credit)
8-Credit	240-264	Postgraduate Certificate (+2 Credits)

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Examples of Postgraduate Course Credits:
Their Value, Award Prefix & Suffix – Based on 5-Day Multiples

Credit Value	Credit Hours	Award Title Prefix (& Suffix)
9-Credit	270-294	Postgraduate Certificate (+3 Credits)
10-Credit	300-324	Postgraduate Certificate (+ 4 Credits)
11-Credit	330-354	Postgraduate Certificate (+5 Credits)
12-Credit	360	Postgraduate Diploma

360 Credit-Hours = Postgraduate Diploma

12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma

10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma

Exemplification of Accumulated Postgraduate Certificate and Postgraduate Diploma Award Titles

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies at least seventy percent (70%) of his or her courses in a specialist grouping. These are exemplified below:

1. **Postgraduate Diploma in Accounting and Finance;**
2. **Postgraduate Certificate in Accounting and Finance;**
3. **Postgraduate Certificate in Aviation Management;**
4. **Postgraduate Diploma in Aviation Management;**
5. **Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
6. **Postgraduate Diploma in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
7. **Postgraduate Certificate in Business Communication;**
8. **Postgraduate Diploma in Business Communication;**

9. Postgraduate **Certificate** in Corporate Governance;

10. Postgraduate Diploma in Corporate Governance;

11. Postgraduate **Certificate** in Costing and Budgeting;

12. Postgraduate Diploma in Costing and Budgeting;

13. Postgraduate **Certificate** in **Client or Customer Relations;**

14. Postgraduate Diploma in **Client or Customer Relations;**

15. Postgraduate **Certificate** in Engineering and Technical Skills;

16. Postgraduate Diploma in Engineering and Technical Skills;

17. Postgraduate Certificate in Events Management;

18. Postgraduate Diploma in Events Management;

19. Postgraduate **Certificate** in Health and Safety Management;

20. Postgraduate Diploma in Health and Safety Management;

21. Postgraduate Certificate in Health Care Management;

22. Postgraduate Diploma in Health Care Management;

23. Postgraduate **Certificate** in Human Resource Development;

24. Postgraduate Diploma in Human Resource Development;

25. Postgraduate **Certificate** in Human Resource Management;

26. Postgraduate **Diploma** in Human Resource Management;

27. Postgraduate Certificate in Information and Communications Technology (ICT);

28. Postgraduate Diploma in Information and Communications Technology (ICT);

29. Postgraduate **Certificate** in Leadership Skills;

30. Postgraduate Diploma in Leadership Skills;

31. Postgraduate Certificate in Law – International and National;

32. Postgraduate Diploma in Law – International and National;

33. Postgraduate **Certificate** in Logistics and Supply Chain Management;

34. Postgraduate Diploma in Logistics and Supply Chain Management;

35. Postgraduate **Certificate** in Management Skills;

36. Postgraduate Diploma in Management Skills;

37. **Postgraduate Certificate in Maritime Studies;**

38. **Postgraduate Diploma in Maritime Studies;**

39. **Postgraduate Certificate in Oil and Gas Operation;**

40. **Postgraduate Diploma in Oil and Gas Operation;**

41. **Postgraduate Certificate in Oil and Gas Accounting;**

42. **Postgraduate Diploma in Oil and Gas Accounting;**

43. **Postgraduate Certificate in Politics and Economic Development;**

44. **Postgraduate Diploma in Politics and Economic Development;**

45. **Postgraduate Certificate in Procurement Management;**

46. **Postgraduate Diploma in Procurement Management;**

47. **Postgraduate Certificate in Project Management;**

48. **Postgraduate Diploma in Project Management;**

49. **Postgraduate Certificate in Public Administration;**

50. **Postgraduate Diploma in Public Administration;**

51. **Postgraduate Certificate in Quality Management;**

52. **Postgraduate Diploma in Quality Management;**

53. **Postgraduate Certificate in Real Estate Management;**

54. **Postgraduate Diploma in Real Estate Management;**

55. **Postgraduate Certificate n Research Methods;**

56. **Postgraduate Diploma in Research Methods;**

57. **Postgraduate Certificate in Risk Management;**

58. **Postgraduate Diploma in Risk Management;**

59. **Postgraduate Certificate in Sales and Marketing;**

60. **Postgraduate Diploma in Sales and Marketing;**

61. **Postgraduate Certificate in Travel, Tourism and International Relations;**

62. **Postgraduate Diploma in Travel, Tourism and International Relations.**

The actual courses studied will be detailed in a student or delegate's Transcript.
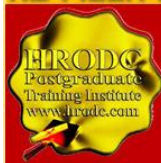
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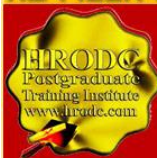## Service Contract, incorporating Terms and Conditions

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