

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#065

Small Business Start-Up, Expansion and Management

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

Small Business Start-Up, Expansion and Management, Double Credit, 60 Credit-Hours

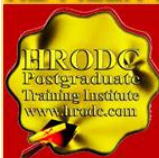
Accumulating to A

Postgraduate Certificate, With 120 Additional Credit-Hours, or A

Postgraduate Diploma, With 300 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.



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Websites:
<https://www.hrodc.com/>
<https://www.hrodc.london>
[postgraduateshortcourses.com/](https://www.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);



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- Teaching Certificate;
- 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

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For Whom This Course is Designed

This Course is Designed For:

- Industrial Authorities;
- Business Managers;
- Business Consultants;
- Business Support Personnel;
- Entrepreneurs;
- Fund Managers;
- Venture Capitalists;
- International Venture Capitalists;
- Private Equity Managers;
- Angels;
- Dragons;
- Business Lecturers;
- Trade Ministry Representatives;
- Business Enthusiasts;
- All those desirous of managing and, or, investing in new and expanding businesses.

Classroom-Based Duration and Cost:

Classroom-Based Duration:	10 Days
Classroom-Based Cost:	£10,000.00 Per Delegate

Online (Video-Enhanced) Duration and Cost

Online Duration:	20 Days – 3 Hours Per Day
Online Cost:	£6,700.00 Per Delegate

Classroom-Based Course and Programme Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;

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- 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:

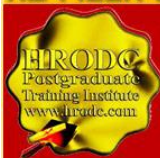
- Our Branded Leather Conference Folder;
- Our Branded Leather Conference Ring Binder/ Writing Pad;
- Our Branded Key Ring/ Chain;
- Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;
- Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;
- Our Branded Metal Pen;
- Our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

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Module 1

Small Business Start-Up, Expansion and Management (1)

M1. Part 1: Small Business Start-Up: Small Salient Factors

Objectives

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

- Demonstrate a heightened understanding of the distinguishing factors of Industrial and Consumer Products, respectively;
- Illustrate their internalisation of the need to establish the Industrial or Consumer Sector and subsectors that are to be targeted;
- Indicate the most appropriate way in which sectoral information might be conveyed to entrepreneurs and businesses seeking to expand;
- Determine when it is appropriate to integrate Industrial and Consumer Sectors, for the purpose of market targeting;
- Rationalise the Military as a Consumer Place the ' Health Sector' in the ' Consumer Sector' Determine the products type and forms that that will support the conversion activitiesof ' Education Sector';
- Indicate the most appropriate sources of information on ' market trends';
- Suggest how information on players and market share might be utilised in support oftheir ' market entry'.

Contents, Concepts and Issues

- Industrial and Consumer Products: A Distinction and Guide;
- Determining Industrial and Consumer Sectors;
- Integrating Industrial and Consumer Products;
- The Military as a Consumer;
- The Health Sector as a Consumer;
- Education as a Consumer Sector;
- Determining Players, Market Share and Gaps.

M1. Part 2: Company Formation and Legal Status: Important Issues to Consider

Objectives

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

- Determine the most appropriate legal form for particular entrepreneurial setting;
- Illustrate the problems and benefits of different legal form of companies;
- List the pertinent factors that are associated with a choice of legal status of a company;
- Outline the legal requirement for company formation, as it pertains to their particular country;
- Indicate, accurately, the statutory reporting requirements of a company, based on its legal status and in relation to their specific country;
- Suggest the general statutory accounting requirement of a company in their country and the factors that determine these requirements;
- Demonstrate the relationship between a company's legal status and its accounting reporting requirement, and the rationale on which this demand is based;
- Indicate the legal requirement associated with International Trade in their own country;
- Address the implications of National, Regional and International Embargo on Import and Export.

Contents, Concepts and Issues

- Company legal status categorization;
- Factors associated with a choice of legal status of a company;
- Issues in favour of and mitigating against particular legal status;
- Legal requirement for company formation;
- Company legal status and reporting requirement;
- Company legal status and accounting requirement;
- Company legal status and accounting reporting;
- International trade and legal requirement;
- Import and Export vs. National, Regional and International Embargo.

M1. Part 3: Protecting Inventions: Drawing on Legal Parameters (1)

Objectives

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

- Explain the Design and Patent Law that pertains to their own country;
- Outline the International Convention For Design and Patent;
- Demonstrate a heightened understanding of the concept of Intellectual Capital
- Highlight the most effective ways in which an organisation can protect its Intellectual Capital;
- Use simple lay-language to explain the concept of ' Intellectual Property Rights'
- Propose an unambiguous definition of Intellectual Property
- Propose a defence of the notion that ' Inventions' are a company' s ' Intellectual Property', drawing on the support of International legal cases;
- Explain pertinent aspects of International Convention for Intellectual Property Rights;
- Use International Cases to Determine the Ownership of ' Intellectual Property' , through the Application of International Convention and Precedent.

Contents, Concepts and Issues

- Design and Patent Law;
- International Convention For Design and Patent;
- Intellectual Capital;
- Protecting Intellectual Capital;
- Intellectual Property;
- Inventions as Intellectual Property;
- Determination of the Ownership of Intellectual Property: Application of International.

M1. Part 4: Protecting Inventions: Drawing on Legal Parameters (2)

Objectives

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

- Demonstrate their familiarity with Copyright and Copyright Convention;
- Illustrate the likely subtlety of Industrial Espionage;
- Propose effective ways of Detecting and Averting Industrial Espionage;
- Provide an illustration of the different ways in which Industrial Espionage might manifest itself in an organisation;
- Outline the Long-term Consequences of Industrial Sabotage;
- Propose effective ways of averting and addressing Industrial Sabotage.

Contents, Concepts and Issues

- Convention and Precedent;
- Intellectual Property Rights;
- International Convention for Intellectual Property Rights;
- Copyright and Copyright Convention;
- Understanding Industrial Espionage;
- Detecting and Averting Industrial Espionage;
- Industrial Espionage and the Recovery Process;
- Industrial Sabotage and Long-term Consequences;
- Identifying Acts of Industrial Sabotage;
- Dealing with Industrial Saboteurs.

M1. Part 5: Operational Costing Issues (1)

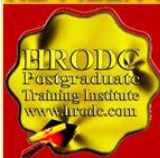
Objectives

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

- Propose systematic procedure for determining Product Needs and Wants;
- Indicate the role of Scientific Research in enhancing an organisation' s intellectual capital;
- Explore the different ways in which Funding for Scientific Research might be realised;
- Demonstrate their understanding of how on organisation might utilise pre-existing Scientific Research Findings to its advantage;
- Discuss a systematic procedure for conducting Social Research, illustrating the purpose for which its findings might be utilised;
- Construct questionnaires and interview schedules that are suitable for eliciting information in social research;
- Propose when and how Marketing Research Agents might be utilised for conducting research on entrepreneurs' behalf;

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M. RG. C.

- Distinguish between ' Accounting Depreciation' and ' Real Depreciation'
- Engage in practical exercises to calculate depreciation on capital equipment;
- Calculate Fixed Costs;
- Calculate Rates of |return on Investment;
- Calculate Variable Costs.

Contents, Concepts and Issues

- Determining Product Needs and Wants;
- Scientific Research;
- Funding Scientific Research;
- Utilising Pre-existing Scientific Research Findings;
- Social Research;
- Social Research: A Practical Guide;
- Using Marketing Research Agents;
- Calculating Depreciation;
- ' Accounting Depreciation' VS ' Real Depreciation';
- Calculating Fixed Costs;
- Calculating Rates of |return on Investment;
- Calculating Variable Costs.

Module 2 Small Business Start-Up, Expansion and Management (2)

M2. Part 1: Operational Costing Issues (2)

Objectives

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

- Cost ' Human Resource' ;
- Integrate Fixed and Variable Costs;
- ' Cost Apportion' Factor ' Accounting for Depreciation' in ' Cost Apportioning' ;
- Calculate Projected Sales and ' Externalities' ;
- Determine Projected Revenue;
- Demonstrate their ability to find Projected Income;
- Formulate a Pricing Strategy, accounting for Cost Variables;
- Illustrate their understanding of the 'Balance Sheet'.

Contents, Concepts and Issues

- Costing Human Resource;
- Integrating Fixed and Variable Costs;
- Cost Apportioning;
- Accounting for Depreciation in Cost Apportioning;
- Projected Sales and ' Externalities' ;
- Projected Revenue;
- Projected Income;
- Pricing Strategy and Cost Variables;
- Understanding the Balance Sheet.

M2. Part 2: Industrial Product Design and Marketing

Objectives

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

- Make a case for ' Industrial Products Aesthetics';
- Discuss the psychological bases of ' Consumer Products Aesthetics';
- Explain the part that social values play in Aesthetics;
- Demonstrate their heightened understanding of pertinent ways of ' Averting Consumer; Infuriation', using ' real world examples'.

Contents, Concepts and Issues

- Industrial Products Aesthetics;
- Consumer Products Aesthetics;
- Social Values and Aesthetics;
- Averting Consumer Infuriation: Examples of Costly Mistakes.

M2. Part 3: Sources of Investment Funds

Objectives

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

- Outline the different funding pockets that their National Governments provide for business start-ups and expansion;
- Indicate how new and expanding business organisations might take advantage of available Social Development Funds;

- Suggest the type of business organisations that will benefit from Economic Development Funds and their equivalent;
- Indicate the extent to which Industrial Business Organisations might benefit from City Regeneration Funds and their equivalent;
- Discuss the extent to which Regional Governments in their own country support Industrial Development;
- Demonstrate an understanding of the extent to which the World Bank provide assistance for Industrial Development;
- Describe the circumstances under which a company might attract UNESCO funding;
- Explain the function of Venture Capitalists in Entrepreneurial Support;
- List the most popular International Venture Capitalists and the type of funding that they provide to business start-ups and business expansions;
- Explain the way in which Business 'Angels' operate and their motivation for offering support;
- Propose how Business 'Dragons' typically view support for entrepreneurial activities.

Contents, Concepts and Issues

- National Governments;
- Social Development Funds;
- Economic Development Funds;
- City Regeneration Funds;
- Regional Governments;
- The World Bank;
- UNESCO;
- Venture Capitalists;
- International Venture Capitalists;
- Angels;
- Dragons.

M2. Part 4: Marketing Industrial and Consumer Products: A Basic Introduction

Objectives

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

- Explain Product as a 'Concept'
- Propose how the issues of Pricing, Competition and the ' Snob Appeal' might be exploited to enhance the development of consumer products;
- Propose arguments in favour of Niche and Mass Markets, respectively;
- Advise of the effective use of Physical and Virtual ' Places' in the advancement of the associated ' marketing philosophy' ;
- Suggest the different ways by which Product Awareness might be enhanced.

Contents, Concepts and Issues

- Product as a Concept;
- Pricing, Competition and the ' Snob Appeal' : Niche or Mass Marketing;
- Physical and Virtual Place;
- Creating Product Awareness.

M2. Part 5: The Business Plan: A Guide to Entrepreneurs and Investors

Objectives

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

- Construct a business plan that will be attractive to investors and fund managers;
- Illustrate how a well-constructed Business Plan might be used to Attract Investors and 'Fund Holders' ;
- Explain why particular 'aspects' should be included in the Business Plan, to enhance its effectiveness;
- Provide guidance to entrepreneurs on how to adapt a business plan to meet changing circumstances, without losing its focus;
- Provide 'contingencies' based on differing business scenarios.

Contents, Concepts and Issues

- The Business Plan as A Guide to the Entrepreneur;
- Using the Business Plan to Attract Investors and 'Fund Holders';
- What Should Be Included in the Business Plan;
- Tweaking The Business Plan Without Losing the 'Focus';
- Establishing Contingency: The Most Unlikely Scenario.

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.

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.

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;

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- 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

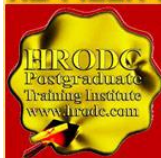
All short courses can accumulate to the required number of Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, over a six-year period from first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, 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

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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)
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)
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

HRODC Postgraduate Training Institute
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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.




Small Business Start-Up, Expansion and Management, Leading to Diploma Postgraduate - in Small Business Start-Up, Expansion and Management (Double Credit), and 60 Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 additional Credit-Hours, a Postgraduate Diploma, with -300 Additional Credit-Hours 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;**

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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;

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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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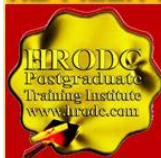
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Prof. Dr. Ronald B. Crawford
Director

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