#177

Computer and Information Systems Communication, Incorporating Microsoft Office Suite, Postgraduate Programme.

Leading To:

Postgraduate Diploma in

Computer and Information Systems Communication.

- ➢ 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;

- ➢ 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;

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

Computer and Information Systems Communication, Incorporating Microsoft Office Suite Programme, Leading to Postgraduate Diploma in Computer and Information Systems Communication.

- 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;
- Desktop Publishers;
- 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;
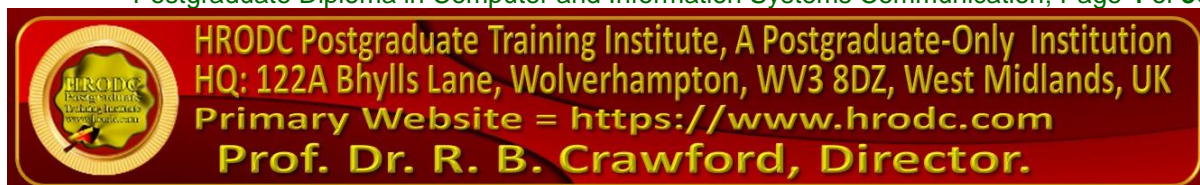
- ➢ Senior Network Engineers;

- ➢ Senior Programmer Analysts;

- ➢ Senior Security Specialists;

- ➢ Senior Software Engineers;

- ➢ 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, Microsoft Office Suite and Web Design.

Computer and Information Systems Communication, Incorporating Microsoft Office Suite Programme, Leading to Postgraduate Diploma in Computer and Information Systems Communication.

Programme Duration & Cost:
* In-Venues Duration: 12 Weeks; 5 Days Per Week;
* Online Duration: 20 Weeks; 3-Hr Day, 6-Day Week;
* In-Venues Cost: £45,000.00 Per Student;
* Online Cost: £30,150.00 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;

Computer and Information Systems Communication, Incorporating Microsoft Office Suite Programme, Leading to Postgraduate Diploma in Computer and Information Systems Communication.

- ➢ Branded Metal Pen;
- ➢ Branded Polo Shirt.; &
- ➢ Branded Carrier Bag.

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 and Information Systems Communication, Incorporating Microsoft Office Suite				
Leading to Postgraduate Diploma Computer and Information Systems Communication				
Current Module #	Credit Hours	Module Title (Click Title To View Details)	Duration	Credit Value
177.M1	30	Computer Systems	5 Days	1
177.M2	30	Microsoft Windows Operating System: Implicit and Explicit Features of Windows 11	5 Days	1

Computer and Information Systems Communication, Incorporating Microsoft Office Suite Programme, Leading to Postgraduate Diploma in Computer and Information Systems Communication.

Computer and Information Systems Communication, Incorporating Microsoft Office Suite				
Leading to Postgraduate Diploma Computer and Information Systems Communication				
Current Module #	Credit Hours	Module Title (Click Title To View Details)	Duration	Credit Value
177.M3		Microsoft Office Proficiency: Word, Publisher, Excel, PowerPoint, Access, Skype, Teams, & Outlook		
177.M3.1	30	Microsoft Word: Producing Professional Documents	5 Days	1
177.M3.2	30	Excel: Mastering the Implicit and Explicit Features of Microsoft Excel	5 Days	1
177.M3.3	30	Microsoft PowerPoint: Professionalising Presentations	5 Days	1
177.M3.4	30	Microsoft Access: Exploring Relational Database Systems	5 Days	1
177.M3.5	30	Microsoft Teams, Microsoft Skype, and Outlook	5 Days	1
177.M3.6	30	Microsoft Publisher: Perfecting Professional and Hobby Designs and Publications	5 Days	1
177.M4	60	Computer Programming Essentials: Web Design Techniques and Application (1)	10 Days	2
177.M5	60	Computer Programming Essentials: Web Design Techniques and Applications (2)	10 Days	2
Total:	360		60 Days	12 Credits

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

Microsoft Word

> ➢ Exhibit mastery on the usage of basic word processing software to produce excellent documents that conform to the widely accepted standards and norms of Microsoft Word;
>
> ➢ Identify the different external parts of the computer and describe each;
>
> ➢ Classify input devices;
>
> ➢ Enumerate the types of output devices;
>
> ➢ Analyse how computer works;
>
> ➢ Display and hide ribbon;
>
> ➢ Open a new document;
>
> ➢ Open a pre-existing document;
>
> ➢ Save a document;
>
> ➢ Navigate within an existing document;
>
> ➢ Select text;
>
> ➢ Format text;

➢ Format paragraphs;

➢ Justify texts;

➢ Indent paragraphs;

➢ Use toolbar buttons to indent paragraphs;

➢ Change line spacing;

➢ Use the paragraph dialog box;

➢ Cut, copy, and paste text;

➢ Change margins using page set up;

➢ Insert page breaks;

➢ Create headers and footers;

➢ Create endnotes and footnotes;

➢ Locate and use the Spelling and Grammar checker;

➢ Preview a document before printing;

➢ Print a document;

➢ Identify screen elements.

Windows 11 Operating System

➢ Understand the explicit and explicit functions of the Windows 11 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 11 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 11 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 11 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 11 Operating System;

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

- ➢ Find a file in Windows 11, using the Search tool;

- ➢ Explain the process of moving and copying files;

- ➢ Explain how to rename files in Windows 11;

- ➢ 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 11 computer.

Computer Systems

- ➢ Perform simple diagnostic tests on a Windows 11 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;

Microsoft Excel

➢ Open a new spreadsheet;

➢ Move around within the workbook;

➢ Locate the sheet tabs;

➢ Move sheets around;

➢ Save a new workbook;

➢ Save an existing file;

➢ Close the workbook;

➢ Accurately perform calculations on spreadsheets using efficient means and ways offered by Microsoft Office Excel;

➢ Explain the uses of the formula bar;

➢ Identify the parts of a cell;

➢ Enter data in cells;

➢ Explain how to insert rows and columns;

➢ Explain the uses of the formula bar;

➢ Identify the parts of a formula;

➢ Identify different types of cell addressing;

➢ Explain Excel's execution order;

➢ Identify different types of cell formatting;

➢ Define basic formatting terms;

➢ Explain how to change cell formats;

➢ Explain the function of the format painter;

➢ Define basic formatting terms;

➢ Change the format of a page;

➢ Explain how to change margins;

➢ Create headers and footers for their document;

➢ Identify the different types of charts;

➢ Create a chart from adjacent and non-adjacent sections;

➢ Select a different chart type;

➢ Edit and delete a chart;

➢ Move and resize a chart;

➢ Print a spreadsheet;

➢ Print a chart;

Microsoft PowerPoint

➢ Demonstrate a high level of competence in using Microsoft PowerPoint;

➢ Demonstrate familiarity with the PowerPoint interface;

➢ Open new and existing presentations;

➢ Create and utilise a master slide;

➢ Distinguish between the various PowerPoint views;

➢ Rearrange slides in the slide sorter view;

➢ View a slideshow on full screen;

➢ Navigate through a presentation;

➢ Add text to slides;

➢ Change the background colour of slides;

➢ Add and delete slides;

➢ Change the slide layout;

➢ Insert Images in Microsoft PowerPoint Presentations;

➢ Add animation to a slide, in Microsoft PowerPoint Presentations;

➢ Add transitions to a slide, in Microsoft PowerPoint Presentations;

➢ Insert hyperlinks, in Microsoft PowerPoint Presentations;

➢ Use action buttons, in Microsoft PowerPoint Presentations;

➢ Use the various print options, in Microsoft PowerPoint;

➢ Hide slides in a presentation, in Microsoft PowerPoint;

➢ End with a blank slide, in Microsoft PowerPoint;

➢ View in kiosk mode, in Microsoft PowerPoint;

➢ Loop a slideshow, in Microsoft PowerPoint;

➢ Select the appropriate background design of a presentation, in Microsoft PowerPoint;

➢ Use proper images, animations, and transitions in a presentation, in Microsoft PowerPoint;

➢ Develop their own presentations, in Microsoft PowerPoint.

PG. Programme Contents, Concepts, & Issues.

PG Diploma 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.

HRODC Postgraduate Training Institute, A Postgraduate-Only Institution
HQ: 122A Bhylls Lane, Wolverhampton, WV3 8DZ, West Midlands, UK
Primary Website = https://www.hrodc.com
Prof. Dr. R. B. Crawford, Director.

Module 1 Computer Systems.

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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

M1 - Part 8. Computer Storage Devices.

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M1 - Part 9. Computer Power Supply and Connectors.

M1 - Part 10: Computer Monitors.

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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.
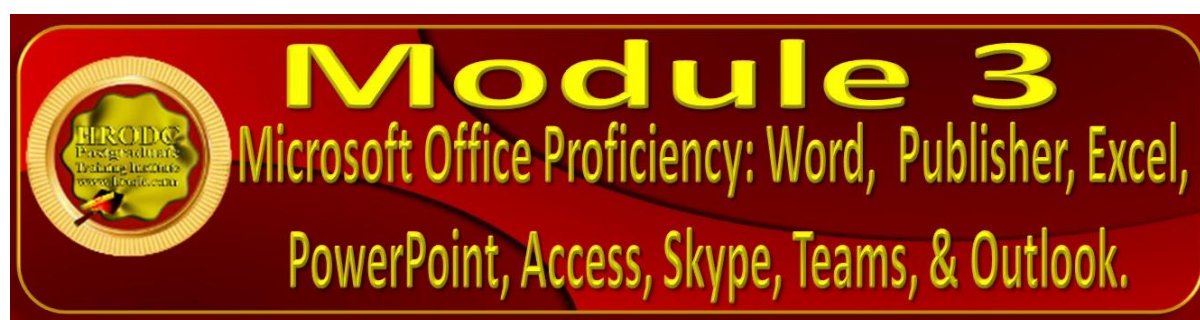
M2 - Part 3. Some Implicit Aspects of Windows 11 Operating System.

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

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
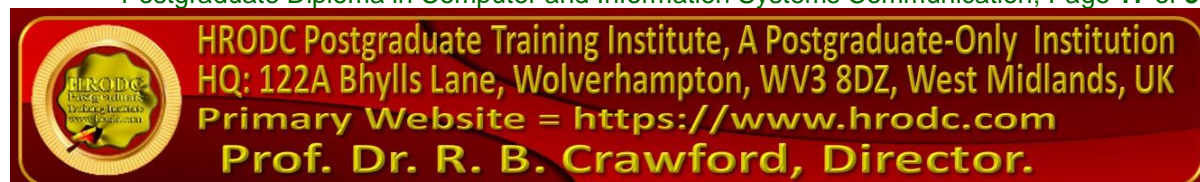
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M3.1 - Part 1. Professionalising Microsoft Word Documents

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M3.1 - Part 2. Inserting Links, Bookmarks, Audio & Video Files, Margins, & Ordering
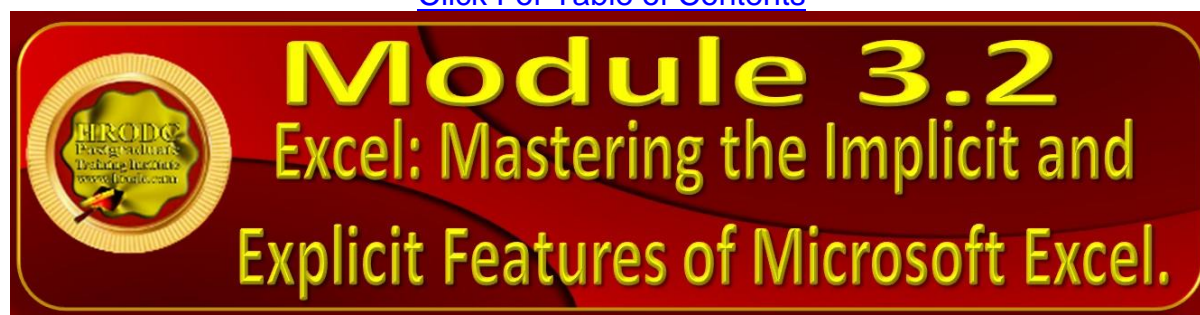
M3.1 - Part 3. Professional Formatting of MS Word: Data Source; Charts; 'Smart Art'; Format Painting; etc.

M3.1 - Part 4. Crucial Keyboard Strokes for Microsoft Outlook: Peak; Format Text; Font Dialog; Toggle Case; Bold Formatting; Calendar View; Task View; etc.

M3.1 - Part 5. Templates, Brochures, Calendar, Calculations, Labels, PDF, Plagiarism Detection.

Module 3.2
Excel: Mastering the Implicit and Explicit Features of Microsoft Excel.

M3.2 - Part 1. Getting Started with Excel

M3.2 - Part 2. Some Adv. Excel User Functions: Creating Different Types of Charts; Exploring Workbooks and Themes

M3.2 - Part 3. Borders, Effects, Templates, Headers, Footers, Print Settings, Pivot Tables & Chart, & 'VLOOKUP Function'.

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M3.2 - Part 4. Create 'Value Integrity', Data from Folders, Data from Folders, Autofill, 'Flash-Fill', COUNTIFS' function, in Excel 'VLOOKUP', 'HLOOKUP' INDEX MATCH' Functions, in Excel; Using 'Dynamic Arrays'.

M3.2 - Part 5. Formulas; Advanced Filters; Tables Slicers; Calculations from 'Show Value As' Operation; 'Data Modelling' Relationships; Rows and Columns Relocation & Auto-fixing; 'Quick-Analysis Tool'; 'Relative Reference'; 'Drop-Down Lists'; etc.

Module 3.3
Microsoft PowerPoint: Professionalizing Presentations.

M3.3 - Part 1. Initiating PowerPoint Presentation Design.

M3.3 - Part 2. Using Various Transitions; Converting Pen to Text; Eyedropper; Chart Animations; Quick Access Toolbar to PowerPoint; 'Smart-Lookup'; Salient Shortcuts; Animating Static Images; Linking Excel; Animated Graphical Interchange Format (AGIF); Embedding Fonts.)

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M3.3 - Part 3. Perfecting: Advanced Transitions; Effects; Dictation; 3D Barcodes (3R Codes); Inserting Videos; Video Auto-Play; Automatic Run; Timing Transition.

M3.3 - Part 4. Creating PPT Video; Adding Video; Incorporating Presenter in PPT Video; Observing Conventions; Aesthetic Values; Scripts; Animation; Shapes & Images.

M3.3 - Part 5. Enhancing The Aesthetic Value of PowerPoint Presentations with Advanced Transitions.

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M3.3 - Part 6. Perfecting Origami, Checkerboard, Blind, Clock, Ripple, Honeycomb, Glitter, Shred, Flip, Gallery, Doors, Combo, Zoom and Multi-Effects Transitions; Dictation; Voice; Music; Videos; Auto-run.

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M3.4 - Part 1. Microsoft Access and its Functionality.

Exploring the Access Window

Constituents of The Database window

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Crucial Elements of Microsoft Access and What they Represent

M3.4 - Part 1. Designing and Constructing Microsoft Access: Field Properties; Fields; Records; Tables; Datasheet View; Design View; Database; Blanks; Templates; Wizard.

Click For Table of Contents

M3.4 - Part 3. Improving and Utilising Microsoft Access: Form Wizard; Enhancing Tables; Database Creation; Eliminating Repetitions; Multiple Items; Primary Keys; Database Reports; Formulating Queries; Record Sorting; Split Form.

M3.4 - Part 4: Database Design Considerations: Microsoft Access as Relational Database.

M3.4 - Part 5. Design Refinement of Microsoft Access, As Relational Database: Effective Information Organisation; Primary Key; Secondary Key; Relationships; Referential 'Integrity; Normalisation' Rules; Levels of Normalisation; Formulating Reports; Effective Structured Query Language (SQL).

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Module 3.5
Microsoft Teams, Microsoft Skype, and Outlook.

M3.5 - Part 1: Using Skype as a Video Conferencing Platform

M3.5 - Part 2: Using Microsoft Teams as a Video Conferencing Platform.

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M3.5 - Part 3. Microsoft Teams In An Educational and Training Context: Classes; Chatting; Audio Calls; Video Calls; Conducting Meetings; Managing Breakout Rooms; Resource Sharing; Meeting Management; Recording Meetings; Administrative Issues in Microsoft Teams.

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M3.5 - Part 4. Exploring Microsoft Outlook.

M3.5 - Part 5. Utilising Microsoft Outlook: Handling 'Junk Mails; Recognising Phishing; 'Smart Lookup'; 'Address Book'; Offline Usage; 'Mailbox-View'; 'Out of Office Notice'; Changing Defaults; 'Time Zone'; 'Read' or 'Unread' Status; Dictation; etc.

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M3.5 - Part 6. Keyboard Shortcuts for Microsoft Outlook.

M3.5 - Part 7. Essential Keyboard Strokes for Microsoft Outlook: Justification; Styles; Force-Fit; Hyperlinks; Unformatting; Alignment; Toggling Folder Pane and Window; Toggling Reading Pane, and 'To-Do' Bar; Message Navigation; etc.

M3.5 - Part 8. Crucial Keyboard Strokes for Microsoft Outlook: Peak; Format Text; Font Dialog; Toggle Case; Bold Formatting; Calendar View; Task View; etc.

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M3.6 - Part 1. Salient Aspects of Microsoft Publisher.

M3.6 - Part 2. Appraising The Capabilities of Microsoft Publisher: Textbox Expansion; Modifying 'Text Direction'; Inserting Page and page Numbers; Using 'Guidelines'; 'Horizontal Ruler Guide'; 'Vertical Ruler Guide'; 'Grid Guides'; 'Margin Guides; etc.

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M3.6 - Part 3. Enhanced Formatting and Design, in Microsoft Publisher.

M3.6 - Part 4. More Design Features of Microsoft PowerPoint: Text Size & Underlining; Bold; Small Capitals; Italics; 'Superscript'; 'Subscript'; Fonts; Border Shapes; Shapes & Outline: Colours, Fill, & Effects; Image Positioning; Alignment; Grouping & Ungrouping.

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M3.6. - Part 5. Enhanced Formatting: Hyperlinks; Text Outflows; 'Mail Merge'; Searching; 'Find and Replace'; Spell Checker; 'Translator'; in Microsoft Publisher; 'Design Templates'; etc.

M3.6 - Part 6. Keyboard Shortcuts For Microsoft Publisher.

Keyboard Shortcuts for Shape Effects

Keyboard Shortcuts for Picture Effects

M3.6 - Part 7. Enhanced Keyboard Shortcuts For Microsoft Publisher

Keyboard Shortcuts for Text Fill Dropdown

Keyboard Shortcuts for Text Outline dropdown

Keyboard Shortcuts for Text Effects Dropdown

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M3.6 - Part 8. Penultimate Keyboard Shortcuts For Microsoft Publisher.

Keyboard Shortcuts to Create, Open, Close a Publication

Keyboard Shortcuts to Edit or Format Text

Keyboard Shortcuts to Copy Text Formats

Keyboard Shortcuts to Copy, Cut, Paste or Delete Text or Objects

Keyboard Shortcuts for Undo or Redo An Action

Keyboard Shortcuts for Nudge an Object

Keyboard Shortcuts for Layer Objects

Keyboard Shortcuts for Snap Objects

Keyboard Shortcuts to Select or Group Objects

Keyboard Shortcuts for Select or Insert Pages

Keyboard Shortcuts to Move Between Pages

Keyboard Shortcuts for Use the Master Page

Keyboard Shortcuts to Show or Hide Boundaries or Guides

Keyboard Shortcuts to Zoom

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M3.6 - Part 9. Ultimate Keyboard Shortcuts For Microsoft Publisher.

Keyboard Shortcuts for Printing

Keyboard Shortcuts to Print a Publication

Keyboard Shortcuts for Insert Hyperlinks

Keyboard Shortcuts for Send Email
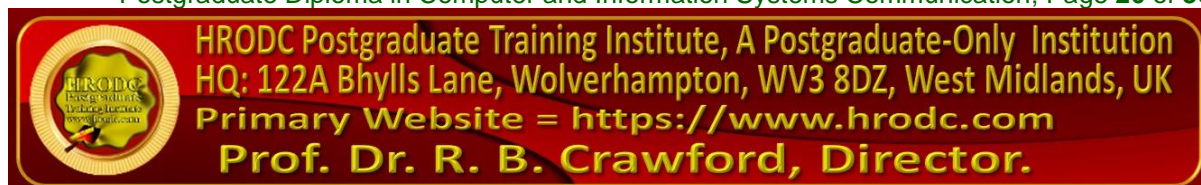

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M4 - Part 1. Web Design Imperatives Introducing HTML (Hypertext Mark-up Language).

M4 - Part 2. Web Page Essentials: HTML Essentials.

M4 - Part 3. Programming: Web Design Essentials.

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M4 - Part 4. Web Page Essentials: Cascading Style Sheets (CSS)

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M4 - Part 5. Web Graphics Styling Imperatives.

M5 - Part 1. Web Design Imperatives: Overview of Cascading Style Sheets (CSS).

M5 - Part 2. Cascading Style Sheets Page Layout

M5 - Part 3. Dealing with Website Links, Layout and Mobile Compatibility

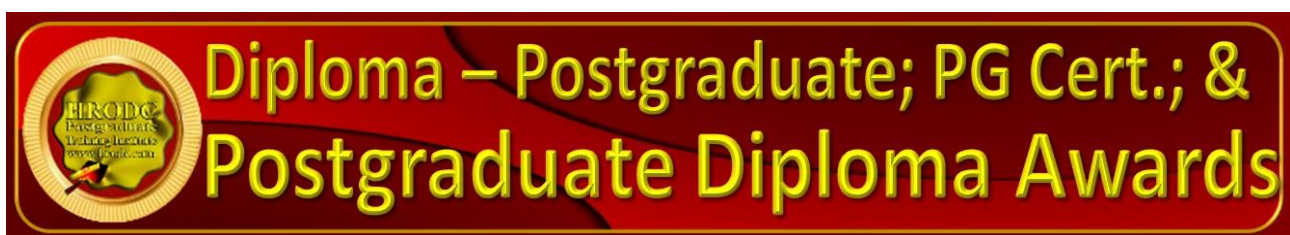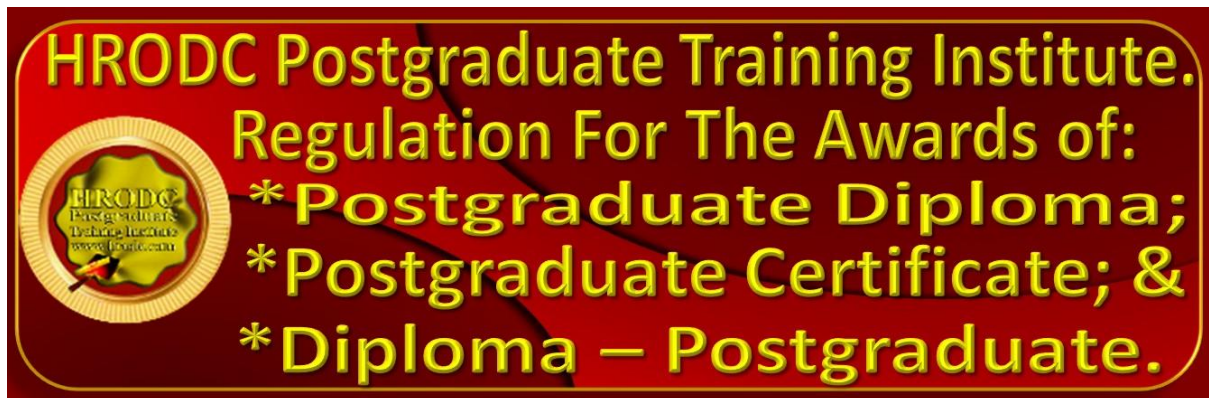**M5 - Part 4. Creating Tables using HTML and CSS Programming for Websites**

M5 - Part 5. Creating Forms using HTML and CSS Programming for Websites

**M5 - Part 6. 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-Venues (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,

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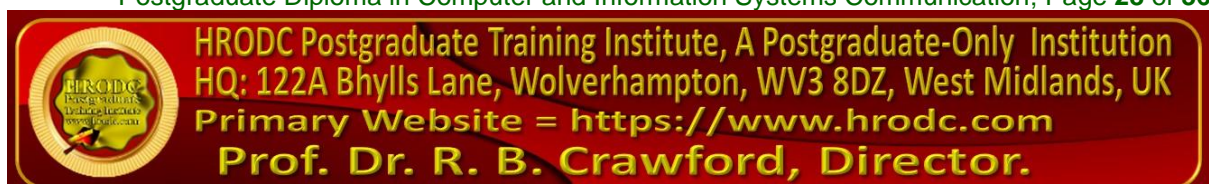
providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. **Please click to view and download our List of Specialist Postgraduate Certificate, and Postgraduate Diploma Programmes**

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 Classroom-based and Video-Enhanced Deliveries. Each Five-Day Classroom-Based,   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:

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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.

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.

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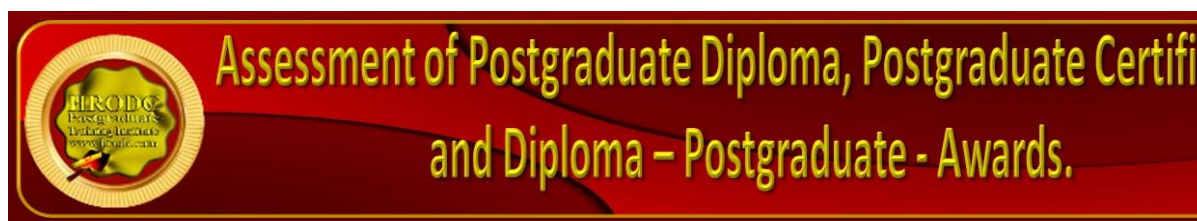

Application For, and Admission To: Postgraduate Diploma; Postgraduate Certificate; & Diploma – Postgraduate - Awards.

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.

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> 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:

- Venue Name, Location, with specific address;
- Details of Airport Transfer, where appropriate;
- Start date and time;
- Registration details;
- Daily Schedule;
- Local Transportation Details;
- Residential Accommodation Details;
- Leisure and Shopping Facilities, in the area;
- General Security Information; among others.

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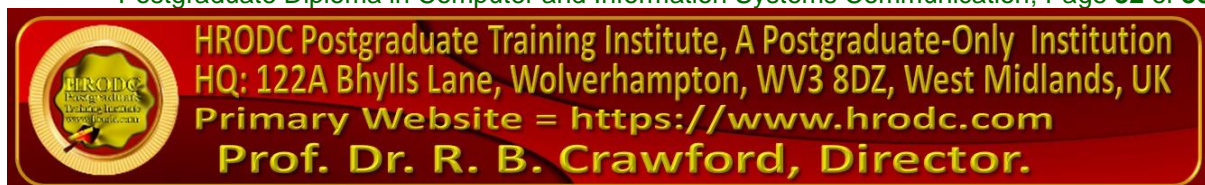
Because of the intensive nature of our Courses and Programmes, for In-Classroom, and Video-Enhanced Online modes, assessment will take place during or at the end of the **'active teaching period'**, adopting differing formats. These structures include, but are not limited to:

> 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;

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➢ Postgraduate Certificate Award; or
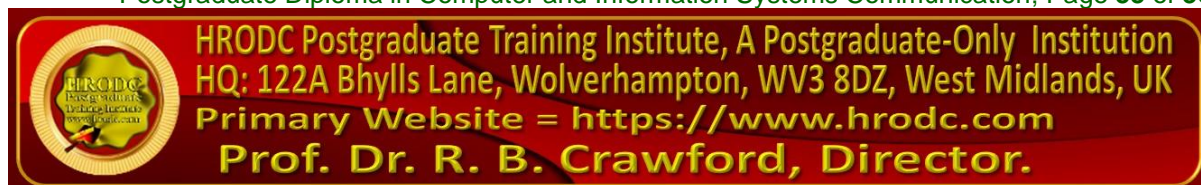
➢ Postgraduate Diploma Award.

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 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

HRODC Postgraduate Training Institute, A Postgraduate-Only Institution
HQ: 122A Bhylls Lane, Wolverhampton, WV3 8DZ, West Midlands, UK
Primary Website = https://www.hrodc.com
Prof. Dr. R. B. Crawford, Director.

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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;

➢ 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.

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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.

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery _Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.
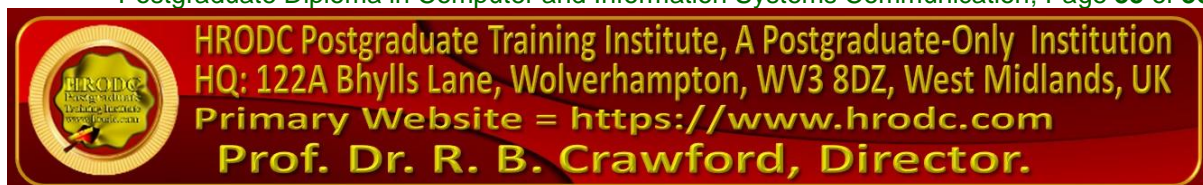
You are most Welcome to Visit our Main Website, & SM Pages, to Communicate with, & 'Follow

For and on Behalf of:
Prof. Dr. R. B. Crawford - Director
HRODC Postgraduate Training Institute

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