HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

HRODC Postgraduate Training Institute www.hrodc.com

#177.M1

Computer and Information Systems Communication, Incorporating Microsoft Office Suite (1): Computer Concepts, Windows and Microsoft Office Application

Course or Seminar

Leading To:

DIPLOMA - POSTGRADUATE IN

Computer and Information Systems Communication, Incorporating Microsoft Office Suite - Module 1 (Double Credit)

Accumulating to

POSTGRADUATE DIPLOMA

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Course Coordinator/ Programme Coordinator:

Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- ➤ Doctor of Philosophy {(PhD) (University of London)};
- ➤ MEd. Management (University of Bath);
- ➤ Advanced Dip. 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 Academy of Management (MAoM), within the following Management Disciplines:
  - ▪ Human Resources;
  - ▪ Organization and Management Theory;

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Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOS, MISGS, Visiting Prof. P.U.P.

Registered with the UK Register of Learning Providers (UKRLP), Department for Business, Inovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).

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UKRLP Verification: http://www.ukrlp.co.uk
Postgraduate Full-Time and Short Courses
London, UK & International Locations

- Organization Development and Change;
- Research Methods;
- Conflict Management;
- Organizational Behavior;
- Management Consulting;
- Gender & Diversity in Organizations; and
- Critical Management Studies.

- 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);
- Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
- Member of ResearchGate Community;
- Member of Convocation, University of London;
- Professor HRODC Postgraduate Training Institute.

Prof Crawford was an Academic at:

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK);

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

- Undergraduate
- Office Staffs
- Data Entry Operators
- Data Encoders
- Researchers
- Those who are interested in learning about computer and information systems communication

Duration: 2 Weeks (10 Days)

Cost:

➢ **£8,000.00Per** Delegate for UK Delivery

➢ **£10,000.00Per** Delegate for Delivery outside the UK

Please Note:

➢ V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.

➢ It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

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:

➢ HRODC Postgraduate Training Institute's **Leather Conference Folder**;

➢ HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad;**

➢ HRODC Postgraduate Training Institute's **Key Ring/ Chain**;

➢ HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;

➢ HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;

➢ HRODC Postgraduate Training Institute's **Metal Pen;**

➢ HRODC Postgraduate Training Institute's **Polo Shirt**.

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

Location: Central London and International Locations

Computer and Information Systems Communication, Incorporating Microsoft Office Suite (1): Computer Concepts, Windows and Microsoft Office Application

Leading to Diploma-Postgraduate in Computer and Information Systems Communication, Incorporating Microsoft Office Suite – Module 1 (Double Credit)

Course Objectives

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

✓ Exhibit mastery on the usage of basic word processing software to produce excellent documents that conforms to the widely accepted standards and norms of word documents.

✓ Identify the different external parts of the computer and describe each;

✓ Classify input devices;

✓ Enumerate the types of output devices;

✓ Analyse how computer works;

✓ Understand the basic functions of the Windows operating system;

✓ Work with desktop icons;

✓ Locate and define the unique elements of the Windows 7, Windows XP, or Windows Vista desktop;

✓ Enumerate the task bar elements;

✓ Master the start menu;

✓ Ascertain how computer boot up;

✓ Shut down computers;

✓ Identify the parts of OS windows;

- ✓ Distinguish an active window from 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 OS;

- ✓ Explain the function of the icon(s) specific to each category;

- ✓ Move items to the recycle bin and empty the recycle bin;

- ✓ Name the various hard disks related to your computer;

- ✓ Insert and eject removable storage;

- ✓ Define and use a Windows OS menu;

- ✓ Understand menu related terms and rules;

- ✓ 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 OS;

- ✓ Understand drive letters;

- ✓ Be familiar with the role of navigation in file management;

- ✓ Find a file in Windows OS using the Search tool;

- ✓ Explain the process of moving and copying files;

- ✓ Explain how to rename files in Windows OS;

- ✓ 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 computer;

- ✓ Perform simple diagnostic tests on a Windows OS hard drive;

- ✓ Have a basic understanding of how the Internet works;

✓ Define basic Internet and World Wide Web related terminology;

✓ Know the brief history about the World Wide Web;

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

✓ Understand and distinguish the following terms: viruses, worms, phishing scams, hoaxes, adware, spyware, and learn how to prevent exposure to these threats to your computer and personal privacy;

✓ Suggest ways to protect your computer and personal information while you are online;

✓ Explain the concept of phishing;

✓ Define hoax in the IT field;

✓ Learn about adware and spyware and determine how do they get into the computer;

✓ Identify the parts of an URL;

✓ Follow some technology policy;

✓ Know the responsibilities of internet users;

✓ Observe privacy and copyright policy in using the internet;

✓ Identify the prohibited uses and sanction of surfing the internet;

✓ Understand the use of a hyperlink;

✓ Effectively use search engines;

✓ Adopt search techniques using several search criteria;

✓ Use plug-ins;

✓ Understand security issues about downloading files;

✓ Appreciate the importance of virus protection;

✓ Identify the uses of EdShare;

✓ Log into EdShare;

✓ Access EdShare on and off campus;

✓ Save and access files on EdShare;

✓ Identify the parts of the Microsoft Internet Explorer and Mozilla Firefox browsers;

✓ Surf the WWW using MS Explorer and Firefox;

✓ View your WWW history;

✓ Create, organize, and delete your favourites;

✓ Set your homepage location;

✓ Identify the parts of an email address;

✓ Identify the parts of an email message;

- ✓ Describe how an email message is sent and received;

- ✓ Mail attachment;

- ✓ Distinguish client-based email from web-based email;

- ✓ Identify the advantages and disadvantages with client-based and web-based email;

- ✓ Identify screen elements;

- ✓ Display and hide toolbars;

- ✓ Display and hide ribbon;

- ✓ Recognize different screen views;

- ✓ Open a new document;

- ✓ Open an existing document;

- ✓ Save a document;

- ✓ Navigate within an existing document;

- ✓ Select text;

- ✓ Format text;

- ✓ Select the font of the text;

- ✓ Format the paragraph;

- ✓ Justify the text;

- ✓ Indent paragraphs;

- ✓ Use toolbar buttons to indent paragraphs;

- ✓ Change the line spacing;

- ✓ Use the paragraph dialog box;

- ✓ Cut, copy, and paste text;

- ✓ Change margins using page set up;

- ✓ Display hidden codes;

- ✓ 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

- ✓ Open a new spreadsheet;

✓ Move around within the workbook;

✓ Locate the sheet tabs;

✓ Move sheet 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 the cells;

✓ Identify a correct cell address;

✓ 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 your 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 spreadsheet;

✓ Print a chart;

- ✓ Have a basic understanding of the uses of PowerPoint;

- ✓ Be familiar with the PowerPoint interface;

- ✓ Open new and existing presentations;

- ✓ Understand the concept of the master slide;

- ✓ Distinguish 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

- ✓ Add animation to a slide;

- ✓ Add transitions to a slide;

- ✓ Insert hyperlinks;

- ✓ Use action buttons;

- ✓ Use the various print options;

- ✓ Hide slides in a presentation

- ✓ End with a blank slide;

- ✓ View in kiosk mode;

- ✓ Loop a slideshow;

- ✓ Select the appropriate background design of a presentation;

- ✓ Use proper images, animations, and transitions in a presentation;

- ✓ Provide a basic understanding of presentational technology and Media Services;

- ✓ Use laptop in a multimedia classroom;

- ✓ Know the essentials of classroom technology; and

- ✓ Develop their own presentation.

Course Contents, Concepts and Issues

The Computer: Environment and Operating Systems (OS)

📄 *Different Parts of the Computer*

- Input Devices
- Processor
- Output Devices
- Memory
- Hard Disk Drives
- Disks as Storage Device
- Other Storage Devices
- Cloud as a Remote Storage and Backup Service.

📄 *Inside a Computer*

- Disc drive: CD-ROM, CD-RW, DVD, Blu-ray;
- Power cable (Molex);
- Floppy drive;
- IDE cable (Data cable), new computers use SATA;
- Hard drive: HDD, SSD;
- Motherboard;
- Power supply (PSU);
- Processor (CPU);
- Fan and Heatsink;
- Memory (RAM);
- Expansion card (ISA, PCI, AGP, and PCI-X).

📄 *Computer Operating Systems*

- Mac OS;
- MS-DOS;
- IBM OS/2 Warp;
- Unix; Windows CE;
- Windows 3.x;
- Windows 95;
- Windows 98;
- Windows 98 SE;
- Windows ME;
- Windows NT;
- Windows 2000;
- Windows XP;
- Windows Vista;
- Windows 7;
- Windows 8;
- Windows 8.1
- Focus of Windows 8.1

📄 *Operating System and Desktop*

- What is an Operating System
- Logging On
- Desktop Overview
- The Taskbar
- The Start Menu
- How to Boot Up
- How to Shut Down

📄 *Using Windows Within an Operating Systems*

- Window Overview 7 and 8
- Parts of the window
- Activating Windows

- Moving a Window

- Resize Using the Border

- Maximize a Window

- Restore a Window

- Minimize a Window

- Scrolling

- Closing a Window

Icons

- Icon Overview

- Program Icons

- File Icons

- Folder Icons

- Shortcut Icons

- Special Icons

- My Computer Icon

- Recycle Bin Icon

- Hard Drive Icon

- USB Flash Drive Icon

- Other Removable Disk Icons

- Compact Disk Icon

Menus

- Using Menus

- Save / Save As Menu

- Open Document Menu

- Shortcut Menu

File Management

- Hierarchical File System Overview
- Understanding Drive Letters
- File Structure Views
- Navigation
- Finding a File or Folder
- Moving Files
- Copying Files or Folders
- Naming Files or Folders
- Deleting Files or Folders
- Creating Folders

Customizing Windows 7, Vista, or XP

- User Accounts
- Customizing the Start Menu
- Add/Remove Shortcuts from Start Menu
- Creating Shortcuts on the Desktop
- Changing Your Account Picture
- Customizing Your Display Properties
- Changing Your Display Resolution

Maintenance and Help

- Exiting Stalled Programs
- Restarting Your Computer
- System Restore
- System Information
- Getting Help

World Wide Web and Internet Communication

📄 *WWW and Internet Communication*

- What is the internet?

- What is the WWW?

- How do I get connected?

- How does the Internet work?

📄 *Online Safety*

- Why is my computer not secure?

- What is a virus?

- What is a worm?

- What is a Trojan Horse?

- How do I protect my computer from viruses?

- What is Phishing?

- What is a Hoax?

- What are Adware and Spyware?

- How does it get onto your computer?

📄 *Surfing the WWW*

- Technology Policy: Introduction

- Technology Policy: Responsibilities

- Information Policy: Privacy Policy

- Information Policy: Copyright Policy

- Prohibited Uses and Sanctions

📄 *Using EdShare*

- How do I navigate the WWW?

- Search Engines

- Search Tips

- Using Plug-ins

📄 *Web Browsers*

- Parts of the Web Browser
- Navigating through the WWW
- Retracing your steps in the Web Browser
- Using the History List
- Opening a Second Browser Window and Tab
- Creating Favorites
- Reorganizing Favorites
- Viewing your Favorites
- Deleting Favorites
- Adding a New Favorites Folder
- Using Web Browser Options
- Specifying a Home Page
- Exiting the Web Browser

📄 *Email*

- Email Overview
- Parts of an Email Address
- Parts of an Email Message
- Sending and Receiving Mail
- Mailing an Attachment
- Client-based vs. Web-based Email

Introduction to Word Processing

📄 *Introduction to Word Processing*

- Screen Elements Overview
- Display and Hide Toolbars
- Display and Hide the Ribbon
- Page Views
- Opening a New Document

- Opening an Existing Document
- Saving a New Document
- Saving an Existing Document
- Moving Around Within a Document

Formatting Text

- Selecting Text Overview
- Formatting Text
- Font
- Paragraph Formatting
- Justification
- Indenting
- Using Toolbar Buttons to Indent
- Changing Line Spacing
- Using the Paragraph Dialog Box
- Cut, Copy, and Paste

Formatting a Page

- Changing Margins Using Page Setup
- Displaying Hidden Codes
- Inserting a Page Break
- Adding Page Numbers
- Headers and Footers
- Creating Footnotes and Endnotes
- Deleting Footnotes and Endnotes

Proofing

- Using the Spell Checker
- Using the Grammar Checker
- Automatic Spelling and Grammar Check

Printing

- Using Print Preview
- Printing

Introduction to Spreadsheets

📄 *Introduction to Spreadsheets*

- Screen Elements Overview
- Open a New Spreadsheet
- Open an Existing Workbook
- Moving Around Within a Workbook
- Sheet Tabs
- Moving Sheets Around
- Saving a New Workbook
- Saving an Existing File
- Closing the Workbook

📄 *Entering Data*

- Working with Cells
- Entering Data
- Section 5 - Filling Data
- Inserting a Row or a Column
- Deleting a Row or a Column
- Selecting Information
- Cut, Copy, and Paste

📄 *Formulas*

- Parts of a Formula
- Execution Order
- Entering a Formula
- Editing Formulas
- Relative Addressing
- Absolute Addressing

- Functions
- Auto Sum

Formatting Cells

- Formatting Numbers
- Formatting Text
- Changing Column/Row Width
- Multiple Lines of Text in a Cell
- Aligning Cell Contents
- Merge and Center
- Borders
- Format Painter

Formatting a Page

- Page Formatting
- Changing the Page Orientation
- Scaling
- Setting Margins
- Centering the Print Area on a Page
- Headers and Footers
- The Sheet Tab
- Repeating Rows and Columns

Creating Charts

- Types of Charts
- Creating a Chart
- Selecting a Different Chart Type
- Editing a Chart Type
- Editing Chart Text
- Moving and Resizing a Chart

Printing

- Printing the Spreadsheet

- Printing a Chart
- Using Print Area

Introduction to Multimedia Presentations

PowerPoint Introduction

- Screen Elements
- New Presentation from a Blank Presentation
- New Presentation from Design Template
- Saving a Presentation and Open an Existing Presentation
- Master Slides

PowerPoint Views

- Normal View
- Slide Sorter View
- Slide Show View
- Navigate in Presentation Mode

Working with Slides

- Adding Text
- Format Text in Placeholder
- Changing the Background Color
- Adding and Deleting New Slides
- Changing Slide Layout
- Using Images

PowerPoint Extras

- Adding Animations
- Adding Transitions
- Hyperlinks
- Action Buttons
- Print Options

📄 *Play Options*

- Hiding Slides
- Ending with a Blank Slide
- Viewing at Kiosk
- Loop the Slide Show

📄 *Tips on Your PowerPoint Presentation*

- Background Design
- Images
- Animation
- Sound
- Animations and Transitions
- Text
- Presentation Tips

📄 *Media Services*

- Services
- Using a Laptop in a Multimedia Classroom
- Technology Classroom Concerns
- Practicing your Presentation

Diploma – Postgraduate – Short Course and Postgraduate DiplomaProgramme Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction and Assessment Requirement

Delegates studying courses of 5-9 days' duration, equivalent to 30-54 Credit-Hours (direct lecturer contact), will, on successful assessment, receive the Diploma – Postgraduate. 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. Delegates and students who fail to gain the required level of pass, at Postgraduate Level will receive a Certificate of Attendance and Participation. The Certificate of Attendance and Participation will not count, for cumulative purpose, towards the Postgraduate Diploma.

Courses carry varying credit values; some being double credit, triple credit, quad credit and 5-credit, etc. These, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Credit Value and Credit Hours examples of Diploma – Postgraduate Courses are as follows:

Credit Value	Credit Hours	Award Earned
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	Diploma – Postgraduate (6-Credit)
7-Credit	210-234	Diploma – Postgraduate (7-Credit)
8-Credit	240-264	Diploma – Postgraduate (8-Credit)
9-Credit	270-294	Diploma – Postgraduate (9-Credit)
10-Credit	300-324	Diploma – Postgraduate (10-Credit)
11-Credit	330-354	Diploma – Postgraduate (11-Credit)

Credit Value	Credit Hours	Award Earned
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		

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, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of 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 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 and Postgraduate Diploma Application Requirements

Applicants for Diploma – Postgraduate – 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 for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time Mode (3 months);
2. Full-time Mode (6 month);
3. Video-Enhanced On-Line Mode.

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

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the 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, above, twelve 5-day short courses, representing twelve credits or the equivalent of 360 Credit Hours are, therefore, required for the Award of Postgraduate Diploma.

A six-day course (Diploma – Postgraduate) is, therefore, equivalent to 36 hours Credit Hours, representing one credit. Therefore, ten short courses, of this duration, equates to the required 360 Credit Hours, qualifying for the Award of Postgraduate Diploma. While double-credit courses last between ten and fourteen days, triple-credit courses range from fifteen to nineteen days. Similarly, quad-credit courses are from sixteen to nineteen days. 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 two credits be attempted per year.   This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

Accumulated Postgraduate Diploma Award Titles

All Specialist 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 exampled below:

1. **Postgraduate Diploma in Accounting and Finance;**
2. **Postgraduate Diploma in Aviation Management;**
3. **Postgraduate Diploma in Business Communication;**
4. **Postgraduate Diploma in Corporate Governance;**
5. **Postgraduate Diploma in Costing and Budgeting;**
6. **Postgraduate Diploma in Client or Customer Relations;**
7. **Postgraduate Diploma in Engineering and Technical Skills;**

8. **Postgraduate Diploma in Events Management;**

9. **Postgraduate Diploma in Health and Safety Management;**

10. **Postgraduate Diploma in Health Care Management;**

11. **Postgraduate Diploma in Human Resource Development;**

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

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

14. **Postgraduate Diploma in Leadership Skills;**

15. **Postgraduate Diploma in Law – International and National;**

16. **Postgraduate Diploma in Logistics and Supply Chain Management;**

17. **Postgraduate Diploma in Management Skills;**

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

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

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

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

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

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

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

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

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

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

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

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

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

The actual courses studied will be detailed in a student or delegate's Transcript.

Service Contract, incorporating Terms and Conditions

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.

Prof. Dr. Ronald B. Crawford

Director

HRODC Postgraduate Training Institute