

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



061

**Financial Accounting and
Management Accounting**

Course or Seminar

Leading To:

DIPLOMA - POSTGRADUATE IN

**Financial Accounting and
Management Accounting (6-Credit)**

Accumulating to .

POSTGRADUATE DIPLOMA

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38

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

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOS, M199S, Visiting Prof. P.U.P.

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



UKRLP Registration No. 10019585
UKRLP Verification: <http://www.ukrlp.co.uk>
Postgraduate Full-Time and Short Courses
London, UK & International Locations

Wolverhampton (HQ) Address: 122A Bhylls Lane, Wolverhampton, WV3 8DZ, United Kingdom Telephone: +44 (0) 1902 763 507 +44 (0) 1902 569 133 Mobile: +44 (0) 7736 147 507 Email: institute@hrodc.com Websites: www.hrodc.com www.hrodc-mobile.com www.hrodc-business-products-and-services.com	 <p>HRODC Postgraduate Training Institute www.hrodc.com</p>	London Office Address: 328 Linen Hall, 162-168 Regent Street London, W1B 5TD, United Kingdom Telephone: +44 (0) 2081 332 760 Mobile: +44 (0) 7736 147 507 Email: institute@hrodc.com Websites: www.hrodc.com www.hrodc-mobile.com www.hrodc-business-products-and-services.com
HRODC Postgraduate Training Institute		
 A Postgraduate - Only Institution		

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HRODC Postgraduate Training Institute is a Division of Human Resource and Organisational Development Consultancy (HRODC) Limited. It is Registered in England UK, with Registration #6088763 and V.A.T. Registration No. 895876538

Course 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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- 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:

- Managers with direct financial responsibilities;
- Executives who need to evaluate plans for approval and variance reports for corrective action;
- Managers who need to improve their skills in constructing and controlling their budget;
- Supervisors from every discipline and department who have to manage departments and plan, cost, and budget during their business careers;
- Cost and management accountant;
- Financial planners and cost analysts;
- Senior managers who supervise people with financial responsibilities;
- Financial and budget controllers who are moving to wider responsibilities;

- Managers who need to know more about business planning, budgeting, costing terms and techniques;
- Managers who have to plan, cost and budget new business ventures;
- Managers and Supervisors from every business discipline and department who have to run departments and plan, cost and budget during their business lives;
- First appointment managers on fast-track development programmes;
- Managers who require a refresher programme on the topic or who would benefit from having an opportunity to consider new ideas and methods ;
- Anyone from non-financial disciplines who needs to evaluate proposed business expenditure decisions;
- New members of the management team who need to know more about the budgeting process.

Duration:30Days (6 Weeks)

Cost:£30,000.00Per Delegate

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

**Financial Accounting and Management Accounting
Leading to Diploma-Postgraduate in
Financial Accounting and Management Accounting (6-Credit)**

**Module 1
Financial Accounting**

M1. Part 1: A Conceptual Framework: Setting the Scene (1)

Who Needs Accounting?

- The Development of a Conceptual Framework;
- The Statement of Principles;
- Types of Business Entity;
- Users and Their Information Needs;
- General Purpose or Specific Purpose Financial Statements?;
- Stewards and Agents;
- Who Needs Financial Statements?.

M1. Part 2: A Conceptual Framework: Setting the Scene (2)

A Systematic Approach to Financial Reporting: The Accounting Equation

- The Accounting Equation;
- Defining Assets;
- Examples of Assets;
- Recognition of Assets;
- Defining Liabilities;
- Examples of Liabilities;
- Recognition of Liabilities;
- Defining the Ownership Interest;
- Recognition;
- Changes in the Ownership Interest;
- Assurance for Users of Financial Statements.

M1. Part 3: A Conceptual Framework: Setting the Scene (3)

Financial Statements from the Accounting Equation

- The Accounting Period;
- The Balance Sheet;
- The Profit and Loss Account;
- The Cash Flow Statement;
- Usefulness of Financial Statements.

M1. Part 4: A Conceptual Framework: Setting the Scene (4)

Ensuring the Quality of Financial Statements

- Qualitative Characteristics of Financial Statements;
- Measurement in Financial Statements;
- Views on Prudence;
- Regulation of Financial Reporting;
- Reviewing Published Financial Statements.

M1. Part 5: Reporting the Transaction of a Business (1)

Accounting Information for Service Businesses

- Analysing Transactions Using the Accounting Equation;
- Illustration of Accounting for a Service Business;
- A Process for Summarizing the Transactions: A Spreadsheet;
- Financial Statements as a Means of Communication.

M1. Part 6: Reporting the Transaction of a Business (2)

Accounting Information for Trading Businesses

- Goods Purchased For Resale;
- Manufacturing Goods for Resale;
- Illustration of Accounting for a Trading Business;

- A Process for Summarising the Transactions: A Spreadsheet;
- Financial Statements of Steven Jones, Wholesaler.

M1. Part 7: Recognition in Financial Statements (1)

Published Financial Statements

- International Influences;
- The Statement of Principles;
- Balance Sheet;
- Profit and Loss Account;
- Cash Flow Statement;
- Group Structure of Companies;
- Group Financial Statements;
- Beyond The Annual Report.

M1. Part 8: Recognition in Financial Statements (2)

Fixed Assets

- Definitions;
- Recognition;
- Users' Needs for Information;
- Information Provided In the Financial Statements;
- Usefulness of Published Information;
- Depreciation: An Explanation of Its Nature;
- Reporting Fixed Assets and Depreciation in Financial Statements.

M1. Part 9: Recognition in Financial Statements (3)

Current Assets

- Definitions;
- The Working Capital Cycle;
- Recognition;
- Users' Needs for Information;

- Information Provided In the Financial Statements;
- Measurement and Recording;
- Stocks of Raw Materials and Finished Goods;
- Debtors Prepayments;
- Revenue Recognition.

M1. Part 10: Recognition in Financial Statements (4)

Liabilities Due Within One Year

- Definitions;
- Recognition;
- Users' Needs for Information;
- Information Provided In the Financial Statements;
- Measurement and Recording;
- Accruals and the Matching Concept;
- Liabilities for Taxation.

M1. Part 11: Recognition in Financial Statements (5)

Provisions and Long-Term Liabilities

- Users' Needs for Information;
- Information Provided In the Financial Statements;
- Provisions for Liabilities and Charges;
- Deferred Income;
- Long-Term Liabilities.

M1. Part 12: Recognition in Financial Statements (6)

Ownership Interest

- Definition and Recognition;
- Presentation of Ownership Interest;
- Additional Primary Financial Statements;
- Users' Needs for Information;
- Information Provided In the Financial Statements;
- Dividends;
- Issue of Further Shares on the Stock Exchange.

M1. Part 13: Performance Analysis (1)

Ratio Analysis

- Systematic Approach to Ratio Analysis;
- Investors' Views on Risk and Return;
- Pyramid of Ratios;
- Use and Limitations of Ratio Analysis;
- Worked Example of Ratio Analysis.

M1. Part 14: Performance Analysis (2)

Analysis of Corporate Performance

- Operating and Financial Review;
- Other Guidance in Analysis;
- Linking Ratios to the Cash Flow Statement;
- Segmental Information.

M1. Part 15: Current Developments

Developing Issues in Financial Reporting

- International Harmonization and Convergence;
- Dynamic Nature of the True and Fair View;
- Measurement of Value;
- Off-Balance-Sheet Finance;
- Related Parties;
- Social and Environmental Disclosures;
- The Reporting Cycle;
- Summary Financial Statements;
- Corporate Governance;
- Financial Reporting Review Panel;
- How Valid Is the Stakeholder Model?

Module 2 Management Accounting

M2. Part 1: Setting the Scene and Defining the Basic Tools of Management Accounting (1)

Functions of Management Accounting

- Meeting the Needs of Internal Users;
- Management Functions;
- Role of Management Accounting;
- Judgments and Decisions: Case Study Illustrations;
- Terminology of Management Accounting.

M2. Part 2: Setting the Scene and Defining the Basic Tools of Management Accounting (2)

Classification of Costs

- Definition of a Cost;
- The Need for Cost Classification;
- The Meaning of 'Activity';
- Variable Costs and Fixed Costs;
- Direct Costs and Indirect Costs;
- Product Costs and Period Costs;
- Cost Classification for Planning, Decision-Making and Control;
- Cost Coding;
- Cost Selection and Reporting.

M2. Part 3: Setting the Scene and Defining the Basic Tools of Management Accounting (3)

Product Costs: Materials, Labour and Overheads

- Accounting for Materials Costs;
- Accounting for Labour Costs;
- Production Overheads: Traditional Approach;
- Production Overheads: Activity-Based Costing (ABC);
- Comparing Traditional Approach and ABC.

M2. Part 4: Product Costs and Stock Valuation (1)

Job Costing

- Job Cost Records: An Illustration;
- Job Costing: Applying the Accounting Equation to Transactions;
- Absorption Costing and Variable Costing;
- Moving Forward.

M2. Part 5: Product Costs and Stock Valuation (2)

Process Costing

- Allocation of Costs to Products in a Process Industry;
- Joint Product Costs and By-Products;
- Decisions on Joint Products: Sell or Process Further.

M2. Part 6: Decision-Making Information

Breakeven Analysis and Short-Term Decision Making

- Cost Behaviour: Fixed and Variable Costs;
- Breakeven Analysis;
- Using Breakeven Analysis;
- Limitations of Breakeven Analysis;
- Applications of Contribution Analysis;
- Short-Term Decision-Making;
- Pricing Decisions;
- Application;
- Problem Solving and Evaluation.

M2. Part 7: Planning and Control (1)

Preparing a Budget

- Purpose and Nature of a Budget System;
- Administration of the Budgetary Process;
- The Benefits of Budgeting;
- Problems of Budgeting;
- Public Service Organisations;
- Practical Example - Development of a Budget ;
- Shorter Budget Periods.

M2. Part 8: Planning and Control (2)

Standard Costs

- Purpose of Using Standard Costs;
- The Level of Output to Be Used In Setting Standards;
- The Control Process;
- Direct Materials Cost Variance;
- Direct Labour Cost Variance;
- Variable Overhead Cost Variance;
- Fixed Overhead Expenditure Variance;
- Case Study: Lincoln Ltd;
- Investigating Variances;
- Flexible Budgets and Variance Analysis;
- Case Study: Jerald Ltd;
- Is Variance Analysis, Based On Standard Costs, A Useful Exercise?
- A Broader View of Applications of Variance Analysis.

M2. Part 9: Planning and Control (3)

Performance Evaluation and Feedback Reporting

- Preparing Performance Reports;
- Performance Evaluation;
- Benchmarking;
- Non-Financial Performance Measures;
- The Balanced Scorecard;
- Management Use of Performance Measurement.

M2. Part 10: Capital Budgeting and Business Strategy (1)

Capital Budgeting

- Purpose of Capital Budgeting;
- Payback Method;
- Accounting Rate of Return;
- Net Present Value Method;
- Internal Rate of Return;
- Mutually Exclusive Projects;
- Which Methods Are Used In Practice?;
- Control of Investment Projects: Authorisation and Review;
- Advanced Manufacturing Technologies.

M2. Part 11: Capital Budgeting and Business Strategy (2)

Business Strategy and Management Accounting

- Strategic Management Accounting;
- The Just-In-Time Approach;
- Value Chain Analysis;
- Total Quality Management and Cost of Quality;
- Business Process Re-Engineering;
- E-Business and E-Commerce.

Diploma – Postgraduate Short Course, and Postgraduate Diploma Programme, Regulation

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 Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as 'Courses', while the 'longer-studies', are regarded as Programmes. However, both study-durations are often referred to 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 credits, 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.

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 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 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, 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 (Classroom-Based) Mode (3 months). This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;
2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;
3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, 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, is 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 approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses, over a 6-year period, towards a 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 the classroom-based course;

- 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.

20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 360 hours 'Direct-Lecturer-Contact', as is required by our Institute's Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective 'Life-Style Balance', at times convenient to you and your appointed tutor.

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 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 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.

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	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)
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		

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 exemplified 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