HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

HRODC Postgraduate Training Institute www.hrodc.com

#177.M3.6

Microsoft Publisher: Perfecting Professional and Hobby Designs and Publications

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

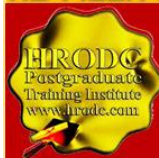## Advanced Microsoft Publisher, 30 Credit-Hours

Accumulating to A

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

POSTGRADUATE DIPLOMA

With 330 Additional Credit-Hours

HRODC Postgraduate Training Institute
HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK

Prof. Dr. Ronald B. Crawford - Director

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

Course Coordinator:

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

➤ Doctor of Philosophy {(PhD) {University College London (UCL) - University of London)};

➤ MEd Management (University of Bath);

➤ Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);

➤ Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);

➤ Diploma in Doctoral Research Supervision, (University of Wolverhampton);

- ➢ Teaching Certificate;

- ➢ Fellow of the Institute of Management Specialists;

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

- ➢ Member of the Asian Academy of Management (MAAM);

- ➢ Member of the International Society of Gesture Studies (MISGS);

- ➢ Member of the Standing Council for Organisational Symbolism (MSCOS);

- ➢ Member of ResearchGate;

- ➢ Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:

  - ▪ Human Resources;

  - ▪ Organization and Management Theory;

  - ▪ Organization Development and Change;

  - ▪ Research Methods;

  - ▪ Conflict Management;

  - ▪ Organizational Behavior;

  - ▪ Management Consulting;

  - ▪ Gender & Diversity in Organizations; and

  - ▪ Critical Management Studies.

Professor Dr. Crawford has been an Academic in the following UK Universities:

- ➢ University of London (Royal Holloway), as Research Tutor;

- ➢ University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;

- ➢ University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;

- ➢ London Southbank University (Business School), as Lecturer and Unit Leader.

His responsibilities in these roles included:

- ➢ Doctoral Research Supervisor;

- ➢ Admissions Tutor;

- ➢ Postgraduate and Undergraduate Dissertation Supervisor;

- ➢ Programme Leader;

- ➢ Personal Tutor

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

- 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 Web Developers;
- General I.T Staff;
- Graphic and Web Designers;
- 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 Programmer Analysts;
- Senior Security Specialists;
- Senior Support Specialists;
- Senior System Administrators;
- Senior System Analysts;
- Senior System Architects;
- Senior System Designers;

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additional Credit-Hours, a Postgraduate Diploma, with 330 additional Credit-Hours.

- ➢ Senior Systems Analysts;

- ➢ Senior Web Administrators;

- ➢ Senior Web Designers;

- ➢ Senior Web Developers;

- ➢ Support Specialists;

- ➢ System Administrators;

- ➢ Systems Architects;

- ➢ System Designers;

- ➢ Systems Analysts;

- ➢ Technical Specialists;

- ➢ Telecommunications Specialists;

- ➢ Web Administrators;

- ➢ Web Designers;

- ➢ Web Developers;

- ➢ Web Editors;

- ➢ Web Writers;

- ➢ All others desirous of enhancing their expertise as Professional Designers and Publishers, using Microsoft Publisher. .

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

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M. RG. C.

Classroom-Based Course and Programme Cost includes:

➢ Free Continuous snacks throughout the Event Days;

➢ Free Hot Lunch on Event Days;

➢ Free City Tour;

➢ Free Stationery;

➢ Free On-site Internet Access;

➢ Postgraduate Diploma/ Diploma – Postgraduate –or

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

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

➢ **Our Branded Leather Conference Folder**;

➢ **Our Branded Leather Conference Ring Binder/ Writing Pad;**

➢ **Our Branded Key Ring/ Chain**;

➢ **Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown**;

➢ **Our Branded 8-16 GB USB Flash Memory Drive**, **with Course Material;**

➢ **Our Branded Metal Pen;**

➢ **Our Branded Polo Shirt**.;

➢ **Our Branded Carrier Bag**.

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

Delivery Locations:

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

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Leading to Diploma – Postgraduate - in Advanced Microsoft Publisher, 30 Credit-Hours, Accumulating to A Postgraduate Certificate, with 150 additional Credit-Hours, a Postgraduate Diploma, with 330 additional Credit-Hours.

Please note that this course has a series of Keyboard Shortcuts, which are designed for your information and familiarisation, and do not form a part of the active contents. The tutors should not be expected to be familiar with most of them, but they might choose specific ones to demonstrate. You will be provided with a written guide to the Shortcuts, for your reference.

Course Contents, Concepts and Issues

#177 Module 3.6
Microsoft Publisher:
Perfecting Professional and Hobby Designs and Publications

M3.6 - Part 1: Salient Aspects of Microsoft Publisher (1)

➢ Creating a Microsoft Publisher File;

➢ Choosing Publisher Orientation;

➢ Inserting Text Boxes, in Publisher;

➢ Setting View Sizes;

➢ Choosing Font Type;

➢ Choosing Font Size;

➢ Line spacing, in Publisher;

➢ Choosing publication size;

➢ Working with single column;

➢ Changing to double-column;

➢ Using Multi-columns;

➢ Using 'Narrow Margins';
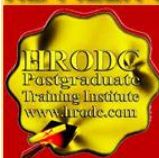
➢ Setting 'Wide Margins';

➢ Using 'Moderate Margins';

➢ 'Left Aligning' text and images;

➢ 'Right Aligning' text and images;

➢ Cantering texts and Images;

➢ 'Justifying' texts;

➢ Selecting texts;

➢ Adding bullets;

➢ Line numbering;

➢ Copying texts

➢ Pasting texts;

➢ Using textbox's 'Best Fit';

➢ The concept of 'Overflow';

➢ Shrinking text, on overflow.

M3.6 - Part 2: Salient Aspects of Microsoft Publisher (2)

➢ Growing textbox, to fit;

➢ Setting 'Text Direction';

➢ Inserting a new page;

➢ Inserting page numbers;

➢ Working with 'Guidelines';

➢ Using 'Horizontal Ruler Guide';

➢ Adding 'Vertical Ruler Guide';

➢ Using 'Grid Guides';

➢ Using 'Baseline Guides'

➢ Using 'Margin Guides;

➢ Deleting texts and objects;

➢ Moving or repositioning pages;

➢ Renaming pages;

➢ Choosing background colour;

➢ Changing text colour;

➢ Printing documents;

➢ Choosing pages to print;

➢ Selecting paper print size;

➢ Choosing 'Print Orientation.

M3.6 - Part 3: Enhanced Formatting and Design, in Microsoft Publisher (1)

➢ Inserting Tables, in Microsoft Publisher;

➢ Inserting Pictures;

➢ Inserting 'Header' and 'Footer', in Microsoft Publisher;

➢ Inserting Online Pictures;

➢ Inserting shapes;

➢ Inserting Picture Placeholder;

➢ Choosing and inserting page elements;

➢ Inserting Calendar;

➢ Inserting Border Designs;

➢ Working with 'Advertisement Galleries';

➢ Adding and editing 'Business Information;

➢ Using 'Paste Special';

➢ Cascading in Microsoft Publisher;

➢ Switching Windows, in Microsoft Publisher;

➢ Setting 'Page Navigation';

➢ Using the 'Scratch Area', in Microsoft Publisher;

➢ Setting whole page Text Box;

➢ Using 'Left Indent';

➢ Using 'Right Indent';

➢ Inserting bottom border;

➢ Setting top border;

➢ Reducing text size;

➢ Clearing formatting.

M3.6 - Part 4: Enhanced Formatting and Design, in Microsoft Publisher (2)

➢ Increasing text size;

➢ Using underline;

➢ Making text bold;

➢ Using small capitals;

➢ Using 'Italics';

➢ Using 'Superscript';

➢ Using Subscript;'

➢ Using font styles;

➢ Importing font styles;

➢ Using border shapes, in Microsoft Publisher;

➢ Changing 'Shape Outline Colours';

➢ Using 'Shape Effects';

➢ Using 'Shape Fill';

➢ Inserting shapes, in Microsoft Publisher;

➢ Bringing text and images forward;

➢ Bringing text and images backward;

➢ Wrapping text;

➢ Top alignment;

➢ Middle alignment;

➢ Bottom alignment;

➢ Grouping items;

➢ Ungrouping items;

➢ Rotating objects.

M3.6. - Part 5: Enhanced Formatting and Design, in Microsoft Publisher (3)

➢ Creating hyperlinks, in Microsoft Publisher;

➢ Creating 'Text Outflow', in Microsoft Publisher;

➢ Using 'Mail Merge', in Microsoft Publisher;

➢ Searching Microsoft Publisher;

➢ Using 'Find and Replace', in Microsoft Publisher;

- Using spell checker;

- Using Thesaurus, in Microsoft Publisher;'

- Using 'Translator', in Microsoft Publisher;

- Using colour schemes, in Microsoft Publisher;

- Setting and editing the 'Master Page', in Microsoft Publisher;

- Using 'Custom Design Templates', in Microsoft Publisher;

- Editing 'Custom Design Templates', in Microsoft Publisher.

M6. Part 6: Keyboard Shortcuts For Microsoft Publisher (1)

Keyboard Shortcuts for Shape Effects

- Open the Shape Effects Menu;

- Open the Shape Effects – Shadow Gallery;

- Open the Shape Effects – Reflection Gallery;

- Open the Shape Effects – Glow Gallery;

- Open the Shape Effects – Soft Edges Gallery;

- Open the Shape Effects – Bevel Gallery;

- Open the Shape Effects – 3-D Rotation Gallery;

- Open the Shape Styles Gallery.

Keyboard Shortcuts for Picture Effects

- Open the Picture Effects Menu;

- Open the Picture Effects – Shadow Gallery;

- Open the Picture Effects – Reflection Gallery;

- Open the Picture Effects – Glow Gallery;

- Open the Picture Effects – Soft Edges Gallery;

- Open the Picture Effects – Bevel Gallery;

- Open the Picture Effects – 3-D Rotation Gallery;

- Open the Picture Styles Gallery;

- Clear Picture Style.

M6. Part 7: Keyboard Shortcuts For Microsoft Publisher (2)

Keyboard Shortcuts for Text Fill Dropdown

➢ Open Text Fill Dropdown;

➢ No Fill;

➢ More Fill Color;

➢ Fill Effects;

➢ Tints;

➢ Sample Font Color.

Keyboard Shortcuts for Text Outline dropdown

➢ Open Text Outline Dropdown;

➢ No Outline;

➢ More Outline Colors;

➢ Outline Effects;

➢ Sample Line Color;

➢ Weight;

➢ Dashes.

Keyboard Shortcuts for Text Effects Dropdown

➢ Open Text Effects Dropdown;

➢ Shadow;

➢ Reflection;

➢ Glow;

➢ Bevel.

M6. Part 8: Keyboard Shortcuts For Microsoft Publisher (3)

Keyboard Shortcuts to Create, Open, Close a Publication

➢ Open a new instance of Publisher;

➢ Display the Open Publication dialog box;

➢ Close the current publication;

➢ Display the Save As dialog box.

Keyboard Shortcuts to Edit or Format Text

➢ Display the Find and Replace task pane, with the Find option selected;

➢ Display the Find and Replace task pane, with the Replace option selected;

➢ Check spelling;

➢ Display the Thesaurus task pane;

➢ Display the Research task pane;

➢ Select all the text (If the cursor is in a text box, this selects all text in the current story if the cursor is not in a text box, this selects all the objects on a page.);

➢ Make text bold;

➢ Italicize text;

➢ Underline text;

➢ Make text small capital letters, or return small capital letters to upper and lower case;

➢ Open the Font dialog;

➢ Copy formatting;

➢ Paste formatting;

➢ Turn Special Characters on or off;

➢ Return character formatting to the current text style;

➢ Apply or remove subscript formatting;

➢ Apply or remove superscript formatting;

➢ Increase space between letters in a word (kerning);

➢ Decrease space between letters in a word (kerning);

➢ Increase font size by 1.0 point;

➢ Decrease font size by 1.0 point;

➢ Increase to the next size in the Font Size box;

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- ➢ Decrease to the next size in the Font Size box;
- ➢ Center a paragraph;
- ➢ Align a paragraph on the left;
- ➢ Align a paragraph on the right;
- ➢ Align a paragraph on both sides (justified);
- ➢ Distribute a paragraph evenly horizontally;
- ➢ Set newspaper alignment for a paragraph (East Asian languages only);
- ➢ Display the Hyphenation dialog box;
- ➢ Insert the current time;
- ➢ Insert the current date;
- ➢ Insert the current page number;
- ➢ Prevent the word from getting hyphenated if it occurs at the end of a line.

Keyboard Shortcuts to Copy Text Formats

- ➢ Copy formatting from the selected text;
- ➢ Apply copied formatting to text.

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

- ➢ Copy the selected text or object;
- ➢ Cut the selected text or object;
- ➢ Paste text or an object;
- ➢ Delete the selected object.

Keyboard Shortcuts for Undo or Redo An Action

- ➢ Undo what you last did;
- ➢ Redo what you last did.

Keyboard Shortcuts for Nudge an Object

➢ Nudge a selected object up, down, left, or right;

➢ If the selected object has a cursor in its text, nudge the selected object up, down, left, or right.

Keyboard Shortcuts for Layer Objects

➢ Bring object to front;

➢ Send object to back.

Keyboard Shortcuts for Snap Objects

➢ Turn Snap to Guides on or off.

Keyboard Shortcuts to Select or Group Objects

➢ Select all objects on the page (If your cursor is in a text box, this selects all the text in a story);

➢ Group selected objects, or ungroup grouped objects;

➢ Clear the selection from selected text;

➢ Clear the selection from a selected object;

➢ Select the object within the group — if that object contains selected text.

Keyboard Shortcuts for Select or Insert Pages

➢ Display the Go To Page dialog box;

➢ Insert a page or a two-page spread. If you are creating a newsletter, it opens the Insert publication type Pages dialog box;

➢ Insert duplicate page after the selected page.

Keyboard Shortcuts to Move Between Pages

➢ Display the Go To Page dialog box;

➢ Go to the next page;

➢ Go to the previous page;

➢ Switch between the current page and the master page.

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Keyboard Shortcuts for Use the Master Page

➢ Switch between the current page and the master page.

Keyboard Shortcuts to Show or Hide Boundaries or Guides

➢ Turn Boundaries on or off;

➢ Turn Horizontal Baseline Guides on or off (not available in web view);

➢ Turn Vertical Baseline Guides on or off (East Asian languages only—not available in web view).

Keyboard Shortcuts to Zoom

➢ Switch between the current view and the actual size;

➢ Zoom to full page view.

M6. Part 9: Keyboard Shortcuts For Microsoft Publisher (4)

Keyboard Shortcuts for Printing

➢ Switch between the current view and the actual size;

➢ Scroll up or down;

➢ Scroll left or right;

➢ Scroll up in large increments;

➢ Scroll down in large increments;

➢ Scroll left in large increments;

➢ Scroll right in large increments;

➢ Scroll to the upper left corner of the page;

➢ Scroll to the lower right corner of the page;

➢ Display the Go To Page dialog box;

➢ Go to the previous page;

➢ Go to the next page;

➢ Go to the next window (if you have multiple publications open);

➢ Exit Print Preview and display the Print view;

➢ Exit Print Preview.

Keyboard Shortcuts to Print a Publication

➢ Open the Print dialog view.

Keyboard Shortcuts for Insert Hyperlinks

➢ Display the Insert Hyperlink dialog box (make sure your cursor is in a text box).

Keyboard Shortcuts for Send Email

➢ Send the current page or publication;

➢ Open the Address Book (cursor must be in the message header);

➢ Open the Design Checker (cursor must be in the message header);

➢ Check the names on the To, Cc, and Bcc lines (cursor must be in the message header);

➢ Open the Address Book with the To box selected (cursor must be in the message header);

➢ Open the Address Book with the Cc box selected (cursor must be in the message header);

➢ Open the Address Book with the Bcc box selected (cursor must be in the message header and the Bcc field must be visible);

➢ Go to the Subject box;

➢ Open the Outlook Message Options dialog box;

➢ Open the Custom dialog box to create an email message flag (cursor must be in the email message header);

➢ Move the cursor to the next field in the email message header (cursor must be in the email message header);

➢ Move the cursor to the previous field in the email message header;

➢ Alternate between the insertion point in the email message header and the Send button in the Mailing toolbar;

➢ Open the Address Book when the cursor is in the e-mail message header.

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

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

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

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

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

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

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

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

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

Applicants for Diploma – Postgraduate – Postgraduate Certificate, and Postgraduate Diploma are required to submit the following documents:

➢ Completed Postgraduate Application Form, including a passport sized picture affixed to the form;

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

➢ Copies of credentials mentioned in the application form.

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M. RG. C.

Admission and Enrolment Procedure

➢ On receipt of all the above documents we will assess applicants' suitability for the Course or Programme for which they have applied;

➢ If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;

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

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

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

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

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

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

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

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

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Introducing Our Video-Enhanced Online Study Mode

In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary and, at the time of writing, unique to HRODC Postgraduate Training Institute.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the tutor, ask and address questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a 6-year period, towards a Postgraduate Certificate or Postgraduate Diploma.

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

- ➢ The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- ➢ All participants are able to see, and interact with, each other, and with the tutor;
- ➢ They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- ➢ Their assessment is structured in the same way as it is done in a classroom setting;
- ➢ The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;
- ➢ Its duration is twice as long as its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;
- ➢ The cost of the Video-Enhanced Online mode is 67% of similar classroom-based courses;

> For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

10-Week Video-Enhanced Online Postgraduate Certificate and 20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, in line with our regulation, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.

Cumulative Postgraduate Certificate and Postgraduate Diploma Courses

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

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

For those delegates choosing the accumulative route, it is advisable that at least one or two credits be attempted each year. This will ensure that the required 180 Credit-Hours and 360 Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, respectively, are

achieved, within the designated period. These Credit-Values, awards and their accumulation are exemplified below.

Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	Credit Hours	Award Title Prefix (& Suffix)
Single-Credit	30-54	Diploma - Postgraduate
Double-Credit	60-84	Diploma – Postgraduate (Double-Credit)
Triple-Credit	90-114	Diploma – Postgraduate (Triple-Credit)
Quad-Credit	120-144	Diploma – Postgraduate (Quad-Credit)
5-Credit	150-174	Diploma – Postgraduate (5-Credit)
6-Credit	180-204	Postgraduate Certificate
7-Credit	210-234	Postgraduate Certificate (+ 1 Credit)
8-Credit	240-264	Postgraduate Certificate (+2 Credits)
9-Credit	270-294	Postgraduate Certificate (+3 Credits)
10-Credit	300-324	Postgraduate Certificate (+ 4 Credits)
11-Credit	330-354	Postgraduate Certificate (+5 Credits)
12-Credit	360	Postgraduate Diploma
360 Credit-Hours = Postgraduate Diploma		
12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma		
10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma		

Exemplification of Accumulated Postgraduate Certificate and Postgraduate Diploma Award Titles

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies

at least seventy percent (70%) of his or her courses in a specialist grouping. These are exemplified below:

1. **Postgraduate Diploma in Accounting and Finance;**

2. **Postgraduate Certificate in Accounting and Finance;**

3. **Postgraduate Certificate in Aviation Management;**

4. **Postgraduate Diploma in Aviation Management;**

5. **Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**

6. **Postgraduate Diploma in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**

7. **Postgraduate Certificate in Business Communication;**

8. **Postgraduate Diploma in Business Communication;**

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

10. **Postgraduate Diploma in Corporate Governance;**

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

12. **Postgraduate Diploma in Costing and Budgeting;**

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

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

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

16. **Postgraduate Diploma in Engineering and Technical Skills;**

17. **Postgraduate Certificate in Events Management;**

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

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

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

21. **Postgraduate Certificate in Health Care Management;**

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

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

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

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

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

Microsoft Publisher: Perfecting Professional and Hobby Designs and Publications Course, Leading to Diploma –
Postgraduate - in Advanced Microsoft Publisher, 30 Credit-Hours, Accumulating to A Postgraduate Certificate, with 150
additional Credit-Hours, a Postgraduate Diploma, with 330 additional Credit-Hours.

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

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

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

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

31. **Postgraduate Certificate in Law – International and National;**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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