

# HRODC Postgraduate Training Institute



**A Postgraduate - Only Institution**



**#014.M1**

**Automotive Industry 1: Salient Contextual Issues In The Automotive Industry**

**Postgraduate Short Course**

**Leading To:**

**DIPLOMA - POSTGRADUATE IN**

**Salient Contextual Issues in The Automotive Industry Double Credit, 60 Credit-Hours**

**Accumulating to A**

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

**Postgraduate Diploma, With 300 Additional Credit-Hours**

**HRODC Postgraduate Training Institute**

**HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK**



**Prof. Dr. Ronald B. Crawford - Director**

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



**HRODC POSTGRADUATE TRAINING INSTITUTE**  
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**Websites:**  
<https://www.hrodc.com/>  
<https://www.hrodc.london>  
[postgraduateshortcourses.com/](https://www.postgraduateshortcourses.com/)

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## HRODC Postgraduate Training Institute, A Postgraduate-Only Institution

### Our UK Government's Verification and Registration

**Our Institute is Verified by, and Registered with, the United Kingdom (UK) Register of Learning Providers (UKRLP), of the Department for Education (DfE). Its UK Provider Reference Number (UKPRN) is: 10019585 and might be located at: <https://www.ukrlp.co.uk/>.**

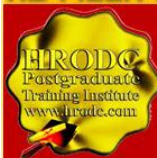
#### Course Coordinator:

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

- Doctor of Philosophy {(PhD) {University College London (UCL) - University of London}};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);

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- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
  - Human Resources;
  - Organization and Management Theory;
  - Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.

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

- University of London (Royal Holloway), as Research Tutor;
- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.


**His responsibilities in these roles included:**

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;

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- Personal Tutor

## For Whom This Course is Designed

### This Course is Designed For:

- Mechanics;
- Automotive Engineers;
- Automotive Technicians;
- Drivers;
- Others who are interested to learn about fundamentals of automotive.

### Classroom-Based Duration and Cost:

<b>Classroom-Based Duration:</b>	<b>10 Days</b>
<b>Classroom-Based Cost:</b>	<b>£10,000.00 Per Delegate</b>

### Online (Video-Enhanced) Duration and Cost

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

## 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.

## Automotive Industry: Technical and Conceptual Explorations (Part 1) Course

Leading to Diploma – Postgraduate – in Technical and Conceptual Aspect of Automotive Industry (Part 1) (Double Credit) and 60 Credit-Hours, Accumulating to a Postgraduate Certificate, with 120 Additional Credit-Hours, or a Postgraduate Diploma, with 300 Additional Credit-Hours

### Course Objectives

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

- Define internal combustion engine and determine where it is commonly used;
- Build an engine on paper;
- Identify the uses of fuel;
- Discuss the basic force of an engine;
- Demonstrate a heightened understanding on how trapping the explosion is conducted;
- Talk about simple engine;
- Enumerate the parts of engine and their corresponding function;
- Determine how to fast the parts of engine;
- Ascertain how to lengthen the piston;
- Demonstrate a heightened understanding on how to get fuel into the engine;
- Get acquainted with removable cylinder head;
- Demonstrate a heightened understanding of the fuel intake and exhaust passages;
- Demonstrate a heightened understanding about valves;
- Explain the four-stroke cycle;
- Identify some opening and closing valves;
- Obtain information about the flywheel;
- Describe the functions of the engine block;
- Discuss the applications of following engine components

**Automotive Industry 1: Salient Contextual Issues in the Automotive Industry, Leading to Diploma – Postgraduate – in Salient Contextual Issues in the Automotive Industry, Accumulating to a Postgraduate Diploma**

- Cylinders;
  - Pistons;
  - Connecting Rods;
  - Crankshaft;
  - Vibration Damper;
  - Timing Gears;
  - Sprocket;
  - Flywheel;
  - Camshaft;
  - Valves;
  - Mechanical Valve Litters;
  - Hydraulic Valve Litters;
  - Cylinder Head;
  - Oil Pan;
  - Timing Gear Cover;
  - Gaskets;
  - Sealants;
  - Seals; and
  - Other Parts
- Classify cycle;
  - Give the classifications of valve location;
  - View some designs of combustion chamber;
  - Give the classification of cylinder;
  - Demonstrate a heightened understanding of the firing order;
  - Indicate cooling classification;
  - Demonstrate a heightened understanding of the experimental engines and engine mounting;
  - Identify the different kinds of accidents and ways of avoiding them;
  - Enumerate the effects of accidents;
  - Reduce the possibility of accidents;
  - Dress safely for work and ascertain the proper way of keeping a neat shop;
  - Identify unsafe conditions;
  - Determine the proper waste chemical disposal;
  - Do the proper work procedure;
  - Demonstrate a heightened understanding of the tool construction and material;
  - Demonstrate a heightened understanding of the proper ways of handling and storing the tools;
  - Name the different types of tools;
  - Specify some measuring tools;
  - Determine the differing definitions of horsepower;
  - Discuss about volumetric efficiency;
  - Explain the principles of compression ratio;

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Postgraduate – in Salient Contextual Issues in the Automotive Industry, Accumulating to a  
Postgraduate Diploma**

- Demonstrate a heightened understanding of some basic information about subject in electricity, specifically:
  - The Electron Theory;
  - Conventional Theory;
  - Matter;
  - Atoms
  - Electrical Current;
  - Current Flow;
  - Voltage;
  - Electrical Resistance;
  - Test Meters;
  - Conductors (Materials);
  - Insulators;
  - Electrical Circuits;
  - Series-Parallel Circuit;
  - Vehicle Chassis;
  - Ohm's Law;
  - Magnetism;
  - Magnet;
  
- Demonstrate a heightened understanding of some basic concepts of automotive electronics, particularly:
  - Diodes
  - Transistors
  
- Demonstrate a heightened understanding of the importance of high voltage;
- Identify the different primary circuit and discuss each;
- Identify the different secondary circuit and discuss each;
- Indicate the timing advance mechanism;
- Discover how to provide the correct air-fuel mixture;
- Identify the different ways of fuel injection and discuss the procedures involved;
- Demonstrate a heightened understanding of the pulse fuel injection and the continuous pulse fuel injection systems;
- Cite the types of pulse fuel injection systems;



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- Explain the following pulse fuel injection system components:
  - Air Induction System;
  - Fuel Delivery System;
  - Engine Control Computer;
  - Electronic Sensors;
- Discuss about diesel fuel injection;
- Demonstrate a heightened understanding about superchargers and turbochargers;
- Identify the different fuel supply system and discuss each;
- Classify carburettor and the concepts of carburettors;
- Describe the importance of cooling system;
- Identify the methods of cooling;
- Demonstrate a heightened understanding of the role of lubrication systems and its importance;
- Gain more information about engine oil;
- See how engine oil are refined;
- Classify engine oil service and the correct oil change intervals;
- Find out how oil works and name the types of lubrication systems;
- Enumerate the components of the pressure-splash system;
- Discuss oil filtration and explain crankcase ventilation;
- Exemplify oil pressure indicators;
- Describe the rationale of cooling the oil;
- Demonstrate a heightened understanding of the purpose of the exhaust system and exhaust system design;
- Name the exhaust system components and discuss each exhaust system materials;
- Describe the importance of emission control and do the correct way of sealing the exhaust system;
- Identify the external cleaning systems, engine modifications and controls;
- Explain computer control emission systems and fuel vapour controls; and
- Identify the cautions which should be observed with the emission systems.

## Course Contents, Concepts and Issues

### Part 1: Engine Building

- Concept of Engine:
  - Internal Combustion Engine;
  - Building an Engine on Paper;
  - Fuel Uses;
  - Basic Force of an Engine;
  - Trapping the Explosion;
  - Simple Engine;
  - Parts of Engine;
  - Fastening the Parts;
  - Lengthen the Piston;
  - Getting Fuel into the Engine;
  - Removable Cylinder Head;
  - Fuel Intake and Exhaust Passages;
  - Valves.
- Four-Stroke Cycle:
  - Vacuum;
  - Vacuum Pump;
  - Then Intake Stroke;
  - The Compression Stroke;
  - Power Stroke;
  - Exhaust Stroke;
  - Completed Cycle;
  - Cycle Repeated.
- Opening and Closing Valves:
  - Camshaft;
  - Valve Lifter;
  - Camshaft Speed;

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- Turning The Camshaft;
- Timing The Valves.
- The Flywheel;
- Basic Engine Completed.

## **Part 2: Design, Construction, Application of Engine Components**

- The Engine Block;
- Cylinders;
- Pistons:
  - Piston Materials;
  - Piston Expansion Problems;
  - Partial Skirt Piston;
  - Piston Temperature;
  - Piston Construction;
  - Piston Head Shape;
  - Piston Rings;
  - Types of Rings;
  - Piston Pins.
- Connecting Rods:
  - Rod Construction;
  - Rod Bearing.
- Crankshaft:
  - Main Bearings;
  - Crankshaft Throws;
  - Crank Vibration.
- Vibration Damper:
  - Balance Shafts;
  - Drilled, Ground and Polished.
- Timing Gears;
- Sprocket;
- Flywheel;

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- Camshaft;
- Valves:
  - Valve Seats;
  - Valve Guides;
  - Valve Springs.
- Mechanical Valve Litters;
- Hydraulic Valve Litters:
  - Reducing Valve Wear;
  - Valve Timing.
- Cylinder Head;
- Oil Pan;
- Timing Gear Cover;
- Gaskets;
- Sealants;
- Seals;
- Other Parts.

### **Part 3: Classifying Engine and Identifying the Parts**

- Cycle Classification;
- Valve Location Classifications:
  - L-Head, T-Head and F-Head Designs;
  - I-Head;
  - Overhead Valve Adjustment;
  - Valve-To-Piston Clearance;
  - Detonation and Preignition.
- Combustion Chamber Design:
  - Ricardo Combustion Chamber;
  - Hemispherical Combustion Chamber;
  - Wedge Shape Combustion Chamber.
- Cylinder Classification:
  - Inline Engine;



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- V-Type Engine;
- Horizontal-Opposed Engines.
- Firing Order;
- Cooling Classification;
- Fuel Classification:
  - Two-Stroke and Four-Stroke Cycle Diesel Engines;
  - Rotary Engines;
  - Miller-Cycle Engines;
  - Natural Gas Engines.
- Experimental Engines;
- Engine Mounting;
- Identification and Classification.

### **Part 4A: Safety Lab Procedures: Avoiding Accidents**

- Kinds of Accidents;
- How Accidents Happen;
- Effects of Accidents;
- Reducing the Possibility of Accidents;
- Dressing Safely for Work;
- Keeping a Neat Shop;
- Identifying Unsafe Conditions;
- Waste Chemical Disposal;
- Proper Work Procedure;
- Doing the Job Right.

### **Part 4B: Automotive Tools**

- Tool Material;
- Tool Construction;
- Tool Handling And Storage;

- Types of Tools;
- Measuring Tools.

## Part 5A: Engine Tests and Measurements

- Horsepower:
  - Horsepower Formula;
  - Potential Horsepower;
  - Thermal Efficiency;
  - Mechanical Efficiency;
  - Practical Efficiency;
  - Indicated Horsepower;
  - Brake Horsepower;
  - Gross and Net Horsepower Ratings;
  - Frictional Horsepower;
  - Torque;
  - Torque and Brake Horsepower, Distinctions.
- Volumetric Efficiency;
- Engine Size, Displacement:
  - Cylinder Bore;
  - Piston Stroke.
- Compression Ratio.

## Part 5B: Electrical System Fundamentals

- Basic Electricity:
  - The Electron Theory;
  - Conventional Theory;
  - Matter;
  - Atoms;
  - Electrical Current;

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- Current Flow;
- Voltage;
- Electrical Resistance;
- Test Meters;
- Conductors (Materials);
- Insulators;
- Electrical Circuits;
- Series-Parallel Circuit;
- Vehicle Chassis;
- Ohm's Law;
- Magnetism;
- Magnet.
- Basic Automotive Electronics:
  - Diodes;
  - Transistors.

## **Part 6: Ignition System**

- Necessity of High Voltage;
- Primary Circuit:
  - Battery;
  - Ignition Switch;
  - Resistors;
  - Ignition Coil;
  - Methods of Current Interruption;
  - Distributorless Ignition System;
  - Primary Circuit Complete.
- Secondary Circuit:
  - Spark Plug Construction;
  - Spark Plug Heat Range;
  - Resistor Spark Plugs;

- Distributor Cap;
- Rotor;
- Spark Plug Wires.
- Ignition Timing And Advance:
  - Setting Basic Timing;
  - Timing Advance Mechanism.

## **Part 7: Fuel Injection Systems**

- Providing the Correct Air-Fuel Mixture;
- Fuel Injection:
  - Direct and Indirect Injection;
  - Mechanical and Electronic Injection;
  - Computer-Controlled Electronic Fuel Injection System.
- Pulse Fuel Injection;
- Types of Pulse Fuel Injection Systems:
  - Throttle Body Injection;
  - Multiport Fuel Injection.
- Pulse Fuel Injection System Components:
  - Air Induction System;
  - Fuel Delivery System;
  - Engine Control Computer;
  - Electronic Sensors.
- Continuous Pulse Fuel Injection Systems:
  - Fuel Flow Control;
  - Complete Air-Fuel Control Unit.
- Diesel Fuel Injection:
  - Diesel Fuel;
  - Overall Diesel Fuel System;
  - Injector Pump Types;
  - Distributor Type Injection Pump;



- Other Pump Features;
  - Diesel Injector Types;
  - Glow Plugs and Intake Air Heaters.
- Superchargers and Turbochargers.

## **Part 8: Fuel Supply and Carburettors**

- Fuel Supply System:
- Fuel Tank;
  - Gasoline Pickup Tube;
  - How Gasoline Leaves the Tank;
  - Electric Fuel Pump;
  - Fuel Filter;
  - Fuel Lines;
  - Vapour Lock Eliminations.
- Carburettors:
- Building a Carburettor;
  - Basic Carburettor is Complete;
  - Correcting the Remaining Faults;
  - Carburettor Circuits;
  - Intake Manifold Design;
- Air Cleaners;
- Carburettor Classification.

## **Part 9A: Cooling System**

- The Need for a Cooling System;
- Methods of Cooling:
- Liquid-Cooled Engines;
  - First Job Complete.

## Part 9B: Lubrication Systems

- The Need For Lubrication Systems:
  - Friction;
  - Friction Reduction;
  - Bearing Construction and Friction.
- Engine Oil:
  - Engine Oil Jobs;
  - Refining Engine Oil;
  - Oil Viscosity;
  - Engine Oil Service Classification
  - Oil Change Intervals.
- Engine Lubrication Systems:
  - How Oil Works;
  - Types of Lubrication Systems;
  - Components of the Pressure-Splash System;
  - Pressure Relief Valve;
  - Oil Galleries and Lines;
  - Oil Enters Bearing;
  - Hydraulic Valve Lifters.
- Oil Filtration;
- Crankcase Ventilation;
- Oil Seals;
- Oil Pressure Indicators;
- Dipstick;
- Cooling the Oil.

## Part 10A: Exhaust Systems

- Purpose of the Exhaust System;
- Exhaust System Design;
- Exhaust System Components:
  - Exhaust Manifolds;
  - Exhaust Pipes;
  - Catalytic Converters;
  - Mufflers;
  - Resonators;
  - Tailpipes;
  - Hangers;
  - Heat Shields.
- Exhaust System Materials;
- Sealing the Exhaust System:
  - Exhaust Pipe-To-Manifold Connections;
  - Pipe-To-Pipe Connections;
  - Other Connections.

## Part 10B: Emissions Systems

- The Need for Emission Control;
- Emission Control Systems;
- Engine Modifications And Controls:
  - Engine Modifications;
  - Fuel System Controls;
  - Spark Timing Controls;
  - Exhaust Gas Recirculation (EGR).
- External Cleaning Systems:
  - Air Injection System;

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- Pulse Air Injection;
- Catalytic Converter;
- Multiple Converters;
- Diesel Catalytic Converters.
- Fuel Vapour Controls:
  - Positive Crankcase Ventilation;
  - Evaporation Control Systems (ECSs).
- Computer Control Emission Systems;
- Emission Systems Caution.

**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).



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

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

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

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

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

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

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

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

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- A copy of Issue and Photo (bio data) page of the applicant's current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.

### Admission and Enrolment Procedure

- On receipt of all the above documents we will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant's payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

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

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

1. Intensive Full-time (Classroom-Based) Mode, lasting 3 months for Postgraduate Diploma, and 6 weeks for Postgraduate Certificate. These durations are based on six hours' lecturer-contact per day, five days (30 hours) per week, for Postgraduate Diploma;
2. Video-Enhanced On-Line Mode. This interactive online mode lasts twenty (20) weeks, for Postgraduate Diploma, and ten (10) weeks for Postgraduate Certificate. Our calculation is based on three hours per day, six days per week.

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

## **Introducing Our Video-Enhanced Online Study Mode**

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

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

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

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

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

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

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

**Cumulative Postgraduate Certificate and Postgraduate Diploma Courses**

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

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

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

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

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

**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



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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;**



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 in 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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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**