

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#177.M3.5

**Microsoft Teams,
Microsoft Skype, and Microsoft Outlook**

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

**The Management of Microsoft Teams,
Microsoft Skype, and Microsoft Outlook, 30
Credit-Hours**

Accumulating to A

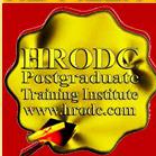
**Postgraduate Certificate,
With 150 Additional Credit-Hours, or A**

POSTGRADUATE DIPLOMA

With 330 Additional Credit-Hours

Microsoft Teams, Microsoft Skype, and Microsoft Outlook Course - Page 1 of 22

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
A Postgraduate – Only Institution

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;
- Personal Tutor

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For Whom This Course is Designed

This Course is Designed For:

Application Engineers;
Computer and Information Systems Managers;
Computer Programmers;
Data Encoders;
Data Entry Operators;
Database Administrators;
General I.T Staff;
Help Desk Technicians;
Information Technology Directors;
Information Technology Managers;
Management Information Systems Directors;
Programmer Analysts;
Researchers;
Security Specialists;
Senior Application Engineers;
Senior Database Administrators;
Senior Network Engineers;
Senior Programmer Analysts;
Senior Security Specialists;
Senior Support Specialists;
Senior System Administrators;
Senior System Analysts;
Senior System Architects;
Senior System Designers;
Senior Systems Analysts;
Support Specialists;
System Administrators;
System Designers;
Systems Analysts;

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Technical Specialists;

Telecommunications Specialists;

All others desirous of enhancing their skills and and expertise in Microsoft Teams, Microsoft Skype, and Microsoft Outlook.

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

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.;**

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➤ **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.**

Microsoft Teams, Microsoft Skype, and Microsoft Outlook Course

Leading to Diploma – Postgraduate - in The Management of Microsoft Teams, Microsoft Skype, and Microsoft Outlook, 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 3.5 Microsoft Teams, Microsoft Skype, and Outlook

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

- Skype and its functionalities;
- The phasing out of Skype and Its alternative;
- Creating a Skype Account;
- Configuring Skype;
- Inviting people to join your Skype contact;
- Assigning a camera to your Skype Account;
- Accepting and rejecting Skype invitations;
- Creating a Skype Profile;
- Making Skype To Skype Calls;
- Making Telephone Calls in Skype;
- Using Skype to Make Video calls;
- Setting Skype Security;
- Recording Skype Conversations;
- Deleting Skype Conversations;
- Holding Skype Meetings;
- Joining and leaving Skype Meetings.

M3.5 - Part 2: Using Microsoft Teams as a Video Conferencing Platform (1)

- Microsoft Teams as a Collaborative Application;
- Choosing a Microsoft Team Subscription;
- Organisation as a Microsoft Teams Owner;
- Creating an Organisation-wide Team, within Teams;
- Choosing between Desktop and Web based MS Teams Applications;
- Creating Teams in MS Teams;
- Facilitating Internal Membership of an Organisation's Teams;
- Facilitating Guest Membership of an Organisation's Teams;
- Creating Channels withing Microsoft Teams;
- Channel Functions;
- Using Power Pivot.

M3.5 - Part 3: Using Microsoft Teams as a Video Conferencing Platform (2)

- Using MS Teams in Educational Settings;
- Creating Classes in Teams;
- Sharing Resources in Microsoft Teams;
- Chatting in Microsoft Teams;
- Making Audio Calls in Microsoft Teams;
- Making Video Calls in Microsoft Teams;
- Organising and conducting meetings in Microsoft Teams;
- Inviting members and non-members to meetings in Microsoft Teams;
- Recording meetings in Microsoft Teams;
- Sharing Screens in Microsoft Teams;
- Sharing your entire desktop in Microsoft Teams;
- Sharing a window in Microsoft Teams;
- Sharing individual documents in Microsoft Teams;

- Stop sharing in Microsoft Teams;
- Turning Video on and off in Microsoft Teams;
- Turning sound on and off in Microsoft Teams;
- Using Telephone Packages in Microsoft Teams;
- Making telephone calls in Microsoft Teams;
- Joining and leaving meetings in Microsoft Teams.

M3.5 - Part 4: Exploring Microsoft Outlook (1)

- Creating an Outlook Account;
- Working with Quick Steps Action Box;
- Setting Dark Mode;
- Creating Emails in Outlook;
- Sending Outlook Emails;
- Forwarding emails in Outlook;
- Attaching Files to Outlook Emails;
- Saving Emails from Outlook to Computer Storage Devices;
- Creating and labelling Folders, in Outlook;
- Saving Outlook Folder to Computer Storage Devices;
- Creating an event in Outlook Calendar;
- Editing events in Outlook Calendar;
- Setting Privacy on Outlook Event;
- Deleting events from Outlook Calendar;
- Sharing your Outlook Calendar;
- Setting Tasks in Outlook;
- Clearing deleted mails, from Mailbox;
- Searching mailbox;
- Searching 'Mail Folders', in Outlook;
- Filtering emails.

M3.5 - Part 5: Exploring Microsoft Outlook (2)

- Reporting 'Junk Mails';
- Reporting Junk Mails as Phishing;
- Using 'Smart Lookup', in Outlook;
- Downloading 'Address Book', in Outlook;
- Printing 'Mailbox-View', in Outlook;
- Working Offline, in Outlook;
- Setting 'Out of Office Notice', in Outlook;
- 'Online-Offline Toggle';
- Changing default 'From Address, in Outlook;
- Setting 'Time Zone', in Outlook;
- Marking deleted items, in Outlook;
- Marking mails as 'Unread', in Outlook;
- 'Flagging' emails, in Outlook;
- Using 'Read Aloud', in Outlook;
- Using 'Dictation', in Outlook;
- Using 'Dictation', from phone, in Outlook;
- Using 'Drafts', in Outlook;
- Cleaning-up or Sweeping Mailbox, in Outlook;
- Archiving Mails, in Outlook;
- Editing Outlook Messages;
- Turning 'Add-ins' on and off, in Outlook;
- Working with 'Auto-complete', in Outlook;
- Selecting and unselecting auto-complete actions;
- Open Journal.

M3.5 - Part 6: Keyboard Shortcuts for Microsoft Outlook (1)

- 'Keyboard Shortcut' to Close a window or a menu;
- 'Keyboard Shortcut' to go to the 'Home Tab';
- 'Keyboard Shortcut' to create a new message;
- 'Keyboard Shortcut' to send a message;
- 'Keyboard Shortcut' to insert a file;
- 'Keyboard Shortcut' to start a new task;
- 'Keyboard Shortcut' to delete an item (when a message, task, or meeting is selected);
- 'Keyboard Shortcut' to search for an item;
- 'Keyboard Shortcut' to reply to a message;
- 'Keyboard Shortcut' to forward a message;
- 'Keyboard Shortcut' to select the Reply All option;
- 'Keyboard Shortcut' to copy an item;
- 'Keyboard Shortcut' to apply italic formatting;
- 'Keyboard Shortcut' to increase indent;
- 'Keyboard Shortcut' to decrease indent;
- 'Keyboard Shortcut' to centre text;
- 'Keyboard Shortcut' to underline text;
- 'Keyboard Shortcut' to increase the font size;
- 'Keyboard Shortcut' to decrease the font size;
- 'Keyboard Shortcut' to cut a selection;
- 'Keyboard Shortcut' to copy a selection;
- 'Keyboard Shortcut' to paste the copied or cut selection;
- 'Keyboard Shortcut' to clear the formatting;
- 'Keyboard Shortcut' to delete the next word.

M3.5 - Part 7: Keyboard Shortcuts for Microsoft Outlook (2)


- 'Keyboard Shortcut' to justify text (Stretch a paragraph to fit between the margins);
- 'Keyboard Shortcut' to apply styles;
- 'Keyboard Shortcut' to create a hanging indent;
- 'Keyboard Shortcut' to insert a hyperlink;
- 'Keyboard Shortcut' to left-align a paragraph;
- 'Keyboard Shortcut' to right-align a paragraph;
- 'Keyboard Shortcut' to reduce a hanging indent;
- 'Keyboard Shortcut' to remove paragraph formatting.
- 'Keyboard Shortcut' to open the Address Book;
- 'Keyboard Shortcut' to go back to previous view;
- 'Keyboard Shortcut' to go forward to next view;
- 'Keyboard Shortcut' to switch to next open message;
- 'Keyboard Shortcut' to switch to previous open message;
- 'Keyboard Shortcut' to move between the Folder pane, the main Outlook window, the Reading pane, and the To-Do bar;
- 'Keyboard Shortcut' to move between the Outlook window, the smaller panes in the Folder pane, the Reading pane, and the sections in the To-Do bar;
- 'Keyboard Shortcut' to move between the ribbon and the calendar;
- 'Keyboard Shortcut' to show the access keys in the ribbon;
- 'Keyboard Shortcut' to move around message header lines in the Folder pane or an open message;
- 'Keyboard Shortcut' to move between the Navigation pane and the calendar;
- 'Keyboard Shortcut' to move around within the Folder pane;
- 'Keyboard Shortcut' to go to a different folder;
- 'Keyboard Shortcut' to go to the Search box;
- 'Keyboard Shortcut' to go to the previous message;
- 'Keyboard Shortcut' to move 'page down' through the text;
- 'Keyboard Shortcut' to move 'page up' through the text;
- 'Keyboard Shortcut' to collapse or expand a group in the email message list;
- 'Keyboard Shortcut' to go back to previous view in the main Outlook window;

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- 'Keyboard Shortcut' to go forward to next view in the main Outlook window;
- 'Keyboard Shortcut' to select the InfoBar and, if available, show the menu of commands.

M3.5 - Part 8: Keyboard Shortcuts for Microsoft Outlook (3)

- 'Keyboard Shortcut' to show the To-Do bar (peek);
- 'Keyboard Shortcut' to display the Format Text tab on the ribbon;
- 'Keyboard Shortcut' to display the Font dialog;
- 'Keyboard Shortcut' to switch the case of the first letter in a selected word or line;
- 'Keyboard Shortcut' to toggle the case of the selected text between small caps and all caps;
- 'Keyboard Shortcut' to apply bold formatting;
- 'Keyboard Shortcut' to add a bulleted list.
- 'Keyboard Shortcut' to go to the Send/Receive tab;
- 'Keyboard Shortcut' to go to 'Calendar';
- 'Keyboard Shortcut' to create an appointment;
- 'Keyboard Shortcut' to move an item to a folder;
- 'Keyboard Shortcut' to open the Save As dialog on the Attachment tab;
- 'Keyboard Shortcut' to check for new messages;
- 'Keyboard Shortcut' to switch to the Mail view;
- 'Keyboard Shortcut' to switch to the Calendar view;
- 'Keyboard Shortcut' to switch to the Contacts view;
- 'Keyboard Shortcut' to switch to the Tasks view;
- 'Keyboard Shortcut' to switch to the Notes;
- 'Keyboard Shortcut' to switch to the Folder list in the Folder pane;
- 'Keyboard Shortcut' to switch to Shortcuts;

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.

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 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;

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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

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

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 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.




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;**

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- 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;**

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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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Prof. Dr. Ronald B. Crawford
Director
HRODC Postgraduate Training Institute