

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#174

**Comprehensive Production and Operations
Management**

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

**Comprehensive Production and Operations
Management, Quad Credit, 120 Credit-Hours**

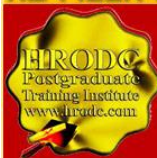
Accumulating to A

**Postgraduate Certificate, With 60 Additional Credit-
Hours, or A**

**Postgraduate Diploma, With 240 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.



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A Postgraduate – Only Institution

Websites:
<https://www.hrodc.com/>
<https://www.hrodc.london>
[postgraduateshortcourses.com/](https://www.postgraduateshortcourses.com/)

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WV3 8DZ
West Midlands, UK

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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);

Comprehensive Production and Operations Management Course - Page 2 of 29



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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

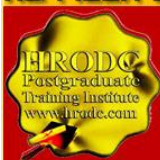
For Whom This Course is Designed

This Course is Designed For:

- Industrial Engineers;
- Operations Managers;
- Production Managers;
- Production Planners;
- Systems Engineers;
- Manufacturing Engineers;
- Supply Chain and Logistics Managers and Professionals;
- Purchasing and Procurement Managers;
- Retailers;
- Financial Managers;
- Project Managers;
- Distribution Centre Supervisors;
- Manufacturers and Industries;
- Academicians, Researchers, NGOs and Practitioners;
- Those who interface with the production and operations function;
- Those who need to develop their understanding about production and operations management.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	20 Days
Classroom-Based Cost:	£20,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	40 Days – 3 Hours Per Day
Online Cost:	£13,400.00 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:

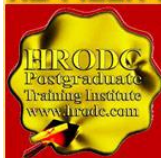
- **Our Branded Leather Conference Folder;**
- **Our Branded Leather Conference Ring Binder/ Writing Pad;**
- **Our Branded Key Ring/ Chain;**
- **Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;**
- **Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;**
- **Our 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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Course Programme for Comprehensive Production and Operations Management Course

**Leading to Diploma – Postgraduate – in Comprehensive Production
and Operations Management (Quad Credit) 120 and 60 Additional Credit-
Hours, or a Postgraduate Diploma, with 240 Additional Credit-Hours**

Course Contents, Concepts and Issues

Part 1 - Introduction to Operations Management

- Defining Operations Management (OM)
- Producing Goods and Services
- Importance of Studying Operations Management
- Roles of Operations Managers
- The Heritage of Operations Management
- Operations in the Service Sectors
- New Issues in Operations Management
- The Concept of Productivity
 - Measuring Productivity
 - Productivity Variables
 - Productivity and the Service Sectors
- Ethics and Social Responsibility

Part 2 - Operations Management in the Global Environment

- Operations: Global View
- Formulating Missions and Visions
- Achieving Competitive Advantage Through Operations
- Strategic Operations Management Decisions
- Issues in Operations Strategy
- Developing and Implementing Strategy
 - Key Success Factors and Core Competencies
 - Build and Staff the Organisation
 - Integrating Operations Management with other Activities
- Global Operations Strategy Options
 - International Strategy
 - Multidomestic Strategy
 - Global Strategy
 - Transnational Strategy

Part 3 - Project Management

- Importance of Project Management
- Project Planning
 - The Project Manager
 - Work Breakdown Structure (WBS)
- Project Scheduling
- Project Controlling
- Project Management Techniques
 - The Framework of PERT and CPM
 - Network Diagrams and Approaches
 - Activity-on-Node Example
 - Activity-on-Arrow Example
- Identifying the Project Schedule

- Forward Pass
- Backward Pass
- Slack Time Calculations and Critical Path Identification
- Variability in Activity Times
 - Three Time Estimates in PERT
 - Probability of Project Completion
- Cost-Time Trade-Offs and project Crashing
- An Analysis of PERT and CPM
- Microsoft Project in Project Management

Part 4 - Demand Forecast

- Forecasting Definition
 - Forecasting Time Horizons
 - Product Life Cycle
 - Types of Forecasts
- The Importance of Forecasting
 - Forecasting Human Resources Needs
 - Forecasting Capacity
 - Forecasting the Supply-Chain Management
- Steps in Forecasting System
- Forecasting Approaches
 - Qualitative Methods
 - Quantitative Methods
- Time Series Forecasting
 - Decomposition of a Time Series
 - Naive Approach
 - Moving Averages
 - Exponential Smoothing
 - Forecast Error Measurement
 - Exponential Smoothing with Trend Adjustment
 - Projecting Trends

- Seasonal Variations in Data
- Cyclical Variations in Data
- Associative Forecasting Methods
 - Utilising Regression Analysis for Forecasting
 - Standard Error of the Estimate
 - Correlation Coefficients for Regression Lines
 - Multiple Regression Analysis
- Forecast Monitoring and Control
 - Adaptive Smoothing
 - Focus Forecasting
- Forecasting in the Service Sectors

Part 5 - Product Design

- Selecting Goods and Services
 - Product Strategy Options Support Competitive Advantage
 - Product Life Cycles
 - Life Cycle and Strategy
 - Product-by-Value Analysis
- New Product Generation
 - New Product Opportunities
 - Importance of New Products
- Product Development
 - Product Development System
 - Quality Function Deployment (QFD)
 - Organising for Product Development
 - Manufacturability and Value
 - Engineering
- Product Design Issues
 - Robust Design
 - Modular Design
 - Computer-Aided Design (CAD)

- Computer-Aided Manufacturing (CAM)
- Virtual Reality Technology
- Value Analysis
- Ethics, Environment-Friendly Designs and Sustainability
- Time-Based Competition
 - Purchasing Technology by Acquiring a Firm
 - Joint Ventures
 - Alliances
- Defining a Product
 - Make-or-Buy Decisions
 - Group Technology
- Essential Documents for Production
 - Product Life-Cycle Management (PLM)
- Service Design
- Application of Decision Trees to Product Design
- Transition in Production

Part 6 - Quality Management and International Standard

- Quality and Strategy
- Quality Definition
- International Quality Standards
 - ISO 9000
 - ISO 14000
- Total Quality Management (TQM)
 - Continuous Improvement
 - Six Sigma
 - Employee Empowerment
 - Benchmarking
 - Just-in-Time (JIT)
 - Taguchi Concepts
- TQM Tools

- Check Sheets
 - Scatter Diagrams
 - Cause-and-Effect Diagrams
 - Pareto Charts
 - Flowcharts
 - Histograms
 - Statistical Process Control (SPM)
- Inspection
- TQM in Services
- Statistical Process Control (SPC)

Part 7 - Process Design

- Process Strategies
- Process Focus
 - Repetitive Focus
 - Product Focus
 - Mass Customization Focus
 - Comparison of Process Choices
- Process Analysis and Design
- Flowchart
 - Time-Function Mapping
 - Value-Stream Mapping
 - Process Charts
 - Service Blueprinting
- Special Considerations for Service Process Design
- Customer Interaction and Process Design
 - Improving Service Processes
- Equipment and Technology Selection
- Production Technology
- Machine Technology
 - Automatic Identification Systems (AISs) and RFID

- Process Control
 - Vision System
 - Robots
 - Automated Guided Vehicles (AGVs)
 - Flexible Manufacturing Systems (FMSs)
 - Computer Integrated Manufacturing (CIM)
- Technology in Services
 - Redesigning the Process
 - Sustainability
 - Resources
 - Recycle
 - Regulations
 - Reputation
 - Capacity Planning
 - Bottleneck analysis and the Theory of Constraints
 - Break-Even Analysis
 - Single-Product Case
 - Multiproduct Case
 - Risk Reduction with Incremental Changes
 - Expected Monetary Value (EMV) Application to Capacity Decisions
 - Investment Analysis Application to Strategy-Driven Investments

Part 8 - Location

- Importance of Location
- Factors Affecting Location Decisions
 - Labour Productivity
 - Exchange rate and Currency Risk
 - Costs
 - Political Risk, values and Cultures
 - Proximity to Markets
 - Proximity to Suppliers

- Proximity to Competitors
- Methods in Location Evaluation
- Alternatives
 - The Factor-Rating Method
 - Locational Break-Even Analysis
 - Centre-of-Gravity Method
 - Transportation Model
- Service Location Strategy
 - Hotel Chain Site Selection
 - The Call Centre Industry
 - Geographic Information Systems

Part 9 - Layout

- Importance of Layout Decisions
- Types of Layout
- Office Layout
- Retail Layout
- Warehousing and Storage Layouts
- Fixed-Position Layout
- Process-Oriented Layout
- Work Cells
- Repetitive and Product-Oriented
- Layout

Part 10 - Job Design and Work Measurement

- Human Resource Strategy for Competitive Advantage
- Labour Planning
 - Employment-Stability Policies
 - Work Schedules
 - Job Classifications and Work Rules

- Job Design
 - Labour Specialisation
 - Job Expansion
 - Psychological Components of Job Design
 - Self-Directed Teams
 - Motivation and Incentive Systems
- Ergonomics and the Work Environment
- Methods Analysis
- The Visual Workplace
- Labour Standards
- Ethics

Part 11 - Supply Chain Management

- Importance of Supply Chain
 - Supply Chain Risk
- Ethics and Sustainability
- Performance Evaluation: Audits and Metrics
- Ethical Issues in Outsourcing

Part 12 - Conducting Inventory Management

- The Importance of Inventory
- Functions of Inventory
- Types of Inventory
- Inventory Management
 - ABC Analysis
 - Record Accuracy
 - Cycle Counting
 - Control of Service Inventories
- Inventory Models
 - Independent vs. Dependent Demands

- Holding, Ordering and Setup Costs
- Inventory Models for Independent Demand
 - The Basic Economic Order Quantity
 - Model
 - Minimizing Cost
 - Reorder Points
 - Production Order Quantity Model
 - Quantity Discount Model
- Probabilistic Models and Safety Stock
- Other Probabilistic Models
- Single- Period Model
- Fixed-Period (P) Systems
 - Ethical Dilemmas
 - Using Software to Solve Inventory Problems
 - Solved Problems
 - Problems

Part 13 - Effective Scheduling

- The Planning Process
- Planning Horizons
- The Nature of Aggregate Planning
- Aggregate Planning Strategies
 - Capacity Options
 - Demand Options
 - Mixing Options to Develop a Plan
- Aggregate Planning Methods
 - Graphical Method
 - Mathematical Approaches
 - Comparison of Aggregate Planning Methods
- Aggregates Planning in Service
- Yield Management

Part 14 - Material Requirements Planning (MRP) and Enterprise Resource Planning ERP

- Dependent Demand
- Dependent Inventory Model Requirements
 - Master Production Schedule
 - Bills of Materials
 - Accurate Inventory Records
 - Purchase Orders Outstanding
 - Lead Times for Components
- MRP Structure
- MRP Management
 - MRP Dynamics
 - MRP and JIT
- Lot-Sizing Techniques
- Extensions of MRP
 - Materials Requirements Planning II (MRP II)
 - Closed-Loop MRP
 - Capacity Planning
- MRP in Services
- Distribution Resource Planning
- Enterprise Resource Planning (ERP)
 - Pros and Cons of ERP Systems
 - ERP in the Service Sector

Part 15 - The Principles of Short Term Scheduling

- Short-Term Scheduling: Importance
- Scheduling Issues
- Forwards and Backward Scheduling
- Scheduling Criteria

- Scheduling Process-Focused Facilities
- Loading Jobs
 - Input-Output Control
 - Gantt Charts
 - Assignments Methods
- Jobs Sequencing
 - Priority Rules for Dispatching Jobs
 - Critical Ration
 - Sequencing N Jobs on Two Machines/ Johnson's Rule
 - Limitations of Rule- Based Dispatching Systems
- Finite Capacity Scheduling
- Scheduling Repetitive Facilities
- Scheduling Services
 - Employees with Cyclical Scheduling

Part 16 - Just-in-Time (JIT) and Lean Operations

- Just-in-Time and Lean Operations
 - Waste Elimination
 - Variability Removal
 - Throughput Improvement
- Just-in-Time (JIT)
- JIT Performance
- Concerns of Suppliers
- JIT Layout
 - Distance Reductions and Inventory
 - Increased Flexibility
 - Impact on Employees
 - Reduced Space and Inventory
- JIT Inventory
 - Reduce Inventory and Variability
 - Reduce Lot Sizes

- Reduce Setup Costs
- JIT Scheduling
 - Level Schedules
 - Kanban
- JIT Quality
- Lean Operations in Services

Part 17 - Making Maintenance and Reliability Decisions

- Maintenance and Reliability: Importance
- Principle of Reliability
 - Improving Individual Components
 - Providing Redundancy
- Maintenance
 - Implementing Preventive
 - Maintenance
 - Increasing Repair Capabilities
 - Autonomous Maintenance
- Total Productive Maintenance
- Technique for Enhancing Maintenance

Part 18 - Decision Modeling

- The Decision Process in Operations
- Fundamentals of Decision Making
- Decision Tables
- Types of Decision-Making Environment
 - Decision Making Under Uncertainty
 - Decision Making Under Risk
 - Decision Making Under Certainty
 - Expected Value of Perfect Information (EVPI)
- Decision Trees

- A More Complex Decision Tree
- Using Decision Trees in Ethical Decision Making
- The Poker Decision Process

Part 19 - Familiarising with Linear Programming Models

- Importance of Linear Programming
- Requirements of Linear Programming Problems
- Formulating Linear Programming Problems
- Shader Electronics Example
- Graphical Solution to Linear Programming Problems
 - Graphical Representations of Constraints
 - ISO-Profit Line Solution Method
 - Corner-Point Solution Method
- Sensitivity Analysis
 - Sensitivity Report
 - Changes in the Resources or Right-Hand-Side Value
- Changes in the Objective Functions Coefficient
- Solving Minimisation Problems
- Linear Programming Applications
 - Production-Mix Example
 - Diet Problem Example
 - Labour Scheduling Example
- The Simplex Method of LP

Part 20 - Conceptualising Transportation Modelling

- Transportation Modelling
- Developing an Initial Solution
 - The Northwest-Corner Rule
 - The Intuitive Lowest-Cost Method
- The Stepping-Stone Method

- Special Issues in Modelling
 - Demand Not Equal to Supply
 - Degeneracy

Part 21 - Queuing Models

- Queuing Theory
- Characteristics of a Waiting-Line System
 - Characteristics of Arrival
 - Waiting-Line Characteristics
 - Services Characteristics
 - Measuring a Queue's Performance
- Queuing Costs
- The Variety of Queuing Models
 - Model A (M/M/I)L Single-Channel Queuing
 - Model with Poisson Arrivals and Exponential Service Times
 - Model B (M/M/S): Multiple-Channel
 - Queuing Model
 - Model C (M/D/I): Constant-Service-Time Model
 - Little's Law
 - Model D: Limited-Population Model
- Other Queuing Approaches

Part 22 - Learning Curves

- Defining Learning Curve
- Learning Curves in Service and Manufacturing
- Learning Curve Application
 - Arithmetic Approach
 - Logarithmic Approach
 - Learning-Curve Coefficient Approach
- Strategic Implications of Learning Curves

- Limitations of Learning Curves

Part 23 - Modelling with Simulation

- Defining IS Simulation
- Advantages and Disadvantages of Simulation
- Monte Carlo Simulation
- Simulation of Queuing Problems
- Simulation and Inventory Analysis

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.

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 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

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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;**

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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;**

Comprehensive Production and Operations Management Course, Leading to Diploma Postgraduate - in
Comprehensive Production and Operations Management, and 120 Credit-Hours, Accumulating to A
Postgraduate Certificate, with 60 Additional Credit-Hours, a Postgraduate Diploma, with -240 Additional Credit-
Hours

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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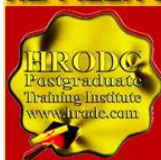
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