

ACADEMIC SHORT COURSES



Dates and prices on application

Computing:

- Microsoft Access
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Internet/email
Beginners/Intermediate/Advanced
(1 ½ day course)
- Introduction to Project Management
- Introduction to Database Technology
- Introduction to Software Development
- Database Development – SQL
- Database administration
- CISCO accredited training
- Computer and Information Ethics

Science & Technology:

- PV Solar Energy for Domestic Housing
(½ or 1 day course at Optic)
- Sustainable Development
(1 or 2 day overview course)
- Introduction to Forensic Photography
(1 day)
- Introduction to Forensic Science
(1 or 2 day overview course)
- Introduction to Environmental Science
(1 or 2 day overview course)
- Rheology & Processing of Macromolecular Systems
(2-5 day course)
- Introduction to Mechanical Engineering (3-5 day course)

Humanities:

- Proof Reading & Editing (1 day course)

Business:

- Strategic Marketing Analysis & Strategy Development
(½ or 1 day)
- Excellence in Services Marketing
(½ or 1 day course)
- Making Marketing Work for your Business
(½ or 1 day course)
- Understanding your Customers:
Market Segmentation, Targeting, Product Positioning and
Consumer Behaviour (½ or 1 day course)
- Customer Care (½ day course)
- Introducing Change (½ day course)
- SPSS (½ day course)
- Cross Cultural Management (1 day course)
- Corporate Culture (1 day course)
- Business in China (1 day course)
- Personal & Professional Communications (2 day course)
- Human Resource Development

Health:

- NEBOSH – Introduction (3 day course)
- NEBOSH – (2 week course)
- Drugs & Alcohol (½ or 2 day course)

Language:

- Welsh to Business (here and in the workplace)
- Bespoke Welsh Language modules
- Beginners Crash Course in – Chinese, Finnish, German, Italian, Japanese, Russian & Swedish
- Language, Cultural Knowledge & Awareness of the target language country/countries (2 day)

For more information on any of our Translation and Interpreting Services, please contact us on 01978 293491 or by email at solutions@glyndwr.ac.uk.

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