

**IT Training courses and other training received:**

<b>Course</b>	<b>Date</b>	<b>Provider</b>
Einführung in „ <b>COBOL</b> “ (Introduction to the programming language „COBOL“)	July 1994	Wuppertal
Einführung in „ <b>C</b> “ (Introduction to the programming language „C“)	July 1994	Wuppertal
<i>Travistock</i> Seminar „Menschen in Organisation“ („ <b>People in Organizations</b> “), Kolping-Bildungstätte Coesfeld, 7 full days	January 1997	Wuppertal
Birmingham Business School “ <b>Cross-cultural Workshop</b> ”, 1 day	October 1998	BBS
Birmingham Business School “ <b>Business Simulation</b> ”, 2 full days	Autumn 1998	BBS
Birmingham Business School “ <b>Team Building Exercises</b> ”, Coniston Lake District, 4 full days	Spring 1999	BBS
<b>Beginning HTML 4</b> for Windows 95 (HyperText Markup Language), 5hrs	09.12.1999	New Horizons
<b>Outlook 97</b> Introduction, 5 hrs	11.05.2000	Catapult
<b>Research Skills</b> : Resources for Business, Social Science and Public Policy Researchers: Periodicals (RSSSB3), 3hrs	17.05.2001	ITTC
<b>Word Processing</b> : Producing Academic Documents using Word – Module 1 (Acad01), 3hrs	11.07.2001	ITTC
<b>Word Processing</b> : Producing Academic Documents using Word – Module 2 (Acad02), 3hrs	13.07.2001	ITTC
<b>FrontPage 2000</b> : An Introduction (FP0001), 3hrs	12.07.2001	ITTC
<b>FrontPage 2000</b> : Additional (FP0002), 3hrs	13.07.2001	ITTC
<b>Excel 2000</b> : Presenting, Analysing and Graphing Data (XL0003), 2 x 3hrs	30.09.2001 31.09.2001	ITTC
<b>Excel 2000</b> : Facilities for manipulating data in a flat-file database (XL0002), 3 hrs	04.10.2001	ITTC
<b>Excel 2000</b> : Using Pivot Tables, Goal Seek and Solver (XL0005), 3 hrs	10.10.2001	ITTC
Postgraduate Student Training in “ <b>Small Group Teaching</b> ”,	09.10.2001	Staff DU

3hrs, and “ <i>Assessing Students’ Work</i> ”, 1 h		
Postgraduate Student Training in “ <i>Presentation Skills</i> ”, 3 hrs	30.11.2001	Staff DU
<i>Access 2000</i> : An Introduction to Databases and Table Design (ACC0001), 3 hrs	05.11.2001	ITTC
<i>Access 2000</i> : An Introduction to Queries (ACC0002), 3 hrs	08.11.2001	ITTC
<i>Access 2000</i> : An Introduction to Printed Reports (ACC0004), 3 hrs	14.11.2001	ITTC
<i>Access 2000</i> : An Introduction to Forms (ACC0005), 3 hrs	28.11.2001	ITTC
<i>Word and Excel 2000</i> : Using macros and user-defined functions (MCR001), 3 hrs	23.11.2001	ITTC
<i>Endnote</i> : An Introduction (END001), 3hrs	22.04.2002	ITTC
<i>Nvivo</i> : An Introduction to NUD*IST Vivo (NUDIST1), 3 hrs	06.02.2003	ITTC
<i>Nvivo</i> : Managing and Exploring Data (NUDIST2), 3 hrs	13.02.2003	ITTC

Wuppertal – Fachbereich 6, Wirtschaftswissenschaft, Bergische Universität-

Gesamthochschule Wuppertal (University of Wuppertal)

BBS – The Birmingham Business School, The University of Birmingham

New Horizons – New Horizons Computer Learning Center, Beaufort House, Birmingham

Catapult – Catapult Training (A division of SkillTeam), 144 avenue Plasky, Brussels

ITTC - Information Services IT Training Centre, The University of Birmingham, info @:

<http://istrain.bham.ac.uk>

<http://ittcsrvr.bham.ac.uk/itcc>

Staff DU – Staff Development Unit, The University of Birmingham