

IT Courses

Issue 1 2019



iSkills

Data Analysis

Personal Productivity

Data Management

Document Management and Referencing

Digital Media

Data Visualisation

High Performance Computing & Computer Platforms

Programming

Presentations, Outreach and Engagement

Teaching

Web Design



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- Digital Media
- Data Visualisation
- High-Performance Computing & Computer Platforms
- Programming
- Presentations, Outreach and Engagement
- Teaching
- Web Design



iT Centre Learning iT OXFORD

Roots and Fruits

The root of using software effectively is being comfortable with the menus, icons and buttons and aware of the basic features of the tool.

The fruits of using software become apparent when you understand how it can be best used in the context of your research, studies and work.

The Digital Skills programme designs its courses and workshops so that you can immediately benefit from the fruits. The sessions are taught by experts in their field who have solved similar problems and faced the same tasks you have.

And the roots? If you do need to acquire skills in a particular tool, whether that's an Office application, a programming language or a video editor, we can point you to the right Lynda.com online course.

Contact courses@it.ox.ac.uk



Kick-Off

Are you curious about an IT topic, but unsure whether it's for you? Learning how to use a new tool can take quite an investment of your time - time you may be happy to spend if you are sure the end result is useful.

Our Kick-Off sessions give you the opportunity to explore a real use of the tool, in a friendly environment, led by an expert. It's a little like playing in a sandpit!

We have Kick-Offs in several programming languages and in 3D modelling. Filter by 'kick-off' at courses.it.ox.ac.uk/whats-on



lynda.com

Meet Lynda...

Lynda.com is an online library of instructional videos covering the latest software. It is free to University members needing skills in Microsoft Office, Adobe Creative Suite, as well as programming, web-design and other IT topics.

Explore lynda.com for **free** at courses.it.ox.ac.uk/lynda

Lynda.com also covers soft skills and business practices. The Oxford Learning Institute (OLI) has a collection of Lynda.com playlists offering topics particularly relevant to the University at www.learning.ox.ac.uk/courses/lynda

Did you know...?

Most of our courses are open to all members of the University on a first-come, first-served basis. We can also deliver 'closed courses' for a department or group. These can be customised or tailored and can work out cheaper per person than our 'open courses'.

www.it.ox.ac.uk/do/training-and-facilities/itlc-closed-courses



Course title	Relevant applications	Length (hours)	Usual availability (per term)	Outreach & Engagement	Prof. & Academic Support	Student IT Skills	Research Skills	Teaching	New Staff & Beginners
Personal Productivity									
Afternoon tea at IT Services	-	1	1	◆					
Beginners IT	Microsoft Office	10	1	◆					
Beginners IT: Making the most of Single Sign On (SSO)	-	2	1	◆					
Learn IT with Lynda	Lynda.com	2	10	◆	◆	◆	◆	◆	◆
Access 2013: Essentials	Access	5	24/7			◆			
Excel 2013: Essentials	Excel	6.5	24/7	◆		◆	◆		
Excel 2013: Macros	Excel, VBA	2.75	24/7			◆	◆		
Nexus 365: Skills toolkit	Office 365	1.5	24/7	◆		◆	◆		
OneDrive: Essentials	OneDrive	1	24/7	◆		◆			
OneNote: Essentials	OneNote	3.5	24/7	◆		◆			
Outlook 2013: Essentials	Outlook	3.5	24/7	◆		◆	◆		◆
PowerPoint 2013: Essentials	PowerPoint	3.5	24/7		◆	◆	◆		◆
SharePoint 2013: Essentials	SharePoint	9.5	24/7			◆			
SharePoint 2013: Security for users	SharePoint	3	24/7			◆			
SharePoint: Introduction to its use at Oxford	SharePoint	2	3	◆					
SharePoint: Introduction to Nintex Forms	SharePoint	6	1			◆			
SharePoint: Introduction to Nintex Workflows	SharePoint	6	1			◆			
SharePoint: Best practice in managing documents	SharePoint	3	1			◆			
SharePoint: Best practice in managing sites and site collections	SharePoint	3	1			◆			
SharePoint: User group	SharePoint	2.5	1			◆			
Word 2013: Essentials	Word	5	24/7	◆		◆			
Word 2013: Mail merge	Word, Excel, Access	2.75	24/7			◆			
Windows 10: Essentials	Windows 10	8	24/7	◆					
Android: Essentials	Android	3	24/7	◆					
macOS High Sierra: Essentials	macOS	8	24/7	◆					
Dragon NaturallySpeaking: Essentials	Dragon NaturallySpeaking	2	24/7			◆			
iOS iPhone and iPad: Essentials	iOS	6.5	24/7	◆		◆			
IT tools to help you study effectively and efficiently	Web tools	1	2			◆			
Project 2013 for university activities	Project	6	1			◆			
ProjectLibre for university activities	ProjectLibre	6	1			◆			
Skype: Essentials	Skype	1	24/7	◆		◆			◆
Skype for Business: Essentials	Skype for business	2.5	24/7	◆		◆			◆
Typing: Essentials	-	0.75	24/7	◆		◆			

Data Analysis									
Matlab: A comprehensive introduction	Matlab	12	1			◆			
NVivo: Up and running	NVivo	6	3			◆			
NVivo: Data analysis - professional practice	NVivo	6	1			◆			
R: Kick-off	R	3	2			◆	◆		
R: Preparing for your data analysis	R	6	2			◆	◆		
R: Visualising your data	R	3	1			◆	◆		
Spreadsheets: Good practice in spreadsheet design	Excel	3	2	◆		◆	◆	◆	
Spreadsheets: Good practice with charts	Excel	1.5	1			◆	◆	◆	
Spreadsheets: Good practice with lookups	Excel	1.5	1			◆	◆	◆	
Spreadsheets: Good practice with pivot tables	Excel	2	1			◆	◆	◆	
Spreadsheets: Typical statistics functions	Excel	3	1			◆	◆	◆	

To find the times, dates and costs of our courses visit courses.it.ox.ac.uk/whats-on

Use the **filter** to find the course, and click on the **details** link

Many courses are free, others cost £10/hr for academics and staff, £5/hr for students

Did you know...?

can use Lynda.com anytime (24/7), anywhere (even offline if you download the free app). All you need to access the library are your SSO credentials.

courses.it.ox.ac.uk/lynda

All University members have free access to Lynda.com, a huge library of online, video-based courses. You



Course title	Relevant applications	Length (hours)	Availability
Spreadsheets: Turning problems into formulae	Excel	2	1
Spreadsheets: Start to finish	Excel	10	2
SPSS: Essentials	SPSS	5	24/7
SPSS: Up and running for academic research	SPSS	6.5	1
SPSS for Academic Research	SPSS	4.75	24/7
Stata: A beginner's tour	Stata	1	1
Stata: Data access and management	Stata	3	1
Stata: Data manipulation and descriptive statistics	Stata	3	1
Stata: Statistical analysis and graphs	Stata	3	1
Statistics: Concepts	Excel, R, SPSS, Stata	6	2
Statistics: Designing clinical research and biostatistics	R, SPSS, Stata	14	1
Surveys: Tools and good practice	-	1	1

Data Management

Backing up your data to the HFS: The University's backup/archive service	TSM	3	1
Databases: Concepts of database design	Access, Filemaker Pro, MySQL	3	2
Databases: Concepts for project managers	Access, Filemaker Pro, MySQL	2	1
Databases: Building a database	Access	3	2
Databases: User-friendly database design	Access	3	1
Databases: Queries and data analysis	Access	3	1
Databases: Inheriting a database	Access	3	1
Databases: Start to finish	Access	12	2
Databases: MySQL introduction	MySQL	3	1
Databases: MySQL further techniques	MySQL	3	1
FileMaker Pro: Essentials	Filemaker Pro	10	24/7
Research data: What you need to know	-	1.25	1
Research data management plans: How to write one	Word	1.5	1
Research Professional: Finding funding	-	0.75	1
Research Professional: Finding funding - hands-on	-	0.75	1
Sensitive data: Handling research data	-	1	1
Spreadsheets: Effective data management	Excel	3	2
Spreadsheets: Archival lists and text	Excel	5.25	1
Spreadsheets: Improving and migrating archival data	Excel	5.25	1

Data Visualisation

3D modelling: Kick-off	Sketchup	3	1
ArcGIS: Essentials	ArcGIS	3	24/7
Blender: Up and running	Blender	3	1
QGIS: Essentials	QGIS	2	24/7
SOLIDWORKS: Essentials	SOLIDWORKS	7	24/7
Visio 2016: Essentials	Visio	6	24/7

Digital Media

Animate CC: Essentials	Animate	2.25	24/7
Audio: Recording the spoken word	Audacity	2	3
Illustrations: Effective workflows	Illustrator, InkScape	3	3
Illustrator: Essentials	Illustrator	6.75	24/7

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Did you know...?

Our courses and workshops are led by experts with backgrounds in business, research and academia.

The sessions are designed to help you get the skills you need in your roles. We also share our learning resources under a Creative Commons licence.

portfolio.it.ox.ac.uk



Course title	Relevant applications	Length (hours)	Usual availability (per term)	Outreach & Engagement	Prof. & Academic Support	Student IT Skills	Research Skills	Teaching	New Staff & Beginners
Images: Effective workflows	Photoshop, GIMP	3	2						
Lightroom: Essentials	Lightroom	5	24/7						
Photos: Essentials	Photos	3	24/7						
Photoshop: Essentials	Photoshop	4.5	24/7						
Podcasting: An introduction	Audacity, OpenShot	3	1						
Premiere Pro CC: Essentials	Premiere Pro	7.5	24/7						
Replay: Lecture capture	Replay	1	1						
Replay: Workshop	Replay	1.5	2						
Video: Editing and post-production	iMovie, Moviemaker, Premier Pro	3	1						
Video: Planning, producing and shooting	iMovie	3	1						
Video: Producing a mini documentary	iMovie	18	1						
Video: Making mini online movies on your mobile	iMovie, mobile apps	12	1						
Augmented Reality (AR): A practical introduction	Unity, Android SDK	14	1						
Virtual Reality (VR): A practical introduction	Unity, Leap Motion SDK, SteamVR	14	1						

Document Management and Referencing

Adobe Acrobat DC: Essentials	Acrobat DC	7	24/7						
Adobe Acrobat XI: Essentials	Acrobat XI	2	24/7						
Desktop publishing: Effective workflows	InDesign, Scribus, Publisher	3	1						
Documents: Building long documents	Word	2	2						
Documents: Good practice in document design	Word	3	3						
Documents: Managing your thesis	Word	2	3						
Documents: Start to finish	Word	9	2						
InDesign: Essentials	InDesign	5	24/7						
LaTeX: Document preparation	LaTeX	3	1						
LaTeX: Further document preparation	LaTeX	3	1						
Referencing: Choosing and using software	EndNote, RefWorks, Zotero, Mendeley, Papers	3	2						
Referencing: EndNote	EndNote	3	1						
Referencing: EndNote – Start to finish	EndNote	6	1						
Referencing: EndNote – Start to finish (Mac)	EndNote	6	1						
Referencing: Mendeley	Mendeley	3	1						
Referencing: RefWorks for Humanities	RefWorks	3	1						
Referencing: RefWorks for Sciences and Social Sciences	RefWorks	3	1						
Referencing: Zotero	Zotero	3	1						
Symplectic Elements for operational users	Symplectic Elements	2	1						
Symplectic Elements - Using the Open Access Monitor	Symplectic Elements	2	1						

High Performance Computing and Computer Platforms

CompTIA Network+ Exam: Preparation	-	15	24/7						
HPC: Introduction to the Advanced Research Computing service	Linux	3	2						
HPC: A beginner's tour of the command line	Linux	3	2						
HPC: Effective cluster use by non-programmers	Linux	3	2						
Linux: A comprehensive introduction	Ubuntu, Linux	6	1						
Linux: Shells and processes	Linux	2	24/7						
PowerShell: Essentials	PowerShell	3.5	24/7						

To find the times, dates and costs of our courses visit
courses.it.ox.ac.uk/whats-on

Use the **filter** to find the course, and click on the **details** link

Many courses are free, others cost £10/hr for academics and staff, £5/hr for students

Did you know...?

workshops. You, too, can use these rooms for your own activities whether they are learning events or meetings. Our hire rates are very reasonable.
www.it.ox.ac.uk/thames-suite

The IT Learning Centre has a suite of fully equipped IT teaching rooms that it uses for its courses and

Length (hours) (per term)	Usual availability	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
	New Staff & Beginners					

Course title	Relevant applications	Length (hours)	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	
iSkills									
iSkills: Archives and modern papers for Social Sciences and History	-	2	1		◆		◆		
iSkills: Bodleian Libraries Web Archive	-	1	1		◆		◆		
iSkills: Data sources for research – Discovery, access and use	-	2	1		◆	◆	◆		
iSkills: E-book readers	-	1.25	1		◆	◆	◆		
iSkills: E-books	-	1.5	1		◆	◆	◆		
iSkills: Finding stuff – scholarly literature for your research	-	3	2		◆		◆		
iSkills: Getting information to come to you	-	1.5	1		◆	◆	◆		
iSkills: Getting started in Oxford Libraries	-	3	2	◆			◆		
iSkills: Google for academic research	Google	2	1		◆	◆	◆		
iSkills: Introducing MANTRA for research data management	MANTRA	1.5	1		◆	◆	◆		
iSkills: Managing research data and Data Management Plans	-	2	1		◆	◆	◆		
iSkills: Moving from research question to literature review in the Social Sciences	-	2.5	1		◆		◆		
iSkills: Newspapers and other online news sources from the 17 th - 21 st centuries	-	3	1		◆		◆		
iSkills: Open Access Oxford – what's happening?	-	1	3	◆	◆		◆	◆	
iSkills: Research impact – citation analysis tools	-	1.5	1		◆		◆	◆	
iSkills: UK Parliamentary and government materials – an introduction	-	1.5	1		◆		◆		
iSkills: Working with sensitive research data in the Social Sciences and Humanities	-	2	1		◆	◆	◆		
iSkills: Working with sensitive research data in the Sciences and Medical Sciences	-	2	1		◆	◆	◆		
iSkills: Open Access: Your thesis, copyright and ORA	-	1	1		◆		◆	◆	

Presentations, Outreach and Engagement									
DARS: HTML emails	DARS	3	1				◆	◆	
Instagram: Essentials	Instagram	1	24/7	◆		◆		◆	
LinkedIn: Essentials	LinkedIn	1.5	24/7	◆		◆	◆	◆	
Media interviews: Method and delivery	-	6	1	◆	◆		◆	◆	
Online presence: Taking control	Web tools	3	3	◆	◆	◆	◆	◆	
Pinterest: Essentials	Pinterest	1.25	24/7	◆		◆		◆	
Posters: Improving your research posters	PowerPoint, InDesign, Scribus	3	2		◆	◆	◆	◆	
Presentations: Improving your presentations	PowerPoint, Prezi, KeyNote	3	2	◆	◆	◆	◆	◆	
Presentations: Adding interactivity via polling	PowerPoint	2	1	◆	◆	◆	◆	◆	
Prezi in Oxford: The essentials	Prezi	3	2	◆	◆	◆	◆	◆	
Twitter: Essentials	Twitter	1.5	24/7	◆		◆		◆	

Programming									
Programming: Concepts for new programmers	-	5	2		◆	◆	◆		
Programming: Starting to think like a programmer	-	3	1		◆	◆	◆		
C: Essentials	C	7.5	24/7		◆	◆	◆		
C++: A comprehensive introduction	Visual C++	14	1		◆	◆	◆		
Git and GitHub: Up and running	Git, GitHub	1.5	24/7		◆	◆	◆		
Java: Kick-off	Java	3	1		◆	◆	◆		
Java: Essentials	Java	6	24/7		◆	◆	◆		
JavaScript: Kick-off	JavaScript	3	1		◆	◆	◆		

To find the times, dates and costs of our courses visit
courses.it.ox.ac.uk/whats-on

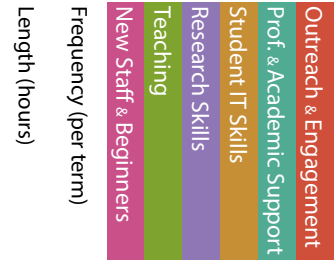
Use the **filter** to find the course, and click on the **details** link

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Did you know...?

sometimes unavoidable, but to make sure you don't simply forget, you can sign up for SMS reminders by giving your mobile number in the 'My Details' tile in the course booking system.

The IT Learning Centre gets an attendance rate of around 90% on its courses. We know that absence is



Course title	Relevant applications	Length (hours)	Frequency (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
JavaScript: Essentials	JavaScript	5.25	24/7		◆	◆	◆		
PHP: Kick-off	PHP	3	1		◆	◆	◆		
PHP: Essentials	PHP	4	24/7		◆	◆	◆		
Python: Kick-off	Python	3	1		◆	◆	◆		
Python: Essentials	Python	6.5	24/7		◆	◆	◆		
VBA: Kick-off	VBA, Excel	3	1		◆	◆	◆		
VBA in Access: Essentials	VBA, Access	5	24/7		◆	◆	◆		
VBA in Excel: Essentials	VBA, Excel	3	24/7		◆	◆	◆		

Teaching

ABC Learning Design Workshop for Canvas Early Adopters	Canvas	2	2		◆			◆	
Apps for education	Web tools	3	1		◆		◆		
Camtasia: Essentials	Camtasia	2.5	24/7		◆				◆
Captivate: Essentials	Captivate	3.75	24/7		◆				◆
Copyright and research data	-	1	1			◆	◆	◆	◆
Copyright and teaching: Keeping on the right side of the CLA	-	1	1		◆			◆	◆
Explain anything using video	Web tools	3	1		◆	◆		◆	◆
LabArchives: An introduction	LabArchives	1	1		◆			◆	
Plagiarism: Awareness and avoidance (for students)	Turnitin	1	1		◆		◆		
Plagiarism: Interpreting originality reports using Turnitin	Turnitin	1	1		◆			◆	
Turnitin: User group	Turnitin	2	1		◆			◆	
WebLearn: Fundamentals	WebLearn	3	3		◆			◆	
WebLearn: User group	WebLearn	2	1		◆			◆	

Web Design

Create an online presence with MOSAIC	MOSAIC, Drupal	3	2			◆		◆	◆
Create an online presence with WordPress	WordPress	3	1		◆	◆	◆	◆	◆
Dreamweaver: Essentials	Dreamweaver	8	24/7					◆	◆
Google analytics: Essentials	Google analytics	4	24/7					◆	◆
Google tag manager: Essentials	Google tag manager	2	24/7					◆	◆
MOSAIC: Hands-on demo	MOSAIC, Drupal	1.5	2			◆		◆	◆
MOSAIC: Drop-in workshop	MOSAIC, Drupal	1.5	2			◆		◆	◆
Usability testing: Do it yourself	-	3	1		◆			◆	◆
Web Accessibility: Introduction	-	2	1		◆			◆	◆
Web Accessibility: Adhering to an accessibility policy (webinar)	-	2	1		◆			◆	◆
Web Accessibility: Key considerations for designers (webinar)	-	2	1					◆	◆
Web Accessibility: Key considerations for developers – part 1 (webinar)	-	2	1					◆	◆
Web Accessibility: Key considerations for developers – part 2 (webinar)	-	2	1					◆	◆
Web Accessibility: Key considerations for developers – part 3 (webinar)	-	2	1					◆	◆
Web Accessibility: Key considerations for editors (webinar)	-	2	1					◆	◆
Web pages and HTML: Kick-off	Bluefish, HTML	3	1		◆	◆	◆	◆	◆
Writing for the web: Essentials	-	1.5	24/7		◆	◆	◆	◆	◆



IT Courses

Issue 1 2019

What else can we do for you?

Our courses are open to everyone in the University on a first-come, first-served basis. If you have a group of people that need a particular course, we can run a **closed** session for you.

If you need a course that covers specific topics or techniques, we can sometimes **tailor** a course. This involves some extra cost, but it is usually more cost-effective than engaging an external training provider.

Email us (see below) for more details about **closed** or **tailored** courses.

If you or your department or college need somewhere to run your own IT events you can **hire our fully equipped teaching rooms**. Full details are on our Thames Suite website:

Enquiries

For further information, detailed course descriptions and charges, please visit

You can email us:

You can telephone: 01865 (2)73200 (option 2)

The majority of our courses take place at:

13 Banbury Road
Oxford, OX2 6NN

which is only 10 minutes walk from the city centre, close to the Science area and the Radcliffe Observatory Quarter (ROQ), on bus routes 2/A/B/C/D, 14/A, 500 and Science Transit Shuttle ST3.

We have limited parking for disabled access only.



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