

# IT Courses

Issue 3 2018

we can help you see  
the wood *and*  
the trees

iT Centre  
Learning

iT  
services





## The wood and the trees

You know the phrase 'can't see the wood for the trees'? All too often it applies to IT training; the focus is on the tool itself rather than how the tool can be used to solve a problem.

The Digital Skills programme designs its courses and workshops so that you can immediately apply the learning to your tasks here in the University. The sessions are taught by experts in their field who have solved similar problems and faced the same tasks you have.

And what about the trees? 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](mailto:courses@it.ox.ac.uk)



The IT Learning Centre's Instructional Design team: L to R: Neil Hart, Chi Darby, David Evans

## Meet the team...

The Instructional Design team of the IT Learning Centre exists to help you design (or design for you) learning resources for your systems and projects. The team can create:

- Resources that use proven learning strategies to make learning appealing and effective
- Workshops, seminars, storyboards, instruction books, videos and online courses.
- Beautiful course-ware that adheres to sound instructional design principles.

Contact [instructional-design@it.ox.ac.uk](mailto:instructional-design@it.ox.ac.uk)



## 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](https://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](http://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](http://www.it.ox.ac.uk/do/training-and-facilities/itlc-closed-courses)



Course title	Relevant applications	Length (hours)	1	2	3	4	5	6	7	8	9	10	11	12
<b>Personal Productivity</b>														
Beginners IT	Microsoft Office	10	1	◆										
Beginners IT: Making the most of Single Sign On (SSO)	-	2	1	◆										
Breakfast at IT Services	-	1	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								◆	◆	◆	
Typing: Essentials	-	0.75	24/7	◆							◆			

<b>Data Analysis</b>														
Matlab: A comprehensive introduction	Matlab	12	1								◆			
NVivo: Up and running	NVivo	6	3								◆			
NVivo: Data analysis - professional practice	NVivo	6	1								◆			
R: A beginner's tour	R	1	2								◆	◆		
R: Preparing for your data analysis	R	6	2								◆	◆		
R: Visualising your data	R	3	1								◆	◆		
R and Shiny: Overview of interactive visualisations	R, Shiny	1	1								◆	◆	◆	
R and Shiny: Creating interactive visualisations	R, Shiny	6	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								◆	◆	◆	

To find the times, dates and costs of our courses visit [courses.it.ox.ac.uk/whats-on](http://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](https://courses.it.ox.ac.uk/lynda)

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

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

Course title	Relevant applications							
Spreadsheets: Good practice with pivot tables	Excel	2	1					
Spreadsheets: Typical statistics functions	Excel	3	1					
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	-	1.75	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: Environments	Sketchup	3	1					
3D modelling: Objects	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					

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

# 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](http://portfolio.it.ox.ac.uk)

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

Course title	Relevant applications	Length (hours)		Usual availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
<b>Digital Media</b>										
Audio: Recording the spoken word	Audacity	2	3							
Illustrations: Effective workflows	Illustrator, InkScape	3	3							
Illustrator: Essentials	Illustrator	6.75	24/7							
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							
Podcasting: The Oxford podcast service	-	2	3							
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	7	1							
Virtual Reality (VR): A practical introduction	Unity, Leap Motion SDK, SteamVR	14	1							

<b>Document Management and Referencing</b>										
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 – Quick start	EndNote	2	4							
Referencing: EndNote – Quick start (Mac)	EndNote	2	3							
Referencing: EndNote – Managing your research reading	EndNote	2	1							
Referencing: EndNote – Managing your research reading (Mac)	EndNote	2	1							
Referencing: EndNote – Designing citations and bibliographies	EndNote	2	1							
Referencing: EndNote – Designing citations and bibliographies (Mac)	EndNote	2	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							

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# Did you know...?

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

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](http://www.it.ox.ac.uk/thames-suite)

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

Course title	Relevant applications					
<b>High Performance Computing and Computer Platforms</b>						
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: An OpenMP and MPI taster	Linux	6	1	◆		◆
HPC: Effective cluster use by non-programmers	Linux	3	2	◆		◆
HPC: Python for High Performance Computing	Linux, Python	6	1	◆		◆
Linux: A comprehensive introduction	Ubuntu, Linux	6	1	◆	◆	◆
Linux: Shells and processes	Linux	2	24/7	◆		◆
PowerShell: Essentials	PowerShell	3.5	24/7			◆

<b>iSkills</b>						
iSkills: Data sources for research - Discovery, access and use	-	2	1	◆	◆	◆
iSkills: Finding stuff – scholarly literature for your research	-	3	1	◆		◆
iSkills: Getting information to come to you	-	1.5	1	◆	◆	◆
iSkills: Getting started in Oxford Libraries	-	3	3	◆		◆
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	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: Your thesis, copyright and ORA	-	1	1	◆		◆

<b>Presentations, Outreach and Engagement</b>						
DARS: HTML emails	DARS	3	1			◆
Instagram: Essentials	Instagram	1	24/7	◆	◆	◆
LinkedIn: Essentials	LinkedIn	1.5	24/7	◆	◆	◆
Media interviews: Preparation and performance	-	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	◆	◆	◆
Prezi in Oxford: The essentials	Prezi	3	2	◆	◆	◆
Twitter: Essentials	Twitter	1.5	24/7	◆	◆	◆

<b>Programming</b>						
Programming: Concepts for new programmers	-	5	2	◆	◆	◆
Programming: Concepts for project managers	-	3	1	◆		◆
Programming: Starting to think like a programmer	-	3	1	◆	◆	◆
C: Essentials	C	7.5	24/7	◆	◆	◆

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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

Length (hours)	Frequency (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
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Course title	Relevant applications	Length (hours)	Frequency (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
C++: A comprehensive introduction	Visual C++	14	1		◆	◆	◆		
Git and GitHub: Up and running	Git, GitHub	1.5	24/7		◆	◆	◆		
Java: Essentials	Java	6	24/7		◆	◆	◆		
JavaScript: Kick-off	JavaScript	3	1		◆	◆	◆		
PHP: Kick-off	PHP	3	1		◆	◆	◆		
Python: Essentials	Python	6.5	24/7		◆	◆	◆		
Python: Kick-off	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

Course title	Relevant applications	Length (hours)	Frequency (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
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		◆	◆		◆	◆
Flipped learning and live audience participation	Web tools	2	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

Course title	Relevant applications	Length (hours)	Frequency (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Create an online presence with HTML	Bluefish, HTML	3	1		◆	◆	◆	◆	◆
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				◆	◆	◆
Enhance your online presence with CSS	Bluefish, CSS	3	1		◆	◆	◆	◆	◆
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			◆	◆	◆	◆
Writing for the web: Essentials	-	1.5	24/7		◆	◆	◆	◆	◆

Step outside  
at your desk



VR and AR  
workshops

Augmented Reality: Tues 13<sup>th</sup> November  
Virtual Reality: Mon & Tues, 10<sup>th</sup> & 11<sup>th</sup> December

# IT Courses

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## 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: [www.it.ox.ac.uk/thamessuite](http://www.it.ox.ac.uk/thamessuite)

## Enquiries

For further information, detailed course descriptions and charges, please visit [courses.it.ox.ac.uk](http://courses.it.ox.ac.uk)

You can email us: [courses@it.ox.ac.uk](mailto:courses@it.ox.ac.uk)

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.



**@ITLCOXFORD**