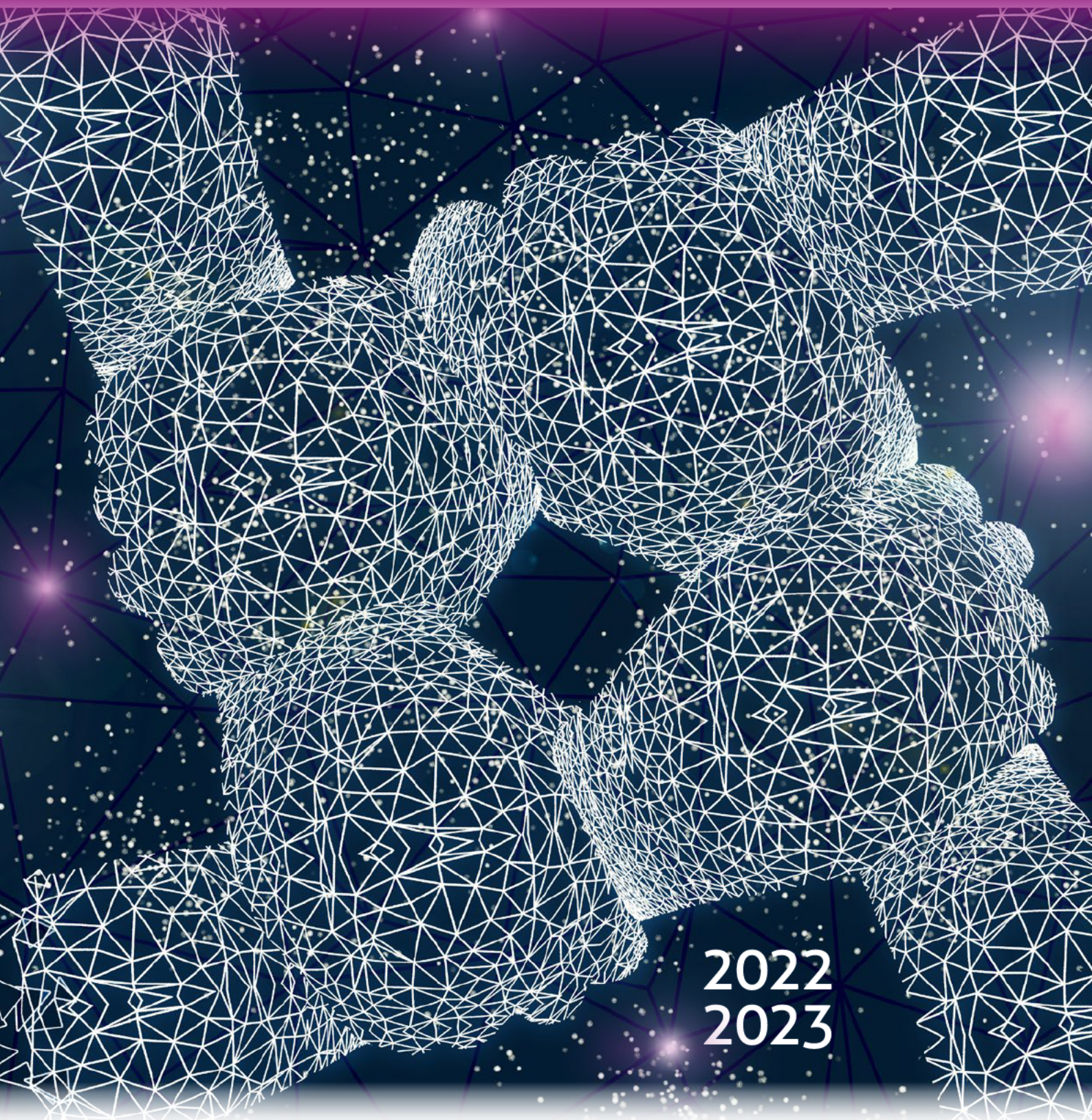# IT Courses

2022
2023

iT Centre
Learning

13 Banbury Road
Oxford
OX2 6NN

iT services

UNIVERSITY OF
OXFORD

## Welcome to the Digital Skills programme

The IT Learning Centre offers an extensive collection of IT-related courses. We deliver many of our digital skills courses in our dedicated teaching rooms in the Thames Suite at 13 Banbury Rd. This format suits many people who like to learn in person. We also make many of our courses available online, usually via Teams. These enable people from all over the world, in different time zones, to take part. They are convenient for many people, as you may be able to fit them around your commitments and responsibilities.

To find the times, dates and costs of our courses visit skills.it.ox.ac.uk/whats-on or scan the QR code on page 4.

Use the filter to find the course and click on the view details link. Courses cost £12/hr for academics and staff, £6/hr for students, there are some that are free to attend.

| Course title | Relevant applications | Length (hours) | Course format* |
|---|---|---|---|
| **Personal Productivity** | | | |
| New to Oxford: IT signposts | - | 1 | 🖥 |
| New to Oxford: Afternoon IT | | 1 | 👥 |
| Beginners IT | - | 10 | 👥 |
| Beginners IT: Making the most of Single Sign On (SSO) | - | 1.75 | 🖥 |
| LinkedIn Learning: Up and running | Linkedin Learning | 1 | 🖥 |
| Nexus365: Up and running in Teams | Office 365, Teams | 1.5 | 🖥 |
| Nexus365: Next steps with Teams and OneDrive | Office 365, Teams, OneDrive | 2 | 🖥 |
| Nexus365: Forms – Up and running | Office 365, Forms | 1 | 🖥 |
| Nexus365: Techniques for teaching with Teams | Office 365, Teams | 1.5 | 🖥 |
| Project: Setting up a project | MS Project | 1.5 | 🖥 |
| Project: Microsoft Project for University activities | MS Project | 2 | 👥 |
| Apple - iPad for beginners | iOS | 1 | 🖥 |
| Apple - Getting more from your iPad | iOS | 1 | 🖥 |
| Apple - Note writing using the iPad | iOS | 1 | 🖥 |
| Apple - Using your iPad to create short videos for social media | iOS | 1 | 🖥 |
| Apple - Scanning and sharing 3D models with an iPad | iOS | 1 | 🖥 |
| Digiknow: PowerPoint - New and old features to increase impact & productivity | PowerPoint | 1.5 | 🖥 |
| Digiknow: Creating mind maps, flowcharts & infographics with everyday tools | - | 1 | 🖥 |
| Digiknow: Writing more readable & actionable documents: Formatting & language | - | 1 | 🖥 |
| Digiknow: Reading, writing and study skills: Technology you should know | - | 1 | 🖥 |
| Digiknow: Using technology more productively: Save time, keep healthy | - | 1 | 🖥 |
| **Data Analysis and Data Management** | | | |
| MATLAB: First steps | Matlab | 3.15 | 👥 |
| NVivo - Walking before Running: Code and retrieve | NVivo | 3.5 | 🖥 |
| R: A first look | R | 3.5 | 🖥 |
| Excel: Working out your sums and calculations | Excel | 3 | 🖥 |
| Excel: Good practice in spreadsheet design | Excel | 3 | 🖥 👥 |
| Excel: Good practice with charts | Excel | 2 | 🖥 |
| Excel: Good practice with lookups | Excel | 2 | 🖥 |
| Excel: Good practice with pivot tables | Excel | 2 | 🖥 |
| Excel: Dealing with that difficult spreadsheet | Excel | 3 | 🖥 |
| Excel: Essential techniques for listing archives | Excel | 5.25 | 👥 |
| Excel: Improving and migrating archival data | Excel | 5.25 | 👥 |
| SPSS: Up and running for academic research | SPSS | 6.5 | 👥 |
| Stata: A beginner's tour | Stata | 1 | 👥 |
| Stata: Data access and management | Stata | 3 | 👥 |
| Stata: Data manipulation and descriptive statistics | Stata | 3 | 👥 |
| Stata: Statistical analysis and graphs | Stata | 3 | 👥 |
| Statistics: Designing clinical research and biostatistics | Stata, R/Rstudio and SPSS | 13 | 👥 |

*Course format: 🖥 : Live online class; 👥 : In-person class

## LinkedIn Learning - Free access to thousands of online courses

LinkedIn Learning is a huge library of online, video based, courses covering a wide range of software and IT related topics (as well as soft skills and business skills) for beginners through to experts. The library is available to use for free by all University members who have Single Sign On credentials.

skills.it.ox.ac.uk/linkedin-learning

| Course title | Relevant applications | Length (hours) | Course format* |
|---|---|---|---|
| Databases: Planning a database | Access, MySQL, Filemaker | 3 | 🖥 👥 |
| Databases: Starting to build a database | Access | 3 | 🖥 👥 |
| Databases: MySQL introduction | MySQL | 3 | 🖥 |
| Databases: MySQL further techniques | MySQL | 3 | 🖥 |
| Research data: What you need to know | - | 1 | 🖥 👥 |
| Research data management plans: How to write one | Word | 1.5 | 🖥 👥 |

## Digital Media and Data Visualisation

| Course title | Relevant applications | Length (hours) | Course format* |
|---|---|---|---|
| AR/VR: Unity - A practical introduction | Unity, Leap Motion, SteamVR | 4 | 👥 |
| Audio: Recording spoken word | Audacity | 2 | 👥 |
| Illustrations: Effective workflows (Illustrator) | Illustrator | 3 | 🖥 👥 |
| Illustrations: Effective workflows (InkScape) | InkScape | 3 | 🖥 👥 |
| Images: Effective workflows (GIMP) | GIMP | 3 | 🖥 |
| Images: Effective workflows (Photoshop) | Photoshop | 3 | 👥 |
| Images: Good practice with images | GIMP | 3 | 🖥 |
| 3d Modelling: Blender - Kick–off | Blender | 3 | 🖥 |
| 3d Modelling: Blender - Up and running | Blender | 3 | 🖥 |
| Podcasting: An introduction | Audacity, Adobe Rush | 3 | 👥 |
| Video: Get ready to shoot | - | 2 | 🖥 |
| Video: planning, producing and shooting | - | 3 | 👥 |
| Video: Editing and post-production (Adobe Rush) | Adobe Premiere Rush | 3 | 👥 |
| Video: Producing a mini documentary | Adobe Premiere Rush | 18 | 👥 |
| Video: Shooting movies on your mobile | Mobile phone | 3 | 👥 |
| Video: Panopto - First steps | Panopto | 1.5 | 🖥 |
| Video: Panopto - Next steps | Panopto | 1 | 🖥 |

## Document Management and Referencing

| Course title | Relevant applications | Length (hours) | Course format* |
|---|---|---|---|
| InDesign: Effective workflows | InDesign | 3 | 🖥 👥 |
| Word: Good practice in document design | Word | 3.5 | 🖥 👥 |
| Word: Thesis and book design | Word | 5 | 🖥 👥 |
| Word: Documents - Deep dive | Word | 6 | 👥 |
| LaTeX: Kick-off | LaTeX | 3 | 👥 |
| Linux: An introduction | Linux | 6 | 👥 |
| Referencing: EndNote - Quick start | EndNote | 3.5 | 🖥 👥 |
| Referencing: EndNote - Deep dive | EndNote | 6 | 👥 |
| Referencing: EndNote - Managing your research reading | EndNote | 2.5 | 🖥 |
| Symplectic Elements - Groups: management and reporting | Symplectic Elements | 2 | 🖥 |
| Symplectic Elements - Using the Open Access Monitor | Symplectic Elements | 2 | 🖥 |

## Presentations, Outreach and Engagement

| Course title | Relevant applications | Length (hours) | Course format* |
|---|---|---|---|
| Media interviews: Method and delivery (condensed) | - | 3 | 🖥 |
| Media interviews: Method and delivery (extended) | - | 6 | 👥 |
| Online presence: Getting started with Twitter | Web tools | 1 | 🖥 |
| Podcasting: An introduction | Audacity, Adobe Rush | 3 | 👥 |

*Course format: 🖥 : Live online class; 👥 : In-person class

## IT Rooms for Hire

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 website: skills.it.ox.ac.uk/thames-suite

**New! Rapidmooc, our self-service video recording booth** - This facility allows you to make professional quality videos easily, without specialist skills or post-production. It works using green screen technology. Screencasts can be created using a series of backgrounds and creators can utilise a variety of options to create engaging content for their prospective viewers.

| Course title | Relevant applications | Length (hours) | Course format* |
|---|---|---|---|
| Posters: Improving your research posters | PowerPoint, InDesign, Scribus | 2 | 🖥 |
| Posters: Improving your research posters (with practical) | PowerPoint, InDesign, Scribus | 3 | 👥 |
| Presentations: Delivering with confidence | - | 2 | 👥 |
| Presentations: Presentation design | PowerPoint, Prezi, KeyNote | 2 | 🖥 |
| Presentations: Presentation design (workshop) | PowerPoint, Prezi, KeyNote | 3 | 👥 |
| Presentations: Improving your online talks | PowerPoint, Prezi, KeyNote | 1.5 | 🖥 |

## Programming

| Course title | Relevant applications | Length (hours) | Course format* |
|---|---|---|---|
| Python: Kick–off (Condensed) | Python | 4.5 | 🖥 |
| Python: Kick–off (Extended) | Python | 6 | 👥 |
| Python: NumPy and Pandas introduction | Python | 3 | 🖥 |

## Research and Teaching

| Course title | Relevant applications | Length (hours) | Course format* |
|---|---|---|---|
| Research data management plans: How to write one | Word | 1.5 | 🖥 👥 |
| Research data: What you need to know | - | 1 | 🖥 👥 |
| Surveys: Tools and good practice | - | 1 | 🖥 👥 |
| Surveys: Introduction to Jisc Online Surveys and Microsoft Forms | Jisc, MS Forms | 2.5 | 🖥 👥 |
| Symplectic Elements - Groups: Management and reporting | Symplectic Elements | 2 | 🖥 |
| Symplectic Elements - Using the Open Access Monitor | Symplectic Elements | 2 | 🖥 |
| Copyright in digital resources and data | - | 1 | 🖥 |
| Copyright and teaching: Keeping on the right side of the CLA | - | 1 | 🖥 |
| Nexus365: Techniques for teaching with Teams | Office 365, Teams | 1.5 | 🖥 |
| Video: Panopto - First steps | Panopto | 1.5 | 🖥 |
| Video: Panopto - Next steps | Panopto | 1.25 | 🖥 |

*Course format: 🖥 : Live online class; 👥 : In-person class

## Commission a Digital Skills course

### An exclusive, flexible training option for your group

Our private courses are a cost-effective way to bring your staff team or group of students together, improve their digital skills, and ensure they reach the same level on the same day. Choose from a range of pre-designed courses or request a bespoke course. We can deliver topics online or in person. Each session accommodates 6-20 participants depending on the topic and delivery method. Visit skills.it.ox.ac.uk/private-courses for more information.

Talk to us about what we can offer to suit your groups needs and learning style.

For more information of times, dates and costs of our courses, scan the QR code here to view our whats-on page on the website: skills.it.ox.ac.uk/whats-on

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