IT Courses

Issue 3 2021

ONLINE
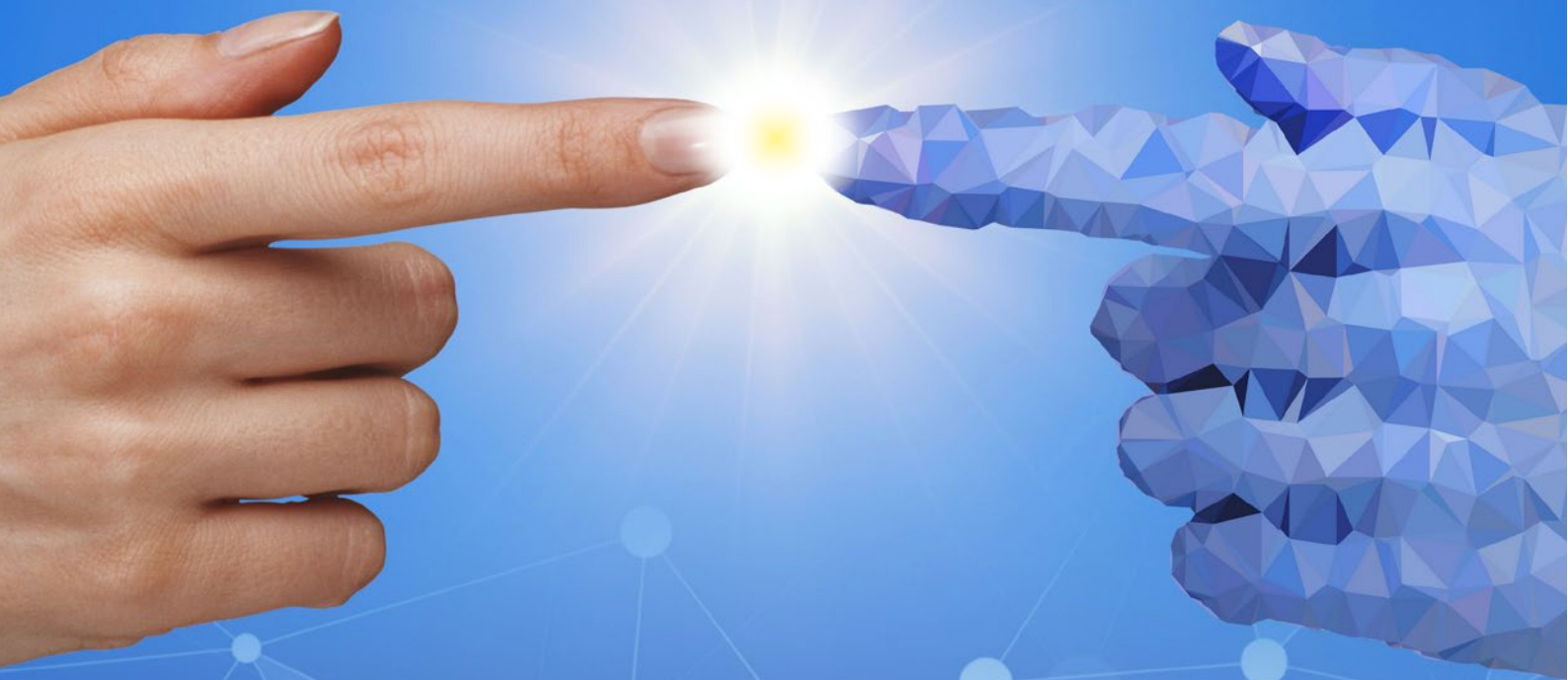
iT Centre
Learning

iT services

UNIVERSITY OF OXFORD

This term, join our virtual classroom to develop your digital skills!

This term we are delivering our Digital Skills Programme from our virtual classroom which you can join using Teams.

Each online course will have a limited number of delegates so you can have plenty of contact time with our expert teachers.

Join us for a course and improve your skill-set. Take opportunities, invest in your future, and keep your morale and motivation in good order
skills.it.ox.ac.uk/whats-on#/

Get going with IT quickly

If you've just joined the University, whether you're a student or a new member of staff, we have guidance to help you get set up with all your basic IT needs, such as email and internet access. Plus we'll introduce you to the other IT services we offer that can help you make your work or study easier including software licencing and data backup.
www.it.ox.ac.uk/getting-started

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

Are your digital skills ready for New Ways of Working?

University life is changing and new ways of working, teaching and learning mean that flexible, digital working is becoming the rule, rather than the exception. We want the IT aspects of this to be as straightforward as possible for both staff and students.

So our team in the IT Learning Centre have identified key IT capabilities for digital working and created a new guide. It outlines straightforward, free-to-use apps and services from IT Services that you can use to underpin your skills. Find out how to choose the right tool for what you need to achieve and how to make smarter everyday use of IT such as Teams, OneDrive, Planner, Whiteboard, VPN, CONNECT and more.

We hope you find these tips and skills useful!

https://skills.web.ox.ac.uk/digital-skills-and-tools-to-support-you-with-new-ways-of-working

Did you know...?

Most of our courses are open to all members of the University on a first-come, first-served basis. You can also commission us to deliver courses and workshops for a department or group.

skills.it.ox.ac.uk/closed-courses

Remote working: Resources to help you

If you are working remotely, we have videos and resources to help you quickly get started with online working - skills.it.ox.ac.uk/remote-working-personal-productivity-activity

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Nexus365: Up and running in Teams	Office 365, Teams	1.5	⏱	◆	◆			◆	
Nexus365: Next steps with Teams and OneDrive	Office 365, Teams, OneDrive	2	⏱	◆	◆			◆	
Nexus365: Techniques for teaching with Teams	Office 365, Teams	1.5	⏱	◆	◆			◆	
Nexus365: Forms – Up and running	Office 365, Forms	1	⏱	◆	◆			◆	

Personal Productivity

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Afternoon IT		1	⏱	◆					
Beginners IT: Making the most of Single Sign On (SSO)	-	1.75	⏱	◆					
LinkedIn Learning: Up and running	Molly	1	⏱	◆	◆	◆	◆	◆	◆
Access: Essentials	Access	6.75	24/7			◆		◆	
Excel: Essentials	Excel	9	24/7	◆		◆	◆	◆	
Excel: Macros	Excel, VBA	3.25	24/7			◆	◆	◆	
OneDrive: Essentials	OneDrive	1	24/7	◆			◆	◆	
OneNote: Essentials	OneNote	3.75	24/7	◆			◆	◆	
Outlook: Essentials	Outlook	3	24/7	◆			◆	◆	◆
PowerPoint: Essentials	PowerPoint	3	24/7		◆	◆	◆	◆	◆
SharePoint: Essentials	SharePoint	9	24/7					◆	
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	⏱	◆	◆			◆	
Word: Essentials	Word	5.75	24/7	◆			◆	◆	
Word: Mail merge	Word, Excel, Access	2.25	24/7					◆	
Windows 10: Essentials	Windows 10	8	24/7	◆					
Android: Essentials	Android	2.5	24/7	◆					
Dragon NaturallySpeaking: Essentials	Dragon NaturallySpeaking	2	24/7				◆		
Project: Setting up a project	Project	1.5	⏱			◆		◆	
Skype: Essentials	Skype	1	24/7	◆			◆	◆	◆
Skype for Business: Essentials	Skype for business	2.5	24/7	◆				◆	◆
Typing: Essentials	-	0.75	24/7	◆			◆		
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	⏱	◆	◆	◆	◆	◆	

Apple iPad

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Apple - IOS iPhone and iPad: Essentials	iOS	6.5	24/7	◆			◆	◆	
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	⏱			◆	◆	◆	◆

*Course availability: 24/7 : LinkedIn Learning; ⏱ : Scheduled teacher-led

To find the times, dates and costs of our courses visit
skills.it.ox.ac.uk/whats-on
Use the **filter** to find the course and click on the **view details** link
Many courses are free, others cost £10/hr for academics and staff, £5/hr for students

Data Analysis

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Matlab 2018 Essential Training	Matlab	3.15	24/7			◆			
NVivo - Walking before Running: Code and retrieve	NVivo	3.5	⏰			◆			
R: A first look	R	3.5	⏰			◆	◆		
R: Hands-on with using R for data analysis	R	3.25	⏰			◆	◆		
Spreadsheets: Working out your sums and calculations	Excel	3	⏰	◆		◆	◆	◆	
Spreadsheets: Good practice in spreadsheet design	Excel	3	⏰	◆		◆	◆	◆	
Spreadsheets: Good practice with charts	Excel	2	⏰			◆	◆	◆	
Spreadsheets: Good practice with lookups	Excel	2	⏰			◆	◆	◆	
Spreadsheets: Good practice with pivot tables	Excel	2	⏰			◆	◆	◆	
Spreadsheets: Dealing with that difficult spreadsheet	Excel	3	⏰			◆	◆	◆	
Spreadsheets: Typical statistics functions (Excel)	Excel	3	⏰			◆	◆	◆	
SPSS: Essentials	SPSS	5	24/7			◆	◆	◆	
SPSS: Up and running for academic research	SPSS	6.5	⏰			◆	◆		
SPSS for Academic research	SPSS	2.75	24/7			◆	◆		
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	⏰			◆	◆		

Data Management

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Databases: Planning a database	Access, MySQL, Filemaker	3	⏰			◆	◆	◆	
Databases: Starting to build a database (Access)	Access	3	⏰			◆	◆	◆	
Databases: MySQL introduction	MySQL	3	⏰			◆	◆	◆	
Databases: MySQL further techniques	MySQL	3	⏰			◆	◆	◆	
FileMaker Pro: Essentials	Filemaker Pro	5.75	24/7			◆	◆	◆	
Research data: What you need to know	-	1	⏰			◆		◆	
Research data management plans: How to write one	Word	1.5	⏰			◆		◆	
Spreadsheets: Dealing with that difficult spreadsheet	Excel	3	⏰			◆	◆	◆	
Spreadsheets: Excel for Archivists - Two key techniques for working with text	Excel	1.5	⏰			◆	◆	◆	
Spreadsheets: Excel for Archivists - Introduction to using formulas in Excel	Excel	1.5	⏰			◆	◆	◆	

Data Visualisation

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
3D Modelling: Kick–off	Blender	3	⏰			◆	◆	◆	
3D: Blender - Up and running	Blender	3	⏰			◆	◆	◆	
ArcGIS: Essentials	ArcGIS	5.5	24/7			◆		◆	
QGIS: Essentials	QGIS	2	24/7			◆		◆	
SOLIDWORKS: Essentials	SOLIDWORKS	7.5	24/7			◆		◆	
Visio: Essentials	Visio	6	24/7					◆	

*Course availability: 24/7 : LinkedIn Learning; ⏰ : Scheduled teacher-led

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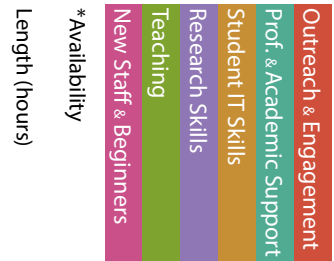Use the **filter** to find the course and click on the **view details** link
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Do you know molly?

Molly gives you access to the IT Learning Centre's online courses and resources, including **LinkedIn Learning** (formerly known as Lynda.com).

Visit: **skills.it.ox.ac.uk/molly**

Digital Media

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Animate CC: Essentials	Animate	2.75	24/7		◆		◆	◆	◆
AR/VR: Unity - A practical introduction	Unity, Leap Motion, SteamVR	3	⏰		◆			◆	◆
Digital Media Skills toolkit	Screencast-o-matic, Adobe Spark	2	⏰		◆	◆			◆
Illustrations: Effective workflows (Illustrator)	Illustrator	3	⏰			◆	◆	◆	◆
Illustrations: Effective workflows (InkScape)	InkScape	3	⏰			◆	◆	◆	◆
Illustrator: Essentials	Illustrator	4.75	24/7			◆	◆	◆	◆
Images: Effective workflows (GIMP)	GIMP	3	⏰			◆	◆	◆	◆
Images: Effective workflows (Photoshop)	Photoshop	3	⏰			◆	◆	◆	◆
Lightroom: Essentials	Lightroom	6	24/7			◆	◆	◆	◆
Photos: Essentials	Photos	3.25	24/7			◆	◆	◆	◆
Photoshop: Essentials	Photoshop	4.75	24/7			◆	◆	◆	◆
Premiere Pro CC: Essentials	Premiere Pro	8	24/7				◆	◆	◆
Video: Editing kick-off	OpenShot	2	⏰		◆	◆		◆	◆
Video: Get ready to shoot	-	2	⏰		◆	◆		◆	◆
Video: Panopto - First steps	Panopto	1.5	⏰		◆			◆	◆
Video: Panopto - Next steps	Panopto	1.25	⏰		◆			◆	◆

Document Management and Referencing

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Adobe Acrobat DC: Essentials	Acrobat DC	2.5	24/7					◆	
InDesign: Essentials	InDesign	5.25	24/7			◆		◆	◆
Desktop publishing: Effective workflows (InDesign)	InDesign	3	⏰			◆		◆	◆
Documents: Good practice in document design	Word	3	⏰			◆	◆	◆	
Documents: Thesis and book design	Word	5	⏰			◆	◆		
Referencing: EndNote - Quick start	EndNote	3	⏰	◆		◆	◆	◆	
Referencing: EndNote - Managing your research reading	EndNote	2.5	⏰	◆		◆		◆	
Referencing: EndNote - Designing citations and bibliography	EndNote	2.5	⏰			◆	◆		
Symplectic Elements - Groups: management and reporting	Symplectic Elements	2	⏰			◆		◆	
Symplectic Elements - Using the Open Access Monitor	Symplectic Elements	2	⏰			◆		◆	

High Performance Computing and Computer Platforms

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
CompTIA Network+: Preparation	-	32	24/7					◆	
Linux: Shells and processes	Linux	2	24/7			◆		◆	
PowerShell: Essentials	PowerShell	3.5	24/7					◆	

Presentations, Outreach and Engagement

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Instagram: Essentials	Instagram	1.25	24/7		◆		◆		◆
LinkedIn: Essentials	LinkedIn	1.75	24/7		◆		◆	◆	◆
Media interviews: Method and delivery	-	3	⏰		◆	◆		◆	◆
Online presence: Getting started with Twitter	Web tools	1	⏰		◆	◆		◆	◆
Pinterest: Essentials	Pinterest	0.75	24/7		◆		◆		◆
Posters: Improving your research posters	PowerPoint, InDesign, Scribus	2	⏰			◆	◆	◆	◆
Presentations: Presentation design	PowerPoint, Prezi, KeyNote	2	⏰		◆	◆	◆	◆	◆

*Course availability: 24/7 : LinkedIn Learning; ⏰ : Scheduled teacher-led

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Did you know…?

You can receive regular updates about our courses by joining the **IT Learning Centre mailing list** during the course booking process, or by accessing the My Details tile in CoSy and editing your preferences. You can opt out at any time. If you have further questions about our mailing list policy contact us at: **courses@it.ox.ac.uk**

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Presentations: Improving your online talks	PowerPoint, Prezi, KeyNote	1.5	⏰		◆	◆	◆	◆	◆
Presentations: Adding interactivity via polling	PowerPoint, Vevox, Teams	1.5	⏰		◆	◆	◆	◆	◆
Presentations: Choosing and using presentation tools	PPT, KeyNote, Prezi, Piktochart	1	⏰		◆	◆	◆	◆	◆
Twitter: Essentials	Twitter	1.5	24/7		◆		◆		◆

Programming

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
C: Essentials	C	2.5	24/7			◆	◆	◆	
Git and GitHub: Essentials	Git, GitHub	1.5	24/7			◆	◆	◆	
Java: Essentials	Java	6	24/7			◆	◆	◆	
JavaScript: Essentials	JavaScript	5.5	24/7			◆	◆	◆	
Julia Programming Language for researchers, scientists, and technologists	Julia	1	⏰			◆		◆	
PHP: Essentials	PHP	4	24/7			◆	◆	◆	
Python: Kick–off	Python	4.5	⏰			◆	◆	◆	
Python: Data analysis	Python	2	⏰			◆	◆	◆	
Python: Essentials	Python	4.75	24/7			◆	◆	◆	
VBA: Kick–off	VBA, Excel	3	⏰			◆	◆	◆	
VBA in Access: Essentials	VBA, Access	4.5	24/7			◆	◆	◆	
VBA in Excel: Essentials	VBA, Excel	3.5	24/7			◆	◆	◆	

Research

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
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	-	2	⏰		◆				
Symplectic Elements - Groups: Management and reporting	Symplectic Elements	2	⏰			◆		◆	
Symplectic Elements - Using the Open Access Monitor	Symplectic Elements	2	⏰			◆		◆	

Teaching

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Camtasia: Essentials	Camtasia	2.5	24/7		◆				◆
Captivate: Essentials	Captivate	4	24/7		◆				◆
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	⏰	◆	◆			◆	
Surveys: Tools and good practice	-	1	⏰			◆		◆	◆
Surveys: Introduction to Jisc Online Surveys and Microsoft Forms	-	2	⏰		◆				
Video: Panopto - First steps	Panopto	1.5	⏰		◆			◆	◆
Video: Panopto - Next steps	Panopto	1.25	⏰		◆			◆	◆

Web Design

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Dreamweaver: Essentials	Dreamweaver	8	24/7					◆	◆
Google analytics: Essentials	Google analytics	2.5	24/7					◆	◆
Google tag manager: Essentials	Google tag manager	1.5	24/7					◆	◆
HTML and web pages: Kick–off	HTML	3	⏰		◆	◆	◆	◆	◆
Writing for the web: Essentials	-	1.5	24/7		◆	◆	◆	◆	◆

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IT Courses

Our courses can be commissioned at a time and place to suit your group.

Closed courses

We can offer our pre-designed digital skills courses as 'closed courses' for groups, where:

- only your group of staff or students will attend
- the course is organised at a time to suit you

Usually, closed courses are for groups of between six and twenty participants and a charge is made for the group. The maximum number will depend on the delivery method – online or face to face.

Tailored courses

Sometimes, our pre-designed courses may not quite match your requirements and so for a one-off charge we can tailor the content to fit your specific needs. For tailored courses, we usually make an additional one-off charge for the customisation in addition to the charge for delivering the course.

Bespoke courses

If there is a topic that we don't cover, we may still be able to help by developing a bespoke course for you. There is a one-off charge for this.

Find out more at:

skills.it.ox.ac.uk/closed-courses

Enquiries

For further information, detailed course descriptions and charges, please visit **skills.it.ox.ac.uk**

You can email us: **courses@it.ox.ac.uk**

Receive regular updates about our courses by joining the IT Learning Centre Mailing List

You can opt in to our mailing list either during the course booking process, or by accessing the My Details tile in CoSy to edit your preferences. You can opt out at any time by visiting My Details. If you have further questions about our mailing list policy contact us.

@ITLCOXFORD