IT Courses

iT Centre
Learning

iT services

UNIVERSITY OF
OXFORD

Meet Our Teachers

If you have taken part in our workshops, you will have met some of our team of teachers. Here our staff teachers each have a chance to introduce themselves. Of course, many more of our courses are delivered for us by expert colleagues from around the University and beyond, on a sessional basis.

Emma

I'm Emma Procter-Legg, I teach courses here at the IT Learning Centre on educational technologies to support teaching & learning, online presence & digital media, and beginners IT. You might be thinking well what does that mean? I cover things like Teams, Twitter, HTML, Vevox, Forms, Adobe Spark, through to getting the most out of your Single Sign On.

You may have already been on one of my courses… I'm the one who has a bright yellow bicycle hanging on the wall behind me and a snoring dog! Outside of the IT Learning Centre, I can often be found running in circles at the local running track or watching F1.

Kieran

I am Kieran Suchet and I teach the Digital Media courses at the IT Learning Centre, such as film making and podcasting. In these times of rapid technical evolution, especially in the fields of mobile devices and cloud storage capability, it has never been easier to unleash your inner Spielberg and produce high quality media quickly and competitively! All it takes to get started is a basic knowledge of technical skills and software and the confidence to get something 'on tape', which is where I come in!

Graham

Data management, software engineering, collaboration tools and capturing your lectures are some of some of the areas I cover.

My name is Graham Addis and I'm here to help you make sense of the digital tools you need to use around the University. When not at the IT Learning Centre, I can often be found dancing circles around the local dance halls.

Pamela

Hello from Pamela Stanworth. I teach a range of document design and analysis skills here in the IT Learning Centre, so if you need to tame that thesis or report or just save yourself some time, join one of our academic word-processing workshops. Or come and learn to manage your research references using EndNote. Or plan out and build a well-behaved database to organise and analyse your data.

My aim is for you to spend less time thinking about your computer, and more time thinking about your work. As a longterm follower of The Archers radio drama, and all things dum-tee-dum, I often slip into my demos a mention of Ambridge characters/storylines – see if you can spot them during courses.
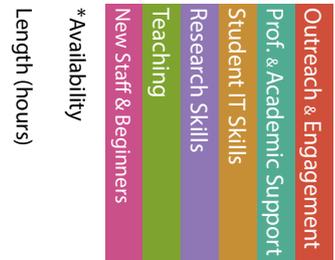
Did you know...?

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

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement

Remote working: Resources to help you

If you need to work at home, or away from your usual place, 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	1.5	⏰	◆	◆			◆	
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	1.5	⏰	◆	◆			◆	
Nexus365: Forms – Up and running	Office 365, Forms								
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	⏰	◆	◆	◆	◆	◆	

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	⏰	◆		◆	◆	◆	

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

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Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
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	⏰			♦	♦	♦	
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					♦	

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			♦	♦	♦	♦

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

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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**

Course title	Relevant applications	Length (hours)	*Availability	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
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	⏰			♦	♦		
Question Time - Academic word-processing	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	⏰		♦	♦		♦	♦
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			♦	♦	♦	

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Did you know...?

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JavaScript: Essentials	JavaScript	5.5	24/7			♦	♦	♦	
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	⏰		♦			♦	♦

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

Commission a Digital Skills Course

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.

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