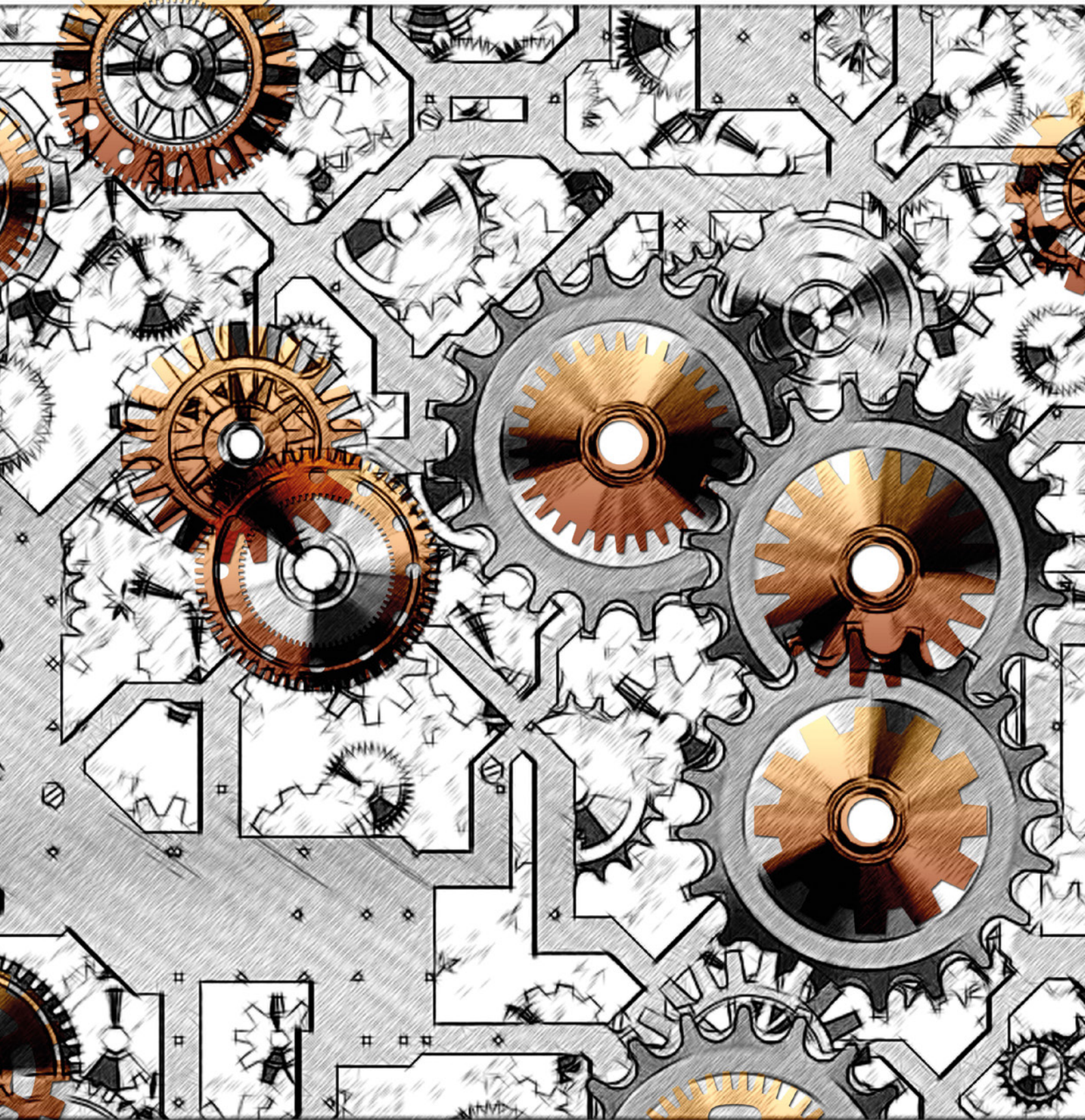


# IT Courses



**iT Centre**  
Learning **iT** services



**Issue 1**  
**2020**



# Hello and Goodbyes

## Dave Baker writes ...

The IT Learning Centre (once upon a time, the IT Learning Programme) has been in existence for over 20 years, and has evolved into a multi-faceted service providing IT teaching, training and learning support to anyone who needs it in the University.

It has been my pleasure to have been with the Centre for 16 of those years, as Teacher, then Teaching Manager and finally Head of the Centre, and I am immensely proud of what it has become. I retired at the end of December and as you might expect, I have been reflecting on the changes that have happened over those years, only to discover there are too many to list without turning these brief paragraphs into an advert for what the Centre can now provide!



Instead I want to take the opportunity to express my thanks to all those who have contributed to making the Centre such a vibrant, innovative and friendly place to work. That in itself would be a very long list indeed, but at the end of the day it is you, those of you who engage with our events, that make the Centre what it is. Long may you continue to do so!

*With my very best wishes*

Dave Baker

## All change at Banbury Road

We have the builders coming soon, to make all sorts of changes to the ground floor of 13 Banbury Rd. The work does not directly affect our teaching rooms; however, the work is bound to bring a fair amount of disruption, and inevitably noise and mess.

The work starts in January 2020 and we expect it to be finished by July 2020, but as you can imagine, these things can be unpredictable.

We intend to keep the IT Learning Centre's programme of workshops and events running during the work. We hope you'll be patient with us during this time when we have to move things around, send you through different entrances, use a different registration area and sometimes reschedule workshops if we really can't avoid it.

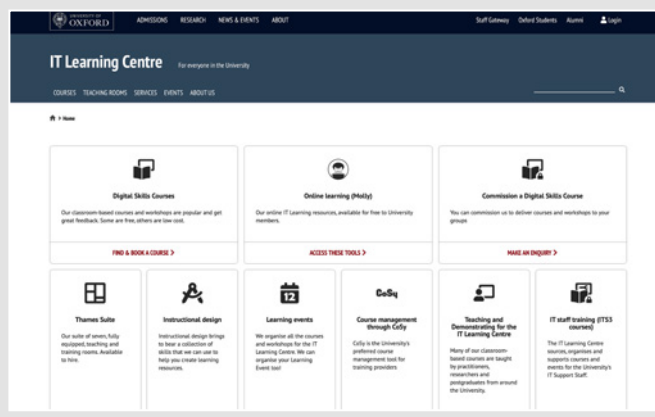
Thank you for your patience during this period.

## Website on the move

Our website is a great place where you can find out about our workshops, resources and all the other services we can help you with. In December 2019, the website is moving to a new home at **[skills.it.ox.ac.uk/home](https://skills.it.ox.ac.uk/home)**.

It will have a complete new look too, with fresh content and better ways for you to make your way around and find answers to your IT Learning questions.

We hope you'll like the new website - let us know your suggestions and feedback.



# 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](https://skills.it.ox.ac.uk/closed-courses)

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

Course title	Relevant applications								
<b>Personal Productivity</b>									
Beginners IT: Making the most of Single Sign On (SSO)	-	2	1	◆					
quiet	Molly	2	2	◆	◆	◆	◆	◆	◆
Nexus 365: Skills toolkit	Office 365	1.5	3	◆		◆	◆	◆	
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					◆	
SharePoint: Introduction to its use at Oxford	SharePoint	2	3	◆				◆	
SharePoint: Best practice in managing documents	SharePoint	3	1					◆	
SharePoint: Best practice in managing sites and site collections	SharePoint	3	1					◆	
Nexus365: User group	Office 365, SharePoint	2.5	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	◆					
Apple - iOS iPhone and iPad: Essentials	iOS	6.5	24/7	◆			◆	◆	
Apple - iPad for beginners	iOS	1	1	◆			◆	◆	
Apple - Getting more from your iPad	iOS	1	1	◆					
Apple - Curating online resources on your iPad	iOS	1	1		◆	◆	◆	◆	
Apple - Note writing using the iPad	iOS	1	1	◆			◆		
Apple - Podcasting on the iPad using Anchor	iOS, Anchor	1	1		◆		◆	◆	◆
Apple - Using your iPad to create short videos for social media	iOS	1	1	◆					
Apple - macOS Mojave: Essentials	macOS	4.75	24/7	◆					
Dragon NaturallySpeaking: Essentials	Dragon NaturallySpeaking	2	24/7				◆		
IT tools to help you study effectively and efficiently	Web tools	1	2				◆	◆	
Project 2016 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	◆			◆		
Digiknow: Format documents for readability and accessibility	-	1	1		◆		◆	◆	◆
Digiknow: Tech tools to write clear and simple English for web and print	-	1	1		◆	◆	◆	◆	◆
Digiknow: Create mind maps, flowcharts & infographics with everyday tools	-	1	1		◆	◆	◆	◆	
Digiknow: Reading, writing and study skills: Technology you should know	-	1	1		◆		◆		

<b>Data Analysis</b>									
Jupyter Notebooks: Get started with interactive, reproducible data analysis	Jupyter	1	1			◆	◆	◆	
Jupyter Notebooks: Get started with data visualization using Python	Jupyter	1	1			◆	◆	◆	
Matlab: A comprehensive introduction	Matlab	12	1			◆			
NVivo: Up and running	NVivo	6	2			◆			
NVivo: Data analysis - professional practice	NVivo	6	1			◆			

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

# Did you know...?

All University members have free access to LinkedIn Learning, a huge library of online, video-based courses. You can use LinkedIn Learning anytime, anywhere (even offline if you download the free app). All you need are your SSO credentials.

[skills.it.ox.ac.uk/molly](https://skills.it.ox.ac.uk/molly)

Usual availability (per term) Length (hours)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
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Course title	Relevant applications					
R: Kick-off	R	3	2		◆	◆
R: Introduction to basic features	R	3	2		◆	◆
R: Data handling	R	3	2		◆	◆
R: Visualisation	R	3	1		◆	◆
Spreadsheets: Working out your sums and calculations	Excel	2	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: Dealing with that difficult spreadsheet	Excel	3	2		◆	◆
Spreadsheets: Typical statistics functions	Excel	3	1		◆	◆
Spreadsheets: Start to finish	Excel	10	2	◆	◆	◆
SPSS: Essentials	SPSS	5	2 <sup>4</sup> / <sub>7</sub>		◆	◆
SPSS: Up and running for academic research	SPSS	6.5	1		◆	◆
SPSS for Academic Research	SPSS	2.75	2 <sup>4</sup> / <sub>7</sub>		◆	◆
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: Designing clinical research and biostatistics	R, SPSS, Stata	14	1	◆	◆	◆

## Data Management

Backing up your data to the HFS: The University's backup/archive service	HFS	3	1	◆	◆	◆	◆	◆
Databases: Concepts of database design	Access, Filemaker Pro, MySQL	3	2		◆	◆	◆	◆
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	5.75	2 <sup>4</sup> / <sub>7</sub>		◆	◆	◆	◆
Research data: What you need to know	-	1.25	1		◆			
Research data management plans: How to write one	Word	1.5	1		◆			
Spreadsheets: Dealing with that difficult spreadsheet	Excel	3	2		◆	◆	◆	◆
Spreadsheets: Archival lists and text	Excel	5.25	1		◆	◆		
Spreadsheets: Improving and migrating archival data	Excel	5.25	1		◆	◆		
Spreadsheets: Excel for Archivists - Fast track	Excel	5.25	1		◆	◆		

## Data Visualisation

3D Modelling: Kick-off	Blender	3	2		◆	◆	◆	◆
3D: Blender - Up and running	Blender	3	1		◆		◆	◆
ArcGIS: Essentials	ArcGIS	5.5	2 <sup>4</sup> / <sub>7</sub>		◆		◆	◆
QGIS: Essentials	QGIS	2	2 <sup>4</sup> / <sub>7</sub>		◆		◆	◆
SOLIDWORKS: Essentials	SOLIDWORKS	7.5	2 <sup>4</sup> / <sub>7</sub>		◆		◆	◆
Visio: Essentials	Visio	6	2 <sup>4</sup> / <sub>7</sub>				◆	◆



# Do you know molly?

Visit: [skills.it.ox.ac.uk/molly](https://skills.it.ox.ac.uk/molly)

Course title

Relevant applications

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

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

Animate CC: Essentials	Animate	2.75	24/7						
After Effects: Animating text and graphics	After Effects	3	1						
AR/VR: Augmented Reality for mobile devices	Unity, Android SDK	3	1						
AR/VR: Unity - a practical introduction	Unity, Leap Motion, SteamVR	3	2						
AR/VR: Virtual Reality for desktop applications	Unity, Leap Motion, SteamVR	3	1						
AR/VR: Virtual Reality app on mobile devices	Unity, Leap Motion, SteamVR	3	1						
Audio: Recording the spoken word with Audacity	Audacity	2	3						
Illustrations: Effective workflows	Illustrator, InkScape	3	3						
Illustrator: Essentials	Illustrator	4.75	24/7						
Images: Effective workflows	Photoshop, GIMP	3	1						
Lightroom: Essentials	Lightroom	6	24/7						
Photos: Essentials	Photos	3.25	24/7						
Photoshop: Essentials	Photoshop	4.75	24/7						
Podcasting: An introduction	Audacity, OpenShot	3	1						
Premiere Pro CC: Essentials	Premiere Pro	8	24/7						
Lecture Capture: An introduction to Replay/Panopto	Replay	1	1						
Lecture Capture: Further techniques with Replay/Panopto	Replay	1.5	1						
Video: Creating instructional videos with RapidMOOC	RapidMOOC	2	2						
Video: Editing and post-production	iMovie, Premier Pro	3	1						
Video: Planning, producing and shooting	iMovie	3	1						
Video: Producing a mini documentary	iMovie	18	1						
Video: Shooting movies on your mobile	apps	6	1						
Video: RapidMOOC familiarisation	RapidMOOC	1	2						
Video: Creating online videos with Quickvideo	Panopto, Quickvideo	3	2						

## Document Management and Referencing

Adobe Acrobat DC: Essentials	Acrobat DC	2.5	24/7						
Desktop publishing: Effective workflows	InDesign	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	5.25	24/7						
LaTeX: Document preparation	LaTeX	3	1						
LaTeX: Further document preparation	LaTeX	3	1						
Referencing: Choosing and using software	EndNote, RefWorks, Zotero, Mendeley	3	2						
Referencing: EndNote	EndNote	3	1						
Referencing: EndNote – Start to finish	EndNote	6	1						
Referencing: Mendeley	Mendeley	3	1						
Referencing: RefWorks	RefWorks	3	1						
Referencing: Zotero	Zotero	3	1						
Symplectic Elements - Groups: management and reporting	Symplectic Elements	2	1						
Symplectic Elements - Using the Open Access Monitor	Symplectic Elements	2	1						

To find the times, dates and costs of our courses visit  
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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.

[skills.it.ox.ac.uk/thames-suite](https://skills.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

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

Course title

Relevant applications

## High Performance Computing and Computer Platforms

CompTIA Network+: Preparation	-	32	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						

## iSkills

iSkills: Archives and modern papers for Social Sciences and History	-	2	1						
iSkills: Data sources for research – discovery, access and use	-	2	1						
iSkills: Discovering archives at the Bodleian	-	1	2						
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	-	2	3						
iSkills: Google for academic research	-	2	1						
iSkills: Introducing MANTRA for Research Data Management	MANTRA	1.5	1						
iSkills: Introduction to mapping and spatial analysis using GIS	ArcMap	2	1						
iSkills: Managing research data and Data Management Plans	-	2	1						
iSkills: Preparing for your literature review in the Social Sciences	-	2.5	1						
iSkills: Research metrics and citation analysis tools	-	1.5	1						
iSkills: Searching images	-	2	1						
iSkills: UK Parliamentary and government materials – an introduction	-	1.5	1						
iSkills: Working with sensitive research data in the Sciences & Med. Sciences	-	2	1						
iSkills: Working with sensitive research data in Social Sciences & Humanities	-	2	1						
Open Access: Authors, copyright and open access - making it work for you	-	1	1						
Open Access: Your thesis, copyright and ORA	-	1	1						
Open Access Oxford – what's happening?	-	1	3						

## Presentations, Outreach and Engagement

Instagram: Essentials	Instagram	1.25	24/7						
LinkedIn: Essentials	LinkedIn	1.75	24/7						
Media interviews: Method and delivery	-	6	1						
Online presence: Taking control	web tools	3	3						
Pinterest: Essentials	Pinterest	0.75	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: Starting to think like a programmer	-	3	1						
C: Essentials	C	2.5	24/7						
C++: A comprehensive introduction	Visual C++	14	1						
Git and GitHub: Essentials	Git, GitHub	1.5	24/7						
Java: Kick-off	Java	3	1						
Java: Essentials	Java	6	24/7						
JavaScript: Kick-off	JavaScript	3	1						

# 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 our CoSy 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
JavaScript: Essentials	JavaScript	5.5	24/7						
PHP: Kick-off	PHP	3	1						
PHP: Essentials	PHP	4	24/7						
Python: Kick-off	Python	3	1						
Python: Essentials	Python	4.75	24/7						
VBA: Kick-off	VBA, Excel	3	1						
VBA in Access: Essentials	VBA, Access	4.5	24/7						
VBA in Excel: Essentials	VBA, Excel	3.5	24/7						

## Research

Language Corpus: Essential tool for research and teaching	-	1.5	1						
Research Professional: Finding funding	-	0.75	1						
Research Professional: Finding funding - hands-on	-	0.75	1						
Research Skills Toolkit	-	2	8						

## Teaching

Apps for education	web tools	3	1						
Camtasia: Essentials	Camtasia	2.5	24/7						
Captivate: Essentials	Captivate	4	24/7						
Copyright in digital resources and data	-	1	1						
Copyright and teaching: Keeping on the right side of the CLA	-	1	1						
Video: Explain anything using video	web tools	3	1						
Plagiarism: Awareness and avoidance (for students)	Turnitin	1	1						
Surveys: Tools and good practice	-	1	1						
AI in Education talks	-	1	8						

## Web Design

Create an online presence with WordPress	WordPress	3	1						
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	Bluefish, HTML	3	1						
MOSAIC: Drop-in workshop	MOSAIC, Drupal	1.5	2						
Usability testing: Do it yourself	-	3	1						
Web Accessibility: Introduction	-	2	24/7						
Web Accessibility: Adhering to an accessibility policy	-	2	24/7						
Web Accessibility: Key considerations for designers	-	2	24/7						
Web Accessibility: Key considerations for developers – part 1	-	2	24/7						
Web Accessibility: Key considerations for developers – part 2	-	2	24/7						
Web Accessibility: Key considerations for developers – part 3	-	2	24/7						
Web Accessibility: Key considerations for editors	-	2	24/7						
Writing for the web: Essentials	-	1.5	24/7						

To find the times, dates and costs of our courses visit  
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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



# IT Courses

## What else can we do for you?

### Commission a course

Our courses are open to everyone in the University on a first-come, first-served basis. As well as our scheduled programme of courses we also offer a more tailored service where you can commission a course or learning resources from us.

More details are on our website:

**[skills.it.ox.ac.uk/commission-a-course-or-resource](https://skills.it.ox.ac.uk/commission-a-course-or-resource)**

### Hire a teaching room

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](https://skills.it.ox.ac.uk/thames-suite)**

## Enquiries

For further information, detailed course descriptions and charges, please visit **[skills.it.ox.ac.uk](https://skills.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:

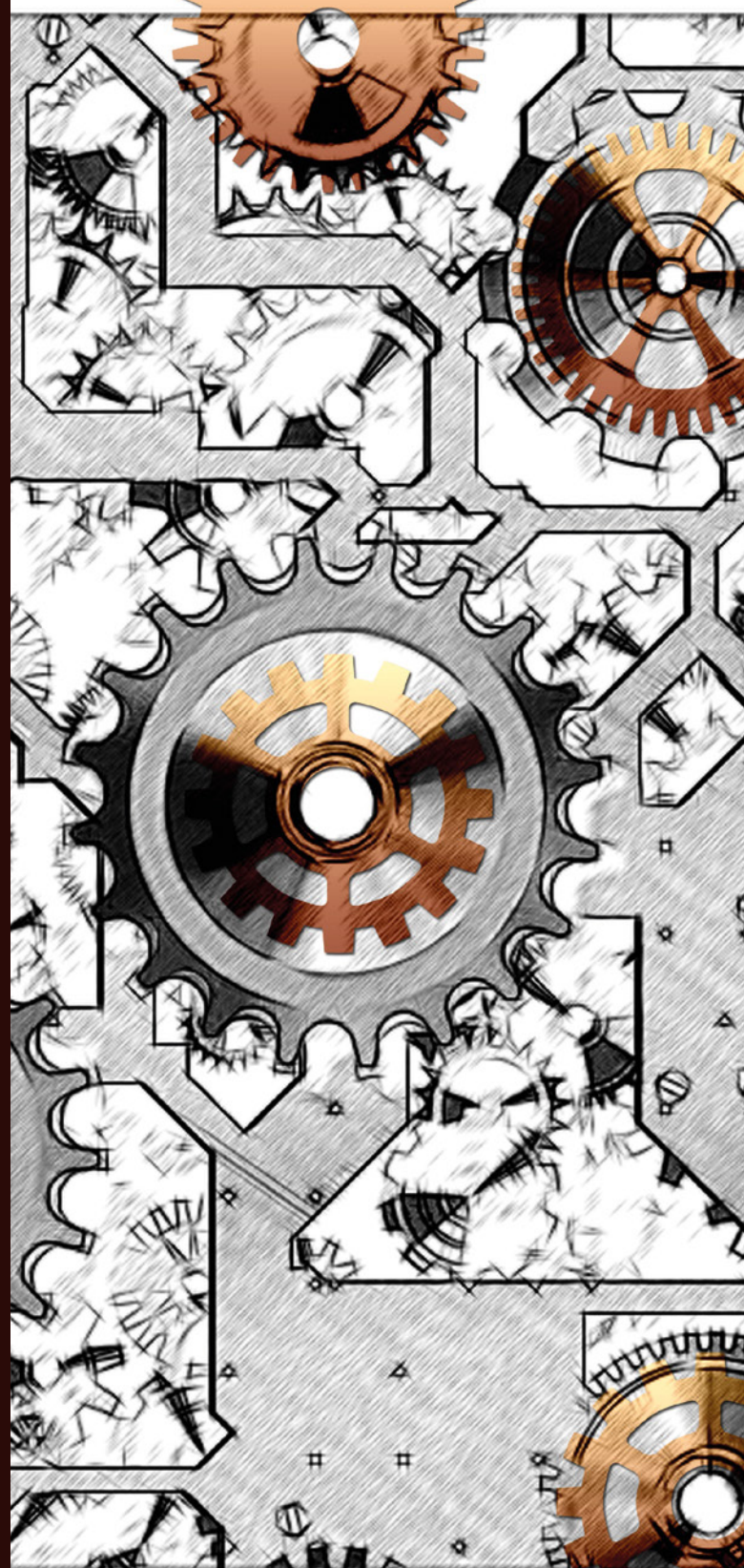
13 Banbury Road  
Oxford, OX2 6NN

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 ST2.

We have limited parking for disabled access only.



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