IT Courses

iT Centre
Learning

iT services

UNIVERSITY OF
OXFORD

Hello Molly!

molly

powered by **Linked** in LEARNING

quiet

Online learning with LinkedIn Learning gives you the flexibility to learn when and where fits best with your lifestyle. You can even get a free LinkedIn Learning app to download and follow courses offline.

Not all of us are good at ignoring distractions when we want to learn online, so we have quiet sessions, a time and place to come along and work through your chosen course, distraction-free. There is even someone there who can advise you on the best courses to follow. Visit:

skills.it.ox.ac.uk/whats-on

and filter by 'quiet'.

Free stuff

This issue's cover image was sourced from pixabay.com (thank you Gerd Altmann!) under the Pixabay 'free for commercial use' licence. There are many other fantastic free resources out there. A good place to start is:

search.creativecommons.org

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

for FREE access to thousands of online courses about IT (and everything else!).

You can also download resources from our taught workshops.

IT Courses

Issue 3 2019

iT Centre Learning iT services UNIVERSITY OF OXFORD
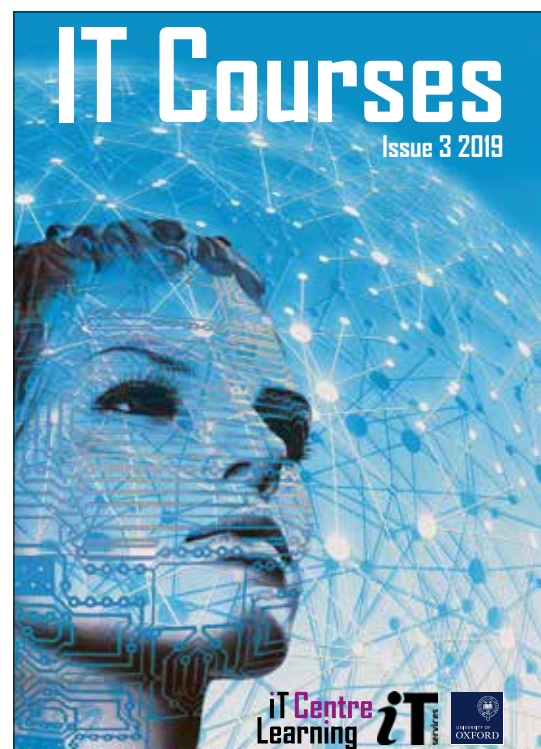
Did you know...?

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'.

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

Personal Productivity

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Beginners IT	Microsoft Office	10	1	◆					
Beginners IT: Making the most of Single Sign On (SSO)	-	2	1	◆					
Breakfast at IT Services	-	1	1	◆					
quiet	Molly	2	10	◆	◆	◆	◆	◆	◆
Nexus 365: Skills toolkit	Office 365	1.5	3	◆		◆	◆	◆	
Access: Essentials	Access	6.75	Molly			◆		◆	
Excel: Essentials	Excel	9	Molly	◆		◆	◆	◆	
Excel: Macros	Excel, VBA	3.25	Molly			◆	◆	◆	
OneDrive: Essentials	OneDrive	1	Molly	◆			◆	◆	
OneNote: Essentials	OneNote	3.75	Molly	◆			◆	◆	
Outlook: Essentials	Outlook	3	Molly	◆			◆	◆	◆
PowerPoint: Essentials	PowerPoint	3	Molly		◆	◆	◆	◆	◆
SharePoint: Essentials	SharePoint	9	Molly					◆	
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	SharePoint	2.5	1					◆	
Word: Essentials	Word	5.75	Molly	◆			◆	◆	
Word: Mail merge	Word, Excel, Access	2.25	Molly					◆	
Windows 10: Essentials	Windows 10	8	Molly	◆					
Android: Essentials	Android	2.5	Molly	◆					
Apple - iOS iPhone and iPad: Essentials	iOS	6.5	Molly	◆			◆	◆	
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	Molly	◆					
Dragon NaturallySpeaking: Essentials	Dragon NaturallySpeaking	2	Molly				◆		
IT tools to help you study effectively and efficiently	Web tools	1	2				◆	◆	
Project: for university activities	Project	6	1			◆		◆	
ProjectLibre for university activities	ProjectLibre	6	1			◆		◆	
Skype: Essentials	Skype	1	Molly	◆			◆	◆	◆
Skype for Business: Essentials	Skype for business	2.5	Molly	◆			◆	◆	◆
Typing: Essentials	-	0.75	Molly	◆			◆		
Digiknow: Use technology more productively: Save time, keep healthy!	-	1	1	◆	◆	◆	◆	◆	
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: Improving language learning with apps	-	1	1			◆	◆	◆	
Digiknow: Reading, writing and study skills: technology you should know	-	1	1		◆		◆		
Digiknow: Use free images in documents, presentations and on the web	-	1	1		◆		◆	◆	◆
Digiknow: What should educators know about ... Blogs, YouTuber, Podcasts, Hackers, Gamers and Fan Fiction	-	1	1		◆				◆

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 **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

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Data Analysis									
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			◆			
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			◆	◆		
R: Code clinic	R	1	3			◆	◆		
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: Typical statistics functions	Excel	3	1			◆	◆	◆	
Spreadsheets: Turning problems into simple formulae	Excel	2	1	◆		◆	◆	◆	
Spreadsheets: Start to finish	Excel	10	2	◆		◆	◆	◆	
SPSS: Essentials	SPSS	5	Molly			◆	◆	◆	
SPSS: Up and running for academic research	SPSS	6.5	1			◆	◆		
SPSS for Academic Research	SPSS	2.75	Molly			◆	◆		
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		◆	◆		◆	
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	Molly			◆	◆	◆	
Research data: What you need to know	-	1.25	1			◆			
Research data management plans: How to write one	Word	1.5	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			◆	◆		
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	Molly			◆		◆	
QGIS: Essentials	QGIS	2	Molly			◆		◆	

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.

skills.it.ox.ac.uk/molly

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
SOLIDWORKS: Essentials	SOLIDWORKS	7.5	Molly			◆		◆	
Visio: Essentials	Visio	6	Molly					◆	
Tableau: Turning Data into Insights	Tableau	2	1			◆		◆	

Digital Media

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Animate CC: Essentials	Animate	2.75	Molly		◆		◆	◆	◆
Animating text and graphics: An introducion to Adobe After Effects	Adobe After Effects	3	1		◆		◆	◆	◆
AR/VR: Augmented Reaility 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	Audacity	2	3		◆	◆	◆	◆	◆
Illustrations: Effective workflows	Illustrator, InkScape	3	3			◆	◆	◆	
Illustrator: Essentials	Illustrator	4.75	Molly			◆	◆	◆	
Images: Effective workflows	Photoshop, GIMP	3	1			◆	◆	◆	
Lightroom: Essentials	Lightroom	6	Molly			◆	◆	◆	◆
Photos: Essentials	Photos	3.25	Molly			◆	◆	◆	
Photoshop: Essentials	Photoshop	4.75	Molly			◆	◆	◆	
Podcasting: An introduction	Audacity, OpenShot	3	1		◆	◆	◆	◆	◆
Premiere Pro CC: Essentials	Premiere Pro	8	Molly				◆	◆	◆
Replay: Lecture capture	Replay	1	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 Panopto and Quickvideo	Panopto, Quickvideo	3	2		◆			◆	

Document Management and Referencing

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Adobe Acrobat DC: Essentials	Acrobat DC	2.5	Molly					◆	
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	5.25	Molly			◆		◆	◆
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	EndNote	3	1			◆	◆	◆	
Referencing: EndNote – Start to finish	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			◆	◆	◆	

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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.

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

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Symplectic Elements - Groups: management and reporting	Symplectic Elements	2	1					◆	
Symplectic Elements - Using the Open Access Monitor	Symplectic Elements	2	1					◆	

High Performance Computing and Computer Platforms

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
CompTIA Network+: Preparation	-	32	Molly					◆	
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	Molly			◆		◆	
PowerShell: Essentials	PowerShell	3.5	Molly					◆	

iSkills

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
iSkills: Archives and modern papers for Social Sciences and History	-	2	1			◆		◆	
iSkills: Data sources for research – Discovery, access and use	-	2	1			◆	◆	◆	
iSkills: E-book readers	-	1.25	1			◆	◆	◆	
iSkills: E-books	-	1.5	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: Newspapers and other online news sources from the C17th - C21st	-	3	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: UK Parliamentary and government materials – an introduction	-	1.5	1			◆		◆	
iSkills: Working with sensitive research data in Social Sciences & Humanities	-	2	1			◆	◆	◆	
iSkills: Working with sensitive research data in the Sciences & Med. Sciences	-	2	1			◆	◆	◆	
iSkills: Open Access Oxford – what's happening?	-	1	3		◆	◆		◆	◆
iSkills: Open Access: Your thesis, copyright and ORA	-	1	1			◆		◆	◆
iSkills: Discovering archives at the Bodleian	-	1	2			◆		◆	
iSkills: Introduction to web archives	-	1.5	1			◆		◆	
iSkills: Searching images	-	2	1		◆	◆	◆	◆	

Presentations, Outreach and Engagement

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Instagram: Essentials	Instagram	1.25	Molly		◆		◆		◆
LinkedIn: Essentials	LinkedIn	1.75	Molly		◆		◆	◆	◆
Media interviews: Method and delivery	-	6	1		◆	◆		◆	◆
Online presence: Taking control	Web tools	3	3		◆	◆	◆	◆	◆
Pinterest: Essentials	Pinterest	0.75	Molly		◆		◆		◆
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	Molly		◆		◆		◆

Programming

Course title	Relevant applications	Length (hours)	Usual availability (per term)	New Staff & Beginners	Teaching	Research Skills	Student IT Skills	Prof. & Academic Support	Outreach & Engagement
Programming: Concepts for new programmers	-	5	2			◆	◆	◆	
Programming: Starting to think like a programmer	-	3	1			◆	◆	◆	
C: Essentials	C	2.5	Molly			◆	◆	◆	

Did you know...?

The IT Learning Centre gets an attendance rate of around 90% on its courses. We know that absence is 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.

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	Molly			◆	◆	◆	
Java: Kick–off	Java	3	1			◆	◆	◆	
Java: Essentials	Java	6	Molly			◆	◆	◆	
JavaScript: Kick–off	JavaScript	3	1			◆	◆	◆	
JavaScript: Essentials	JavaScript	5.5	Molly			◆	◆	◆	
PHP: Kick–off	PHP	3	1			◆	◆	◆	
PHP: Essentials	PHP	4	Molly			◆	◆	◆	
Python: Kick–off	Python	3	1			◆	◆	◆	
Python: Essentials	Python	4.75	Molly			◆	◆	◆	
VBA: Kick–off	VBA, Excel	3	1			◆	◆	◆	
VBA in Access: Essentials	VBA, Access	4.5	Molly			◆	◆	◆	
VBA in Excel: Essentials	VBA, Excel	3.5	Molly			◆	◆	◆	

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	Molly		◆				◆
Captivate: Essentials	Captivate	4	Molly		◆				◆
Copyright in digital resources and data	-	1	1			◆	◆	◆	◆
Copyright and teaching: Keeping on the right side of the CLA	-	1	1		◆			◆	◆
Explain anything using video	Web tools	3	1		◆	◆		◆	◆
Plagiarism: Awareness and avoidance (for students)	Turnitin	1	1		◆		◆		
Plagiarism: Interpreting originality reports using Turnitin	Turnitin	1	1		◆			◆	
Surveys: Tools and good practice	-	1	1			◆		◆	◆
WebLearn: Fundamentals	WebLearn	3	2		◆			◆	
AI in Education talks	-	1	8		◆				◆
Weblearn User Group	WebLearn	2	1		◆			◆	
Turnitin User group	Turnitin	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 WordPress	WordPress	3	1		◆	◆	◆	◆	◆
Dreamweaver: Essentials	Dreamweaver	8	Molly					◆	◆
Google analytics: Essentials	Google analytics	2.5	Molly					◆	◆
Google tag manager: Essentials	Google tag manager	1.5	Molly					◆	◆
HTML and web pages: Kick–off	Bluefish, HTML	3	1		◆	◆	◆	◆	◆
MOSAIC: Hands-on demo	MOSAIC, Drupal	1.5	2			◆		◆	◆
MOSAIC: Drop-in workshop	MOSAIC, Drupal	1.5	2			◆		◆	◆
Usability testing: Do it yourself	-	3	1		◆			◆	◆
Web Accessibility: Introduction	-	2	Molly		◆			◆	◆
Web Accessibility: Adhering to an accessibility policy	-	2	Molly		◆			◆	◆
Web Accessibility: Key accessibility design considerations for designers	-	2	Molly					◆	◆
Web Accessibility: Key considerations for developers – part 1	-	2	Molly					◆	◆
Web Accessibility: Key considerations for developers – part 2	-	2	Molly					◆	◆
Web Accessibility: Key considerations for developers – part 3	-	2	Molly					◆	◆
Web Accessibility: Key considerations for editors	-	2	Molly					◆	◆
Writing for the web: Essentials	-	1.5	Molly		◆	◆	◆	◆	◆

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IT Courses

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**

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**

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.

@ITLCOXFORD