

About ITLP

The IT Learning Programme is part of the Learning Technologies Group of Oxford University Computing Services.

We offer over 100 different IT courses to help you with your studies, research and future career. Courses are normally 3-hour modules, morning or afternoon, held in our five purpose-designed IT teaching rooms.

Our schedule covers a wide range: from fundamental courses in the use of popular office packages through to advanced programming, database design, academic use of office software and multimedia skills.

We also offer drop-in sessions, lunch-time sessions, closed courses and tailored courses.

Our Teachers

We have a team of five teachers, all experts in their field, with a wide range of experience in academia, commerce and industry. We also engage other experts from around the university and elsewhere.

What Else?

Closed Courses

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. Please contact us for more information and costs.

Tailored Courses

If you need a course that covers specific topics or techniques, we can sometimes tailor a course. This involves some extra cost, but is usually more cost effective than engaging an external training provider. Contact us to talk this through with one of our teachers.

Room Hire

If you or your department or college need somewhere to run your own IT events you can hire our fully equipped teaching rooms. Visit our Thames Suite web site: www.oucs.ox.ac.uk/thamessuite

Value for Money

Some of our courses are free and most are priced to cover the cost of resources.

Where we need to engage experts from outside the University, or external training providers, we have to charge a fee to cover their costs, but we always strive to keep this to a minimum.

You can be sure that even these courses are excellent value for money compared with similar courses offered commercially – and that's before you consider that you are most likely saving on travel and accommodation.

If there is a topic that we don't cover then we can still help you. We are experienced at negotiating with external trainers and training suppliers and can quite often arrange to run a specialised course here in our training rooms at very favourable rates.

Make use of us to save you time, improve your learning and research, streamline your administration and gain skills that will be indispensable in your career!

The ITLP Portfolio

We think the best way to learn is to come along to one of our taught courses. However, if you have missed a course and can't wait for the next one, much of the course material is available in the ITLP Portfolio at: preview.tinyurl.com/portfolioITLP

Quick Start Guides are available for a number of Office applications. Please contact us.

Contact Us

Our web page is at www.oucs.ox.ac.uk/itlp

You can also contact us by:

email: courses@oucs.ox.ac.uk
tel: 01865 273200 (option 2)
fax: 01865 273275

Our address is:

13 Banbury Road
Oxford, OX2 6NN

IT Learning Programme

Courses A^{to}Z Hilary 2012



Oxford University Computing Services

13 Banbury Rd Oxford OX2 6NN



Plagiarism: New Courses

Turnitin is an online software tool which checks student work for textual matches against extensive online databases and the internet. It can support students in improving their academic writing and referencing skills.

Two new courses for staff members:

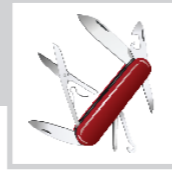


**Plagiarism
Turnitin
Fundamentals**
For new users
of Turnitin

**Plagiarism
Interpreting
Originality Reports**

A lunchtime session that covers reports returned from Turnitin and how to interpret them

Research Skills Toolkit



"IT & library skills and services for your research"

A free hands-on workshop for graduate research students

In a lively 2-hour session, you will try out a variety of online tools and services to support your research

Hilary Term, Weeks 1 and 8

Location : 13 Banbury Road, OX2 6NN
Book your place now at
www.skillstoolkit.ox.ac.uk

How to Book

The IT Learning Programme courses can be booked by all members of Oxford University. The quickest and best way to book a course is on-line using our course booking system. All you need is your Oxford Single Sign On (SSO).

- Choose your course online at www.oucs.ox.ac.uk/itlp
- Read the course description and check the prior knowledge required
- After making your booking, you will receive an email about your booking status (confirmed/waiting list) and payment information

You can also book by email or by phone (stating the course, date and time, and your university card number). Note it will take longer to process your booking this way than if you book online and you may end up on the waiting list for popular courses.

Our courses often have waiting lists so please only book courses that you can attend.

How to Cancel

Our courses are very popular and we often have waiting lists. If you don't cancel a course that you know you can't attend, it may deprive someone of a place and waste University resources.

There are three ways to cancel:

Online

Use the 'My Account' link that appears in the Quick Links panel at the left of our web pages.

By email

Send an email to courses@oucs.ox.ac.uk

By phone

Call (2)732000 (option 2)

Non Attendance

Non-attendance on courses is recorded and reported. If you repeatedly don't attend and do not cancel your bookings we reserve the right to ask for advance payment of course fees.

First steps in computing are tricky at any age!

If you (or a colleague) are a member of the University have no formal qualifications and need basic IT skills we can help

Phone us on 01865 (2)73200 (option 2) and ask to speak to Denise or Dave



How to Pay

The charge for a course is indicated in the course description and on the email confirmation and reminders you receive about your course booking.

On the Day

On the day of the course you can pay by cash or cheque (made payable to OUCS). You can also pay by Purchase Order.

In Advance

Some courses require pre-payment; we will notify you when you book. You can pay by cash, cheque, Purchase Order or online.

A Note about Purchase Orders

We accept Purchase Order for payments of £10 or more. Several courses and/or attendees can be covered by a single Purchase Order.

Full details are available through the 'Pay for My Course' link in the top right-hand box of our web pages.

Manage Your Bookings

You can manage your course bookings entirely online using 'My Account'.

The 'My Account' link can be found in the Quick Links panel at the left of all our web pages. Here you can:

- Check the courses you've booked for and your status (confirmed/waiting list)
- Cancel your booking
- See your history of course attendance
- Sign up for text messages to remind you to attend
- Pick up an iCAL file to use in your Nexus Calendar

In our course catalogue you can request to be notified when a course that is currently not scheduled becomes available. You can then manage these notifications from your 'My Account' page.

IT Courses A to Z

Hilary 2012

This is an A-Z list of the courses which ITLP are offering for Hilary term 2012.

Apart from a charge for course materials, the majority of our courses are free to current members of the University. For detailed course descriptions and booking visit our web site at:

www.oucs.ox.ac.uk/itlp

A

Course	Day	Date	Time	Wk	Sessions	
Access: Analysing data	Tu	13 Mar	9.15am-12.15pm	9	1 x 3hrs	
Access: Creating queries, forms and reports	Tu	21 Feb	9.15am-12.15pm	6	1 x 3hrs	
Access: Database structure	Tu	14 Feb	9.15am-12.15pm	5	1 x 3hrs	
Access: Designing forms and reports	Tu	28 Feb	9.15am-12.15pm	7	1 x 3hrs	
Access: Fundamentals of using a database	Tu	7 Feb	9.15am-12.15pm	4	1 x 3hrs	
	or	Th	16 Feb	9.15am-12.15pm	5	1 x 3hrs
	or	M	12 Mar	9.15am-12.15pm	9	1 x 3hrs
Agent-Based Modelling (ABM): Introduction	Th	16 Feb	2pm-5pm	5	1 x 3hrs	
Agent-Based Modelling (ABM): Advanced	Th	1 Mar	2pm-5pm	7	1 x 3hrs	
Apple Mac: An introduction	Th	26 Jan	9.15am-12.15pm	2	1 x 3hrs	
	or	Tu	7 Feb	2pm-5pm	4	1 x 3hrs
Apple Mac: iLife - an overview	Tu	28 Feb	2pm-5pm	7	1 x 3hrs	
Apple Mac: iWorks - fundamentals	Th	2 Feb	9.15am-12.15pm	3	1 x 3hrs	
		Tu	21 Feb	2pm-5pm	6	1 x 3hrs
Apple Mac: Test drive a Mac - If you've ever wondered what it's like to use a Mac come along to one of our short sessions in our dedicated Mac teaching room	F	27 Jan	10am-12pm	2	1 x 2 hrs	
	or	F	10 Feb	10am-12pm	4	1 x 2 hrs
	or	F	2 Mar	10am-12pm	7	1 x 2 hrs
Aperture - An introduction to Apple's image management tool	Th	16 Feb	9am-5pm	5	1 day	
ArcGIS Desktop: Making maps, geoprocessing and introduction to spatial analysis Note: This course is not at OUCS - it will be held at the Radcliffe Science Library NEW	M	20 Feb	2pm-5pm	6	4 x 3 hrs	
and	M	27 Feb		7		
and	M	5 Mar		8		
and	M	12 Mar		9		
ArcGIS Explorer: Introduction	M	6 Feb	2pm-5pm	4	1 x 3hrs	
ArcGIS Explorer: Intermediate	M	13 Feb	2pm-5pm	5	1 x 3hrs	
ARTstor and Bridgeman: using images in teaching and learning	Tu	7 Feb	2pm-4pm	4	1 x 2hrs	

B

Beginners to computing - If you have colleagues who need help in getting started with IT, then contact courses@oucs.ox.ac.uk . We can tell you about the free training offered under the learndirect scheme.					
Breakfast at OUCS for new staff	F	10 Feb	8.30am-9.30am	4	1 x 1hr

C

Copyright in the digital world NEW	Tu	28 Feb	12.30pm-1.30pm	7	1 x 1hr
Corpus Linguistics: Introduction	Th	26 Jan	12.30pm-1.30pm	2	1 x 1hr
Corpus Linguistics: The tools of the trade	Th	2 Feb	12.30pm-1.30pm	3	1 x 1hr
Corpus Linguistics: Collocation	Th	9 Feb	12.30pm-1.30pm	4	1 x 1hr
Corpus Linguistics: Annotation	Th	16 Feb	12.30pm-1.30pm	5	1 x 1hr
Corpus Linguistics: Creating a Corpus	Th	23 Feb	12.30pm-1.30pm	6	1 x 1hr
Corpus Linguistics: Using the Corpus in linguistic research	Th	1 Mar	12.30pm-1.30pm	7	1 x 1hr



Computer8 - An informal session for those who have attended one of our courses and did not complete all of the exercises or want to try some of the new skills again. Booking is essential	F	27 Jan to 2 Mar	10am-12pm	2 to 7	Sign up
Computer8 - at your desk: If you can't get along to Computer8, or it's not possible to bring your problem to us, then we can come to you – virtually. Using WebEx you can remotely share your computer with our teachers and get their advice. Booking is essential.					

D

Database: Design essentials	Th	23 Feb	9.15am-12.15pm	6	1 x 3hrs
Digital images: Capture, correct and control - 2 day workshop - express your interest at www.oucs.ox.ac.uk/itlp/courses/catalogue					
Digital images: GIMP - correcting and improving images	Tu	31 Jan	2pm-5pm	3	1 x 3hrs
Digital images: Photoshop introduction (PC)	Tu	24 Jan	9.15am-12.15pm	2	1 x 3hrs
Digital images: Photoshop introduction (Mac)	Tu	24 Jan	2pm-5pm	2	1 x 3hrs
Digital images: Photoshop-correcting and improving images (PC)	Tu	28 Feb	9.15am-12.15pm	7	1 x 3hrs
Digital images: Photoshop-correcting and improving images (Mac)	Tu	31 Feb	9.15am-12.15pm	3	1 x 3hrs
Digital images: Sourcing, adapting and safe keeping	M	30 Jan	2pm-5pm	3	1 x 3hrs
Digital Media User Group (DMUG)	F	16 Mar	2pm-4pm	9	1 x 2hrs
Dreamweaver: Adding interactivity /multimedia to web pages (PC/Mac)	M	27 Feb	2pm-5pm	7	1 x 3hrs
Dreamweaver: An introduction (PC/Mac)	M	6 Feb	2pm-5pm	4	1 x 3hrs
Dreamweaver: Managing your site and content (PC/Mac)	M	20 Feb	2pm-5pm	6	1 x 3hrs
Dreamweaver: Styling and layout using CSS (PC/Mac)	M	13 Feb	2pm-5pm	5	1 x 3hrs

E

ECDL Advanced - Word Processing or Databases	Th	2 Feb	9.30am-4.30pm	4	1 day
ECDL Advanced - Spreadsheets or Presentations	Th	23 Feb	9.30am-4.30pm	6	1 day
EndNote: An introduction	Th	26 Jan	9.15am-12.15pm	2	1 x 3hrs
or	Th	15 Mar	9.15am-12.15pm	9	1 x 3hrs
EndNote: Building your library	Th	2 Feb	9.15am-12.15pm	3	1 x 3hrs
EndNote: Custom formatting	Th	9 Feb	9.15am-12.15pm	4	1 x 3hrs
or	Th	23 Feb	9.15am-12.15pm	6	1 x 3hrs
EndNote: An introduction for Mac	W	8 Feb	9.15am-12.15pm	4	1 x 3hrs
EndNote: Building your library for Mac	W	22 Feb	9.15am-12.15pm	6	1 x 3hrs
EndNote: Custom formatting for Mac	W	29 Feb	9.15am-12.15pm	7	1 x 3hrs
Excel: Analysing your spreadsheet data with pivot tables	M	20 Feb	9.15am-12.15pm	6	1 x 3hrs
Excel: Working with arrays, macros and VBA	M	12 Mar	9.15am-12.15pm	9	1 x 3hrs
Excel: Functions and cell referencing	M	6 Feb	9.15am-12.15pm	4	1 x 3hrs
Excel: Fundamentals	M	23 Jan	2pm-5pm	2	1 x 3hrs
or	Th	26 Jan	2pm-5pm	2	1 x 3hrs
Excel: Analysing spreadsheet lists, external data and what-if-analysis	M	27 Feb	9.15am-12.15pm	7	1 x 3hrs
Excel: 3D formulas, charts, histograms and sharing your data	M	13 Feb	9.15am-12.15pm	5	1 x 3hrs

F

Flash: Introduction	Tu	7 Feb	2pm-5pm	4	1 x 3hrs
Illustrator: An introduction (PC/Mac)	Th	9 Feb	9.15am-12.15pm	4	1 x 3hrs
Illustrator: Creative tools and techniques (PC/Mac)	Th	1 Mar	9.15am-12.15pm	7	1 x 3hrs
InDesign: An introduction (PC)	Th	2 Feb	2pm-5pm	3	1 x 3hrs
InDesign: An introduction (Mac)	Th	23 Feb	2pm-5pm	6	1 x 3hrs
InDesign: Creating professional documents (PC)	Th	9 Feb	2pm-5pm	4	1 x 3hrs
InDesign: Creating professional documents (Mac)	Th	1 Mar	2pm-5pm	7	1 x 3hrs

L

LaTeX: An introduction to document preparation	F	10 Feb	2pm-5pm	4	1 x 3hrs
LaTeX: Further document preparation	F	17 Feb	2pm-5pm	5	1 x 3hrs
Linux: Introduction (session 1)	M	23 Jan	12.30pm-1.30pm	2	1 x 1hr
Linux: Using office programs and email (session 2)	M	30 Jan	12.30pm-1.30pm	3	1 x 1hr
Linux: Command line (session 3)	M	6 Feb	12.30pm-1.30pm	4	1 x 1hr

Course descriptions and booking at www.oucs.ox.ac.uk/itlp/
 Check the web pages for updates and additions to the courses listed here
 Course booking normally opens 30 days before the scheduled course date

Linux: Further command line (session 4)	M	13 Feb	12.30pm-1.30pm	5	1 x 1hr
Linux: Shell scripting (session 5)	M	20 Feb	12.30pm-1.30pm	6	1 x 1hr
Linux: Finding and installing programs (session 6)	M	27 Feb	12.30pm-1.30pm	7	1 x 1hr
Logic: An introduction - express your interest at www.oucs.ox.ac.uk/itlp/courses/catalogue					
LTG Learning Technology in Practice Seminars - The Learning Technologies Group will be hosting a series of seminars with invited speakers. All members of the University are welcome. Please check our website for details.					
M Matlab: An introduction	Th	16 Feb	2pm-5pm	5	3 x 3hrs
	and Th	23 Feb		6	
	and Th	1 Mar		7	
Multimedia: An introduction to podcasting for education	Th	9 Feb	2pm-5pm	4	1 x 3hrs
Multimedia: Audacity - editing spoken word	Tu	24 Jan	11am-12pm	2	1 x 1hr
	or Th	23 Feb	11am-12pm	6	1 x 1hr
	or Tu	13 Mar	11am-12pm	9	1 x 1hr
Multimedia: Podcasting at Oxford FAQs	Tu	24 Jan	9.30am-11am	2	1 x 1.5hrs
	or Th	23 Feb	9.30am-11am	6	1 x 1.5hrs
	or Tu	13 Mar	9.30am-11am	9	1 x 1.5hrs
Multimedia: Presenting and interviewing for podcasts and video - express your interest at www.oucs.ox.ac.uk/itlp/courses/catalogue					
Multimedia: Screen and audio capture for teaching	W	15 Feb	9.15am-12.15pm	5	1 x 3hrs
Multimedia: Screen capture - assessing student learning	W	22 Feb	9.15am-12.15pm	6	1 x 3hrs
Multimedia: Screen capture - creating software simulations	NEW W	29 Feb	9.15am-12.15pm	7	1 x 3hrs
N Nexus: Essential features for email and calendars	Tu	10 Jan	9.15am-12.15pm	0	1 x 3hrs
	or Tu	13 Mar	9.15am-12.15pm	9	1 x 3hrs
Nexus: An introduction to Outlook 2010	Tu	21 Feb	9.15am-12.15pm	6	1 x 3hrs
Nexus: SharePoint 2010 - An overview	Th	9 Feb	2pm-4pm	4	1 x 2hrs
Nexus: SharePoint 2010 - A guide for site owners	Th	16 Feb	2pm-5pm	5	1 x 3hrs
Nexus: SharePoint 2010 - Managing meetings	Th	1 Mar	2pm-5pm	7	1 x 3hrs
NVivo 9: Working with qualitative data - one day workshop	Tu	14 Feb	9am-5pm	5	1 day
	or Tu	21 Feb	9am-5pm	6	1 day
O P Online presence: A workshop	W	29 Feb	9.15am-12.15pm	7	1 x 3hrs
PDFs: Creating, manipulating and filling forms	F	2 Mar	12.30pm-1.30pm	7	1 x 1hr
Plagiarism: Interpreting originality reports using Turnitin	NEW W	29 Feb	12.30pm-1.30pm	7	1 x 1hr
Plagiarism: Turnitin fundamentals	NEW Th	16 Feb	9.15am-12.15pm	5	1 x 3hrs
Plagiarism: WebLearn and Turnitin	W	15 Feb	12.30pm-1.30pm	5	1 x 1hr
PowerPoint: Fundamentals	Tu	24 Jan	9.15am-12.15pm	2	1 x 3hrs
PowerPoint: Getting the message across	Tu	21 Feb	2pm-5pm	6	1 x 3hrs
Presentations: Creating conference posters using PowerPoint	Tu	28 Feb	2pm-5pm	7	1 x 3hrs
Programming: Concepts	Th	26 Jan	9.15am-1.15pm	2	1 x 4hrs
	or Th	9 Feb	1pm-5pm	4	1 x 4hrs
Programming: C++ introduction - 2 day course	W	22 Feb	9am-5pm	6	2 days
	and Th	23 Feb			
Programming: Java introduction	M	13 Feb	9.15am-12.15pm	5	3 x 3hrs
	and M	20 Feb		6	
	and M	27 Feb		7	
Programming: Javascript introduction	W	22 Feb	9.15am-12.15pm	6	1 x 3hrs
Programming: Perl introduction	M	6 Feb	2pm-5pm	4	3 x 3hrs
	and M	13 Feb		5	
	and M	20 Feb		6	
Programming: PHP introduction	W	29 Feb	9.15am-12.15pm	7	1 x 3hrs

R

Programming: Python introduction	W	15 Feb	9.15am-12.15pm	5	1 x 3hrs
Project 2007: An introduction	W	8 Feb	9am-5pm	4	1 day
RefWorks for Humanities - dates to be confirmed					
RefWorks for Sciences and Social Sciences - dates to be confirmed					
Research: Maximising visibility using ORA - dates to be confirmed					
ResearchProfessional.com: Find funding	F	3 Feb	9.15am-12.15pm	3	1 x 3hrs
Research information management: Organising Humanities material - express your interest at www.oucs.ox.ac.uk/itlp/courses/catalogue					
Research information management: Tools for Humanities - express your interest at www.oucs.ox.ac.uk/itlp/courses/catalogue					

S

SPSS: An introduction	M	30 Jan	9.15am-12.15pm	3	2 x 3hrs	
	and	M		6 Feb		4
	or	F	24 Feb	2pm-5pm		6
		and	F			2 Mar
Secrets of: Word - change tracking	F	17 Feb	12.30pm-1.15pm	6	1 x 45min	
Secrets of: Word - mail merge	F	24 Feb	12.30pm-1.15pm	7	1 x 45min	
Secrets of: Word - shortcuts, templates and defaults	F	10 Feb	12.30pm-1.15pm	5	1 x 45min	
Sketchup: An introduction	NEW	Tu	28 Feb	2pm-5pm	7	1 x 3hrs
Skype: Safe and legal	Tu	21 Feb	12.30pm-1.30pm	6	1 x 1hr	
Stata: An introduction to data access and management	M	30 Jan	9.15am-12.15pm	3	1 x 3hrs	
Stata: Data manipulation and analysis	M	27 Feb	9.15am-12.15pm	7	1 x 3hrs	
Stata: Statistical, survey and graphical analyses	Tu	28 Feb	9.15am-12.15pm	7	1 x 3hrs	
Staying safe and secure on the internet	Tu	14 Feb	12.30pm-1.30pm	5	1 x 1hr	

T
W

Twitter for academia	W	15 Feb	12.30pm-1.30pm	5	1 x 1hr
Web publishing: Essentials of creating web pages	Th	2 Feb	2pm-5pm	3	1 x 3hrs
or	Tu	14 Feb	2pm-5pm	5	1 x 3hrs
WebEx Meeting Center – Basic If you're thinking of subscribing to the WebEx service or you are interested in seeing how easy it is to use why not sign up to our basic WebEx Meeting Centre session. This session is delivered via WebEx! You don't need to come to OUCS, you take part using your own computer from anywhere.	M	23 Jan	3pm-4pm	2	1 x 1hr
	or	M	6 Feb	3pm-4pm	5
WebLearn: Fundamentals	Th	26 Jan	2pm-5pm	2	1 x 3hrs
or	Tu	28 Feb	2pm-5pm	7	1 x 3hrs
WebLearn: Making your site work	M	30 Jan	2pm-5pm	3	1 x 3hrs
WebLearn: Surveys	Tu	21 Feb	2pm-5pm	6	1 x 3hrs
WebLearn: Tools to support teaching and learning	Tu	14 Feb	2pm-5pm	5	1 x 3hrs
WebLearn: User Group	W	21 Mar	2pm-4pm	10	1 x 2hrs
WebLearn: Using Mobile Oxford	W	22 Feb	12.30pm-1.30pm	6	1 x 1hr
WISER workshops help you to make the most of published and unpublished information in your research and learning. We cover searching for scholarly materials online and in print, evaluating the quality of information, keeping up to date with the latest research, measuring research impact using bibliometrics and much more. Please see our website for details of the WISER sessions available in Hilary term.					
Word: Building long documents	M	13 Feb	9.15am-12.15pm	5	1 x 3hrs
or	W	14 Mar	9.15am-12.15pm	9	1 x 3hrs
Word: Charts, pictures and diagrams	M	6 Feb	9.15am-12.15pm	4	1 x 3hrs
Word: Creating professional documents	M	30 Jan	9.15am-12.15pm	3	1 x 3hrs
Word: Creating your CV	Th	15 Mar	2pm-5pm	9	1 x 3hrs
Word: Fundamentals	M	23 Jan	9.15am-12.15pm	2	1 x 3hrs
Word: Managing your thesis	M	20 Feb	9.15am-12.15pm	6	1 x 3hrs
or	Th	1 Mar	9.15am-12.15pm	7	1 x 3hrs
or	F	16 Mar	9.15am-12.15pm	9	1 x 3hrs
Writing for the Web - express your interest at www.oucs.ox.ac.uk/itlp/courses/catalogue					

Course descriptions and booking at www.oucs.ox.ac.uk/itlp/
 Check the web pages for updates and additions to the courses listed here
 Course booking normally opens 30 days before the scheduled course date