

**COMPUTING SERVICE****IT/COMPUTER TRAINING COURSES**

The University Computing Service offers a variety of IT training courses which are free for current staff and students of the University. All information including times, locations and descriptions is provided on the Web ([www.training.cam.ac.uk/ucs](http://www.training.cam.ac.uk/ucs)) Courses run termly and further courses may be scheduled as resources and demand permits, therefore please check the latest timetable online.

Some courses are entirely practical, while others take the form of a lecture and demonstration followed by a practical session, and a few consist of a lecture only. A printed timetable may be obtained from Computing Service Reception. In addition to instructor-led courses 'self-teach' materials are available, and the Computing Service also provides documentation on many topics in the form of handouts, information sheets and leaflets (see web page <http://www.cam.ac.uk/cs/docs/>).

It is essential to register for a course and online bookings are made via [www.training.cam.ac.uk](http://www.training.cam.ac.uk) with a Raven account. If this is not possible, contact [course-admin@ucs.cam.ac.uk](mailto:course-admin@ucs.cam.ac.uk), tel. (3)34662. A standby system is used for oversubscribed courses; priority will be given to those who have booked in advance and who arrive in good time. If unable to attend for any reason, it is essential to cancel bookings well in advance so that someone else may take the place, and to avoid waste of resources such as excess copies of printed notes.

It should be noted that, unless otherwise indicated, all courses assume basic computing skills; only those marked "Novice friendly" are suitable for those with no previous experience.

**Instructor-Led and Self-Taught**

- Assistive Technology
- Basic Skills
- Bibliographic
- Software Databases
- Design and Desktop Publishing
- Email
- Graphics and Photos
- Hardware
- Macintosh System and Use
- Multimedia Presentation
- Software Programming and Scripting
- Project Management
- Scientific Computing
- Spreadsheets
- Statistical and Mathematical Software
- System Management
- Unix (including Linux) Systems and Use
- Videoconferencing
- Web Browsing and Searching
- Web Publishing and Management
- Windows Systems and Use
- Wordprocessing
- XML