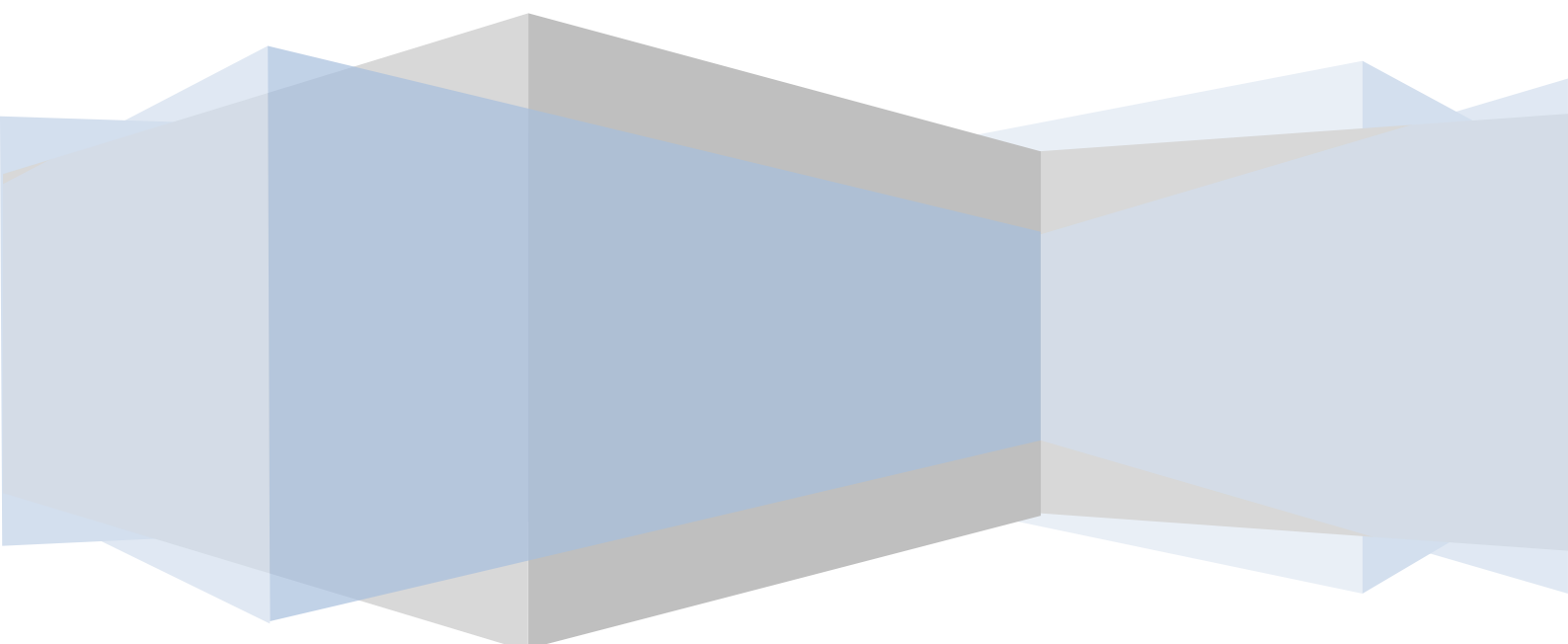


Academic Consulting

Summer 2010 Programme

www.academic-consulting.co.nz/summer2010



Company Profile

Academic Consulting was formed in 1999 by Dr Lyn Lavery, after she identified a clear demand for research consultancy and software training amongst academic researchers and students. She initially set up the company in Ellerslie, Auckland whilst completing her PhD in Educational Psychology. While offering training and consulting services, Lyn also identified a potential need for the provision of various research services such as transcription, data entry, document formatting, and data analysis. Since then, the company has seen a huge growth, and there are now over 10 full and part-time staff working at the company's office in Mt Eden. Further details regarding the company and its staff can be found on our website at:

<http://www.academic-consulting.co.nz>

Please contact us if you have any questions regarding our services or our Summer Programme:

Email: info@academic-consulting.co.nz

Phone: +64 9 623 7000

Location

Training courses will be held at Academic Consulting, Office 16, 465 Mt Eden Road, Auckland.

Prerequisites

Some of the courses listed require that you have prior knowledge of the topic and/or software being taught. These are listed for each course. If you are unsure if you meet the prerequisites, please contact us. It is in your best interest to ensure you have the necessary skills in order to maximise the learning potential of the course.

What to bring

For computer-based courses, please bring a laptop computer with the appropriate software installed. We do hire laptops for a small fee. Contact us to arrange this.

Teaching Material

All course notes will be provided. We encourage participants to bring note taking equipment to the course(s).

Early Bird Discount

If you register and **pay before Tuesday 22nd December** you will receive a 10% discount off all courses.

Prices

There are two prices for registration:

Corporate: For those who are employed by a company and/or institution that is a profit based organisation.

Academic: For those who are studying and/or teaching at an NZQA accredited Institution.

Cancellation Policy

Cancellations must be notified at least 72 hours prior to the day of the course and refunds will incur an administration cost of 20% of the total registration fee.

Registration

To register for a course please book online at: <http://www.academic-consulting.co.nz/summer2010>.

Course Descriptions

Introduction to Qualitative Research	Tue 2 Feb, 10:00—13:00	Academic – \$180 + GST Corporate – \$275 + GST
<p>This course is intended as a brief introduction to qualitative research methods. More comprehensive sessions on each of the topics covered will be offered by Academic Consulting throughout 2010. Topics covered will include:</p> <ul style="list-style-type: none"> • What is qualitative research? • Overview of qualitative methods • Sampling and recruitment • Data collection techniques (interviews, focus groups etc.) • Analysing qualitative data 		
Introduction to NVivo: Working with Data	Wed 3 Feb, 10:00—16:30	Academic – \$280+ GST Corporate – \$495 + GST
<p>As well as providing an overview of the software, this introductory workshop introduces participants to the basics of setting up an NVivo 8 project. Please note that this is part one of a two part workshop — participants may choose to attend one session or both. Topics covered will include:</p> <ul style="list-style-type: none"> • The NVivo 8 project interface • Preparing and working with data • Node types and uses • Creating and working with nodes • Viewing coding and context • Linking 		
Introduction to NVivo: Extending Analyses	Thurs 4 Feb, 10:00—16:30	Academic – \$280 + GST Corporate – \$495 + GST
<p>Our 'Extending Analyses' class builds on the basic functions learnt in 'Introduction to NVivo 8: Working with Data'. This interactive workshop looks at the additional NVivo 8 tools available and discusses the various means of extending and simplifying NVivo qualitative analyses. Topics covered will include:</p> <ul style="list-style-type: none"> • Revision of introductory NVivo 8 knowledge • Reporting • Cases and attributes • Working with models • Queries <p>Pre-requisite: Attendance at 'Introduction to NVivo: Working with Data' or equivalent knowledge.</p>		
Using NVivo for Analysing Questionnaires	Fri, 5 Feb, 10:00—13:00	Academic – \$180 + GST Corporate – \$275 + GST
<p>NVivo can be an extremely useful tool for analysing open-ended responses to questionnaires. This training course focuses on the specific tools within NVivo that are useful for this, and discusses quick methods for importing survey data into NVivo and automatically coding aspects of it.</p> <ul style="list-style-type: none"> • Setting-up an NVivo project • Importing open-ended survey questions from Excel or PASW (SPSS) • Automatically coding questions • Working with cases and attributes • Running text and coding queries • Reporting results <p>Pre-requisite: Attendance at 'Introduction to NVivo: Working with Data' or equivalent knowledge.</p>		

Introduction to Quantitative Research	Mon 22 Feb, 10:00—13:00	Academic – \$180 + GST Corporate – \$275 + GST
<p>This course is a pre-requisite for our 'Introduction to Quantitative Data Analysis' session, and is ideal for anyone who is new to quantitative research, or whose skills are a little "rusty". Topics will include:</p> <ul style="list-style-type: none"> • Sampling and populations • Reliability and validity • Hypotheses and variables (including independent and dependent variables) • Levels of measurement (nominal, ordinal, interval and ratio) • Descriptive statistics 		
Introduction to PASW (SPSS)	Mon 22 Feb, 14:00—17:00	Academic – \$180 + GST Corporate – \$275 + GST
<p>This session introduces participants to the basic functions of PASW (SPSS) and teaches the skills necessary to perform a variety of statistical functions. Topics covered will include:</p> <ul style="list-style-type: none"> • Creating data sets and entering/importing data • Defining variable properties • Performing data transformations • Calculating descriptive statistics and other statistical procedures • Producing tables, and charts • Using the PASW Help features 		
Introduction to Quantitative Data Analysis	Tue 23 Feb, 10:00—17:00	Academic – \$280 + GST Corporate – \$495 + GST
<p>This course will introduce participants to the basics of quantitative data analysis. Course content will include t-tests, ANOVA, correlation, and non-parametric statistics such as chi-square and Mann-Whitney – more complex analyses such as regression and MANOVA cannot be accommodated within this one-day session. Topics covered will include:</p> <ul style="list-style-type: none"> • Basic principles of significance testing • Choosing the correct statistical procedure • Test assumptions • Interpreting statistical analyses <p>Pre-requisite: Attendance at 'Introduction to Quantitative Research' and 'Introduction to PASW (SPSS)' or equivalent knowledge.</p>		
Designing and Analysing Questionnaires	Wed 24 Feb, 10:00—17:00	Academic – \$280 + GST Corporate – \$495 + GST
<p>This session will introduce participants to the basics of designing and analysing questionnaires. Topics covered will include:</p> <ul style="list-style-type: none"> • General principles of questionnaire design and maximising response rates • Approaches to content framing • Question wording and communication with respondents • Appropriate question types (e.g. open vs. closed, rating vs. checklist) • Overall questionnaire layout • Appropriate descriptive statistics • Reliability analysis • Introduction to factor analysis <p>Pre-requisite: Attendance at 'Introduction to Quantitative Research', 'Introduction to Quantitative Data Analysis' and 'Introduction to PASW (SPSS)'. Note that we are happy to waive these pre-requisites for those who have equivalent skills/knowledge - please contact us to discuss this.</p>		

BYO Project Afternoon	Tue 19 Jan OR Fri 29 Jan OR Fri 26 Feb 13:30—17:00	Academic – \$120 + GST Corporate – \$160 + GST
<p>These sessions are an opportunity for you to work on specific aspects of your research project, with assistance on hand as required. They are perfect for researchers who don't require intensive consultation sessions, but need a "helping hand" every now and then while working on a specific aspect of their project.</p> <ul style="list-style-type: none"> • Assistance with both qualitative and quantitative research skills along with a range of software packages including QSR NVivo, PASW(SPSS), EndNote, Inspiration, and MS Office/thesis formatting • Sessions are 3-4 hours in length, during which we can offer you expert advice • Group size is limited to four people in order to maximise opportunities for one-on-one assistance • All sessions are held at our Mt Eden, Auckland offices 		
Formatting Questionnaires in MS Word	Mon 15 Feb, 10:00—13:00	Academic – \$180 + GST Corporate – \$275 + GST
<p>The presentation of research questionnaires can have an enormous impact on the quality of data provided and completion rates by respondents. This workshop covers a range of techniques in MS Word that will assist researchers in creating professionally presented questionnaires.</p> <ul style="list-style-type: none"> • Overall questionnaire layout e.g. font choice, page setup options • Creating different question types e.g. rating scales, ticked options, open response • Working with questionnaire templates • Printing and production issues • Other techniques for questionnaire design e.g. specialised software <p>Note: Course content will be taught with MS Word 2007.</p>		
Formatting Long Documents	Mon 15 Feb, 14:00—17:00	Academic – \$180 + GST Corporate – \$275 + GST
<p>This session will cover all stages of formatting a long document such as a thesis. Setting your document(s) up in the early stages can save you a great deal of time throughout the thesis process, and maximise your time writing. Topics covered will include:</p> <ul style="list-style-type: none"> • Document management • Using styles and templates • Using different views for different writing stages • Pagination (roman numerals, arabic numerals) • Captioning of Tables, Figures and Equations • Generation of Table of Contents, Lists of Tables and Figures <p>Note: Course content will be taught with MS Word 2007.</p>		
Writing Smarter in MS Word	Tues 16 Feb, 14:00—17:00	Academic – \$180 + GST Corporate – \$275 + GST
<p>This training course highlights time-saving features of MS Word that are especially useful for academic writing and research. Workshop content will be ideal for users of MS Word who are 'self-taught' and wish to learn more about making the most of MS Word – full of tips and tricks that you'll wish you'd learnt years ago!</p> <ul style="list-style-type: none"> • A brief introduction to styles • Methods for viewing and navigating large documents • Tips and tricks for drafting and editing • Keeping track of changes (reviewing features) • Other useful features including Autosummarise, Document Statistics and AutoCorrect • Spelling, grammar and language issues • Working with multiple Word files successfully <p>Note: Course content will be taught with MS Word 2007.</p>		

							Cost (\$NZD)	
	Location	Day	Date	Start	Finish	Academic	Corporate	
Qualitative Sessions								
Introduction to Qualitative Research	Academic Consulting	Tue	2/02/2010	10:00	13:00	\$180 + GST	\$275 + GST	
Introduction to NVivo: Working with Data	Academic Consulting	Wed	3/02/2010	10:00	16:30	\$280 + GST	\$495 + GST	
Introduction to NVivo: Extending Analyses	Academic Consulting	Thu	4/02/2010	10:00	16:30	\$280 + GST	\$495 + GST	
Using NVivo for Analysing Questionnaires	Academic Consulting	Fri	5/02/2010	10:00	13:00	\$180 + GST	\$275 + GST	
Quantitative Sessions								
Introduction to Quantitative Research	Academic Consulting	Mon	22/02/2010	10:00	13:00	\$180 + GST	\$275 + GST	
Introduction to PASW (SPSS)	Academic Consulting	Mon	22/02/2010	14:00	17:00	\$180 + GST	\$275 + GST	
Introduction to Quantitative Data Analysis	Academic Consulting	Tue	23/02/2010	10:00	17:00	\$280 + GST	\$495 + GST	
Designing and Analysing Questionnaires	Academic Consulting	Wed	24/02/2010	10:00	17:00	\$280 + GST	\$495 + GST	
Consultation Sessions								
Bring your own (BYO) Project Afternoon	Academic Consulting	Tue	19/01/2010	13:30	17:00	\$120 + GST	\$160 + GST	
Bring your own (BYO) Project Afternoon	Academic Consulting	Fri	29/01/2010	13:30	17:00	\$120 + GST	\$160 + GST	
Bring your own (BYO) Project Afternoon	Academic Consulting	Fri	26/02/2010	13:30	17:00	\$120 + GST	\$160 + GST	
Microsoft Word Sessions								
Formatting Questionnaires in MS Word	Academic Consulting	Mon	15/02/2010	10:00	13:00	\$180 + GST	\$275 + GST	
Formatting Long Documents	Academic Consulting	Mon	15/02/2010	14:00	17:00	\$180 + GST	\$275 + GST	
Writing Smarter in MS Word	Academic Consulting	Tues	16/02/2010	14:00	17:00	\$180 + GST	\$275 + GST	