MAXQDA 2022 for Windows and Mac - One Day Express Online Course
Course Syllabus

PLEASE NOTE:
Participants who complete my course can receive a 20% discount code to purchase any MAXQDA license within 4 weeks after the course, upon request.

Introduction
MAXQDA is a powerful qualitative data analysis software program used by researchers in education, governments, NGOs and the commercial sector worldwide. In this workshop, we will learn the key functions of the software. Learning will be interactive and hands-on with sufficient time for participants to practice. Participants can walk out the classroom and start using MAXQDA in their projects right away!

Learning objectives
1. To identify what MAXQDA is and how it is different from other QDA software;
2. To learn the basic functions of MAXQDA including creating a project, coding, using visual tools, conducting text retrieval, and creating models for presentations and team meetings;
3. To learn in an interactive online learning environment and be able to use MAXQDA in your own projects right after the class.

Instructor
Neville Li
MAXQDA certified trainer and consultant
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Duration: 5 hours in total including 2 short breaks

Cost: USD$225 (tax included) in US dollars, flat rate

Language of Instruction: English

Registration: Please contact the instructor at email: nevilleli09@gmail.com if you are interested in enrolling in this course. The instructor will answer any questions you may have, send you a link for registration and provide payment methods (e.g., credit card) via email. An instructor biography can be found on the research website http://nevilleliresearch.weebly.com. Space is limited. Participants who complete my

course can receive a Certificate of Completion with the official MAXQDA logo, upon request.

Technical requirements: Students will need to have a device with MAXQDA version 2022 or version 2020 installed. It can be a purchased full license or a 14 day free trial downloaded from the company's website. The class is conducted online with a shared screen from the instructor's computer. This class is suitable for both MAXQDA for Windows and Mac and is designed for the beginner and intermediate levels.

Course Outline
First Half of Course - 2 hours
I. Introduction to MAXQDA
      a. PowerPoint presentation -20 minutes
            i. What is MAXQDA?
            ii. Differences of MAXQDA from other similar software
            iii. License options

      b. Basics of MAXQDA –30 minutes
            i. Understand the user interface
            ii. Toolbars and icons
            iii. Four windows
            iv. Save project and backup
            v. Import sources/documents
            vi. Create document groups

II. Coding - 1 hour
            i. How to code text files (e.g., doc, rtf), PDFs, pictures, audio and video files?
            ii. Inductive vs. deductive coding
            iii. Open coding vs. in vivo coding vs. a priori coding
            iv. What are coding stripes?
            v. Organize a code hierarchy

III. Other useful tools – 20 minutes
            i. What are memos and how to use memos effectively?
            ii. Create links

---- 20 minute break ----

Second Half of Course - 2.5 hours
IV. Variables -25 minutes
            i. What are variables (attributes) and why are they important?
            ii. Assign variables to documents (setup for data analysis and mixed methods functions)

V. Modeling - Using MAXMaps to visualize your data -20 minutes
            i. What are MAXMaps and the pre-made models?
            ii. One-case model

        iii. One-code model
        iv. How to create a New Map?

VI. Data Analysis and Exploration
a. Simple text retrieval – 15 minutes
        i. How to run simple text retrievals (coding query)?
        ii. How to understand the outcomes?

b**.** Visual tools – 15 minutes
        i. Single case tools
          - What is a single case tool?
          - Document portrait
          - Codeline browser
        ii. Cross case tools
          - What is a cross-case tool?
          - Code-relations browser
          - Code matrix browser

---- 15 minute break ----

VII. Mixed Methods Analysis - 20 minutes
        i. What is mixed methods analysis in MAXQDA?
        ii. Variable revision
        iii. Activation by variable (i.e., how to filter your documents and results?)
        iv. Crosstabs
        v. Quote matrix

VIII. MAXDictio for quantitative content analysis (only with MAXQDAplus)
(optional)
        a. Word frequency
             i. How to run a word frequency search in your documents?
             ii. How to use the Stop-Word list to filter your results?
        b. Dictionaries
             i. How to create a dictionary to search for specific search terms in your
             documents?

IX. Teamwork (optional)
X. Practice Exercises/Mini-test (optional)
XI. Questions & Answers
XII. Debrief