

WELCOME

Thank you for your interest in our spring and summer 2019 leisure courses. There are 18 new courses on offer in 2019 including Italian and Middle Eastern Cooking and Creative Writing. For more information about any of the courses in this guide, please contact us on 648200 or visit www.ucm.ac.im.

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TERM DATES

Spring Term 2019

Monday 7th January 2019 – Saturday 16th February 2019

Monday 25th February – Saturday 6th April 2019

Summer Term 2019

Tuesday 23rd April 2019 – Saturday 25th May 2019

KEY TO COURSE VENUES

| | |
|-------|---|
| UCM | University College Isle of Man, Homefield Road, Douglas |
| WKEN | William Kennish Engineering Centre – Greenfield Road, Douglas |
| GLENG | Glencrutchery School Gym |
| GLENP | Glencrutchery School Pool, Douglas |
| BST | Ballakermeen Studio Theatre, Ballakermeen High School |
| KENS | Kensington Road Youth Arts Centre |
| SNLS | St Ninian's Lower School, Bemahague, Onchan |
| ASH | Ashley Hill Primary School, Onchan |
| WILL | Willaston Primary School |
| FOX | Foxdale Primary School |
| PEEL | Peel Clothworkers Primary School |
| QEII | Queen Elizabeth II High School |
| RGS | Ramsey Grammar School |
| RYCC | Ramsey Youth & Community Centre |



BUSINESS & TECHNOLOGY COURSES

ADOBE

| Day | Venue | Course Code | Course Title | Start Date | Time | Length | Tutor | Fee |
|-----|-------|-------------|------------------------------|------------|---------------|--------|-----------|-----|
| Tue | UCM | ED838-ST | Adobe InDesign for Beginners | 08/01/19 | 18.00 – 20.00 | 8 wks | Mr D Ward | £98 |

COMPUTERISED ACCOUNTS

| Day | Venue | Course Code | Course Title | Start Date | Time | Length | Tutor | Fee |
|-----|-------|-------------|---|------------|---------------|--------|---------------|------|
| Tue | UCM | ED820-AT | Introduction to Sage 50 Accounts (Computerised Bookkeeping) | 08/01/19 | 18.00 – 20.00 | 9 wks | Mrs L Webster | £110 |

MARKETING

| Day | Venue | Course Code | Course Title | Start Date | Time | Length | Tutor | Fee |
|-----|-------|-------------|---------------------------------------|------------|---------------|--------|-----------|-----|
| Mon | UCM | ED819-SM | Marketing What Do You Want From It? | 07/01/19 | 18.00 – 20.00 | 8 wks | Mr D Ward | £98 |

MICROSOFT EXCEL

| Day | Venue | Course Code | Course Title | Start Date | Time | Length | Tutor | Fee |
|-----|-------|-------------|----------------------------------|------------|---------------|--------|---------------|-----|
| Tue | UCM | ED802-ST | Microsoft Excel for Beginners** | 08/01/19 | 17.30 – 19.30 | 5 wks | Ms S Allanson | £61 |
| Tue | UCM | ED803-ST | Microsoft Excel Intermediate** | 12/02/19 | 17.30 – 19.30 | 7 wks | Ms S Allanson | £86 |

MICROSOFT WORD

| Day | Venue | Course Code | Course Title | Start Date | Time | Length | Tutor | Fee |
|-----|-------|-------------|---|------------|---------------|--------|------------|-----|
| Mon | UCM | ED821-SM | Microsoft Word Introduction to Mail Merge** | 07/01/19 | 17.30 – 19.30 | 2 wks | Mrs C Lord | £25 |
| Mon | UCM | ED822-SM | Microsoft Word Intermediate** | 21/01/19 | 17.30 – 19.30 | 4 wks | Mrs C Lord | £50 |
| Mon | UCM | ED823-SM | Microsoft Word Advanced** | 04/03/19 | 17.30 – 19.30 | 4 wks | Mrs C Lord | £50 |

COMPUTERS FOR BEGINNERS & IMPROVERS

| Day | Venue | Course Code | Course Title | Start Date | Time | Length | Tutor | Fee |
|-----|-------|-------------|--|------------|---------------|--------|-------------|-----|
| Sat | UCM | PD881-SS | Getting to Grips with iPads for Complete Beginners | 12/01/19 | 09.30 – 12.30 | 2 wks | Ms C Pettit | £37 |
| Sat | UCM | PD881-SS2 | Getting to Grips with iPads for Improvers | 26/01/19 | 09.30 – 12.30 | 2 wks | Ms C Pettit | £37 |
| Sat | UCM | PD810-SS | SketchUp for Beginners | 26/01/19 | 10.00 – 16.00 | 1 day | Mr D Ward | £31 |
| Sat | UCM | PD880-SS | Intro to Android Tablets | 09/02/19 | 09.30 – 12.30 | 2 wks | Ms C Pettit | £37 |
| Sat | UCM | PD814-SS | Computer Basics User Skills** | 02/03/19 | 09.30 – 13.00 | 3 wks | Ms C Pettit | £64 |
| Sat | UCM | PD810-SS2 | SketchUp for Beginners | 16/03/19 | 10.00 – 16.00 | 1 day | Mr D Ward | £31 |
| Sat | UCM | PD810-US | SketchUp for Beginners | 11/05/19 | 10.00 – 16.00 | 1 day | Mr D Ward | £31 |

SOCIAL MEDIA

| Day | Venue | Course Code | Course Title | Start Date | Time | Length | Tutor | Fee |
|-----|-------|-------------|---------------------|------------|---------------|--------|---------------|-----|
| Tue | UCM | ED835-ST | How to Use Facebook | 22/01/19 | 17.30 – 19.30 | 3 wks | Ms K Birchall | £37 |
| Tue | UCM | ED837-ST | How to Use LinkedIn | 26/02/19 | 17.30 – 19.30 | 3 wks | Ms K Birchall | £37 |

**Course will use Microsoft Office 2016 for Windows.