

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.