

What is the course about?

If you work for a Government Department and want to learn how to be more productive with Microsoft Office we have the courses and skills to help you.

We have tailored our courses to meet the needs of the learner and cover levels from beginners to experienced users. Please download the Course Prospectus from the Download section of our website to find out more about the courses. The Prospectus should help you establish which of the courses will suit your needs.

All of our courses are held at the University College's Electronic Testing unit at Thie Ushtey. This is just a few minutes' walk from the main College building and has the advantage of separate parking and a quieter environment.

We can also offer bespoke courses where the training can be customised for your specific requirements and can be held either in our training centre or on your premises. Details available on application.

What are the entry requirements?

- This course is for Government Employees only.
- There are no entry requirements.
- The courses run on a Tuesday throughout the year.

Who should I contact?

Please contact the Secretary for an Application form by email to tracy.clift@ucm.ac.im or by telephone on 648202 or download the Booking Form from our website in the Download section.

Please also see below the Government Training Course Schedule from November 2017 to June 2018.

**Microsoft Office 2016
Government Training Course Schedule
September 2017 to June 2018**



Course Code	Date Tuesday	Course	Title
339	19/09/2017	Excel	Intermediate
340	26/09/2017	Excel	Advanced Part 1 Analysing Data
341	03/10/2017	Excel	Advanced Part 2 – Workbook Functions
342/343	10/10/2017	Outlook/Internet	Outlook (morning), Internet (afternoon)
344	17/10/2017	Publisher	Publisher
345	24/10/2017	Excel	Foundation
346	07/11/2017	Excel	Foundation
350/351	21/11/2017	Word	Intermediate Part 1 (morning), Part 2 (afternoon)
352	28/11/2017	Excel	Intermediate
353/354	05/12/2017	Word	Advanced Part 1 (morning), Part 2 (afternoon)
355	12/12/2017	Excel	Advanced Part 1 Analysing Data
356	19/12/2017	Excel	Advanced Part 2 Workbook Functions
357/358	09/01/2018	Outlook/Internet	Outlook (morning), Internet (afternoon)
359	16/01/2018	Publisher	Publisher
360/361	23/01/2018	Word	Advanced Part 1 (morning), Part 2 (afternoon)
362/363	30/01/2018	Word	Mail Merge (morning), Forms (afternoon)
364	06/02/2018	Excel	Foundation
365	20/02/2018	Excel	Intermediate
366	27/02/2018	Excel	Advanced Part 1 Analysing Data
367	06/03/2018	Excel	Advanced Part 2 Workbook Functions
368/369	13/03/2018	Word	Foundation Part 1 (morning), Part 2 (afternoon)
370/371	20/03/2018	Excel	Foundation
372/373	27/03/2018	Word	Intermediate Part 1 (morning), Part 2 (afternoon)
374	17/04/2018	Excel	Foundation
375/376	24/04/2018	Word	Advanced Part 1 (morning), Part 2 (afternoon)
377	01/05/2018	Excel	Intermediate
378/379	08/05/2018	Outlook/Internet	Outlook (morning), Internet (afternoon)
380	15/05/2018	Publisher	Publisher
381	22/05/2018	Excel	Advanced Part 1 Analysing Data
382	12/06/2018	Excel	Advanced Part 2 Workbook Functions
383/384	19/06/2018	Word	Mail Merge (morning), Forms (afternoon)
385	26/06/2018	Excel	Foundation

For further details or to book a place please e-mail: tracy.clift2@gov.im or training@ucm.ac.im or telephone 648202.