



Allanson's Computer Training

www.act.co.im

Course information

Course title: [Computing For Beginners And Improvers](#)

Course duration: 2 hours x 12 weeks

Course format:

One to one or group tuition. This can be in the comfort of your own home or at your place of work. We can bring a laptop with the appropriate software on it. Alternatively you may visit us at our comfortable and spacious training rooms. You can bring your own laptop if you wish.

By the end of this course you will be able to:

- Handle the keyboard and mouse with ease, improve your typing
- Find your way around the computer confidently
- Edit and format your text
- Produce letters, brochures and posters
- Manage basic filing (and find the things you have lost)
- Create envelopes and labels
- Send, receive and forward e-mails
- Send e-mail attachments
- Browse the internet
- Shop online safely
- Understand simple computer terminology

Course pre-requisite:

Some experience with the keyboard and mouse would be an advantage. If you can type slowly with two fingers, that is good enough!

During the course:

You will get plenty of 'hands on' practice and can request help from your tutor at any time. The class will be small (maximum of 5 people), friendly and informal. You will receive lots of useful hand-outs, which you can keep.

PTO for further information

*For further details and to register your interest (no obligation) – please contact Shem on
Tel: 896126 or e-mail: shem@act.co.im. Our training rooms are based in Ballaugh.*

About your course tutors:

Ms Shem Heather Allanson, BSc, MLPI. Shem teaches a wide range of business and vocational computer courses for all ages and skill levels; and has done so for many years. Prior to this she worked within medical teaching and then in IT management. Shem was nominated for the Isle of Man Newspaper award for 'exceptional customer service' in 2006.



Mrs Diane Brown, MA, BA (Hons), has a strong background in business, teaching and training. She was a finalist in the Institute of IT Training's "Trainer of the Year 2011" award. She has worked for many years as a full-time senior lecturer at the Isle of Man College teaching business administration and Microsoft Office for business purposes.

Course price: Please see website www.act.co.im for current price list. Discounts may be available for larger groups.

Payment: Course fees are due on the first day of the course for group sessions. For one to one training you can pay as you go. Please see the website for terms and conditions and cancellation policy.

Bespoke courses: We are happy to adjust course contents where practical to suit your exact requirements. Please telephone us to discuss.

How to find us: We are easy to find and have ample parking. We will send you detailed directions at the time of booking.

For the first session: Please arrive in good time and bring suitable glasses if you need them. For all courses, except the beginners' course, we ask you to bring an empty 1GB USB stick. We also request that all mobile phones be switched off during training sessions. We will provide you with a drink during your training – we have a good selection of tea, coffee and fruit teas.



Following your training: You can e-mail, (or Skype) your tutor for further advice or help should you need it.