



Allanson's Computer Training

www.act.co.im

Course information

Course title: [Introduction To Online Banking](#)

Course duration: 2 hours

Course format:

One to one tuition, either in your own home or at our training rooms. We have the latest security software pre-installed to ensure your card details remain secure. If you wish to do this course in your own home it is important that your computer security is up to date beforehand. We can advise you further if you are unsure how to achieve this. You also need to have requested online banking from your bank and have all the paperwork and details ready beforehand. This can take a week or so to organise.

PLEASE NOTE: The Trainer does NOT need access to your confidential details to run this course. You bank account passwords and pin numbers will be retained by yourself at all times. They should never be disclosed to anyone else. You will enter this information yourself at the appropriate stages during your training.

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

- Understand the risks associated with using your card details online
- Avoid phishing and other scams
- Choose safe passwords for use online
- Appreciate that passwords should NEVER be given to, or shared with others
- Access your online bank account safely
- Know how to examine your balance
- Set up standing orders
- Transfer money to pay suppliers
- Log out safely
- Feel confident enough to do online banking on your own in the future

Course pre-requisite:

Familiarity with some computer basics is assumed. You need to be confident with the mouse and keyboard and know how to use e-mail. You need to have an existing e-mail account. This course is not suitable for beginners.

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.*

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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.