



# Allanson's Computer Training

www.act.co.im

## Course information

**Course title:** [Introduction To Computing For The Self-Employed](#)

**Course duration:** 2 hours x 12 weeks (short course) or 2 x 18 weeks (long course).

**Course format:**

One to one or group tuition. Course content can be tailored to your exact requirements. We have comfortable and spacious training rooms, and are fully equipped with the latest software. Your place or ours.

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

- Understand relevant computer and business terminology
- Find your way around your computer confidently
- Create and amend business letters
- Create advertising flyers, brochures and leaflets
- Understanding computer filing and know how to find lost files.
- Send, receive, and forward e-mails and e-mail attachments
- Search for and download information from the web
- Understand simple computer terminology

**Additional topics for the longer course:**

- Use Excel to keep accounting and stock control information
- Shop online safely
- Use a scanner
- Download and organise pictures taken using a digital camera

**Course pre-requisite:**

Familiarity with the keyboard and mouse is assumed. Some experience with Microsoft Word beforehand would be advisable.

**During the course:**

You will get plenty of 'hands on' practice and can request help from your tutor at any time. Group classes 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](mailto: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](http://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.