

2018 / 2019

Course Code	PD814-SS
Tutor	Clare Pettit
Venue	UCM, Homefield Road, Douglas
Cost	£64
Start Day, Date & Time	Saturday 2 nd March 2019 9.30am – 1pm
Number of Weeks / Sessions	3 Weeks

What is the course about?

This course is aimed at home users who have used a computer before but would like to know how to complete tasks such as browsing the internet, online shopping, using emails, organising files on their computer, storing photographs and music on their computers and other similar tasks.

Previous experience:

Basic computer skills required.

Equipment you need to bring:

None required but if you have a laptop or tablet you can use to learn on, that would be an advantage.

General Information:

The times advertised for courses, especially 1-day and short courses, will normally include break(s) and a lunch period, as appropriate, and by agreement with the tutor at the sessions.

Students attending one-day workshops might like to note that there are hot/cold drinks and snack vending machines (crisps, sweets, chocolate, biscuits etc) in the College Refectory, which will be open during the day, but there are no sandwiches etc available, so students might like to bring a packed lunch with them, which can be consumed in the Refectory.

Some venues may have restricted parking facilities, disc parking etc, so please also be aware of this.

Who should I contact?

For further information, please contact the Programme Area Secretary on 648204.