

Who is this course aimed at?

This short 45 minute course is aimed at people who want to know how to search for Jobs online

What will I need?

Basic computer skills along with keyboard and mouse skills

Programme Aims

This course will show you how to find and apply for jobs online

What will I do?

- Search and apply for jobs online
- Save your search results and sign up for job alerts
- Develop and send your CV online
- Complete application forms

How will I be taught?

This is an online course which lasts for approximately 45 minutes

How will I be assessed?

There is no formal assessment

What could I progress on to?

On to other internet based short courses

Tutor led ICT workshops

- Job Searching
- CV writing
- Applying for jobs

What equipment should I bring?

Pen pencil and note book

Will I gain a qualification?

No qualification is attached to this course