

**Who is this course aimed at?**

This short 45 minute course is aimed at people who want to know how to search information about public services

**What will I need?**

Basic computer skills along with keyboard and mouse skills

**Programme Aims**

This course will show you how you can find out information about public services and save time and money by talking to local and national government online. It should take about 45 minutes to complete, but you can take as long as you like.

**What will I do?**

- How to search for and order things online
- How to pay for things online
- All about security measures and laws to protect you when you shop online

**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  
Computing online

**What equipment should I bring?**

Pen pencil and note book

**Will I gain a qualification?**

No qualification is attached to this course