



Basic ICT Courses

Think for a while....

Those who know how to use the Internet may:

- keep in close contact with their families and friends, even with those living overseas;
- buy products and services from the comfort of their home;
- keep themselves updated with what is happening around them, through news, sports and other informative websites;
- have better work opportunities;

If you are 20 years old or over, and are eager to start using the Internet, do not hesitate to make your first step today.

Courses are tailor made for adults and consist of 6 sessions of 2 hours each. Each lesson will be held in small groups and delivered by trained and experienced trainers. Course manuals will be distributed free of charge, and are available in English or Maltese.

Course attendees will be awarded a certificate, upon completion of course.

The course is:

Course B – Internet at Work

This course is intended to enhance your digital skills at the workplace. Course targets people who are in employment and who have basic computer knowledge. Topics to be covered in this free training course will include:

- Communicating with clients or colleagues through email and social networking;
- Introduction to word processors, spreadsheets and presentation software;
- An introduction to databases;
- Using ICT for marketing, stock keeping and client database;
- The ethical use of ICT – data protection principles;
- ICT safety – backups, passwords etc;

Frequently asked questions ...

Who can apply for these courses?

Applicants must be aged 20 years or over and are Maltese citizens or are in possession of a Maltese residence permit. They must also be employed within a hospitality establishment.



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How can I apply?

We currently have two methods of application. Since this course is open to employees of Hotel and hospitality establishments, we have made the necessary arrangements for applications forms to be readily available at the respective reception desks. Once completed, you can mail this application form to MCA, Valletta Waterfront, Pinto Wharf, Floriana FRN1913.

Alternatively, if you have the necessary means, you can apply by completing an online application form available from eSkills Foundation.

What happens once I submit my application? How will I know if my application is accepted or not?

The MCA will assess all applications for eligibility upon receipt. Following the closing date of applications, letters of acceptance will be sent to all eligible applicants, which will include details of the dates of the courses and the venue. Applications will be processed on a first-come-first-served basis.

When and where will the courses be held?

Courses will start in February 2017 and will consist of a weekly session of two hours each, for 6 weeks. Training courses will be delivered by qualified tutors in selected hotels.

In the letter you will be receiving from MCA, you will be given all the relevant information about the course.

Whom can I contact in case of difficulty?

In case of difficulty, you may contact the Malta Communications Authority (MCA) on 2133 6840, from Monday to Thursday between 09:30 to 16:00 hours, and Friday between 09:30 and 13:00 hours.

No course application forms will be accepted over the phone.