

Applying for this Course:

To apply for this course you should be 16 years of age or older and hold a qualification in Accounts and be IT literate. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on qa.jobsplus@gov.mt. stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birzebbuga, Ħal Far BBG3000.

On successful completion of this Computer Essentials Course, the learner will have theoretical and practical knowledge of :

- ✓ Introduction to ICT
- ✓ Hardware
- ✓ Software and Licensing
- ✓ Start Up, Shut Down
- ✓ Introduction to Desktop and Icons
- ✓ Using Windows
- ✓ Tools and Settings
- ✓ Working with Text
- ✓ Printing
- ✓ Introduction to Files and Folders
- ✓ Organising Files and Folders
- ✓ Storage and Compression
- ✓ Network Concepts
- ✓ Network Access
- ✓ Protecting Data and Devices
- ✓ Malware
- ✓ Health and Green IT