



The Parliamentary Secretariat  
for Small Business  
and Land

in association with



*bring you*



## *Courses in Computer Skills for the Small Business*

*Manage your Business electronically*

### **this course will help you:**

- *improve your computer skills*
- *better your organisational skills*
- *increase your business' efficiency*



**APPLY NOW!**



*and get all your notes on your leather bound €25 pen-drive*

in collaboration with



MALTA INFORMATION TECHNOLOGY AGENCY



# APPLICATION FORM

Name & Surname: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Line of Business: \_\_\_\_\_

*Preferred session:*

June - July \_\_\_\_      October - November \_\_\_\_

*Preferred time:*

13:30 - 15:30 \_\_\_\_    17:30 - 19:30 \_\_\_\_    19:30 - 21:30 \_\_\_\_

*Preferred day:*

Monday \_\_\_\_    Tuesday \_\_\_\_    Wednesday \_\_\_\_    Thursday \_\_\_\_    Friday \_\_\_\_

*The course is FREE however all necessary notes are given on a leather pendrive against a nominal fee of €25. This application should be filled in and returned to TCTC together with payment.*

## **This course includes**

- outlook
- spreadsheets for businesses

## **Tips on**

- creating your own website
- emarketing
- customer care

## **and seminars on**

- e-banking
- e-services
- mobile business solutions

**Course available throughout Malta & Gozo**

**For more information please call TCTC Naxxar, Paola and Gozo tel: 2142 1784/5, 2182 0819, 2156 1527 or email; info@ebiz.com.mt**

