

Year after year TCTC has been producing courses for you to benefit from the fruitful knowledge and education of our well known established company and hard working tutors. Here by in this letter one is to find a detailed description and explanation of the upcoming courses.



## ECDL

As a company TCTC Malta is a fully certified and accredited institute by ECDL Malta, to proceed with examinations in its premises since 2004. Having invigilators qualified in ECDL situated in the company itself. The Current System used for examinations is Enlight KS- Version 5. We also give the option for our clients and students to choose from Windows XP or Windows 7 and also Office 2003, Office 2007 and Office 2010.

## ECDL Core

ECDL Core Consists of 30 to 50 hours tuition, 7 mock tests, 7 examinations, skills card and notes on CD. With these courses one has the ability to complete the full process through ECDL – Learning and Developing the knowledge given by our professional tutors and getting ECDL Certification by ECDL Malta. The International Certificate is considered as level with the Malta Qualification Frameworks, also known as O-Level.

**ECDL**  
Get your ECDL  
qualifications now!  
**tctc**  
www.tctcmalta.com

**Special Offer**  
**€275**  
**All Inclusive!\***  
\*30 hour course, 7 mock tests,  
7 examinations, skills card  
and notes on cd  
and certificate.

Ideal for students from age 11 and over, adults, parents,  
employees, house wives and elderly.  
For more information call on 21421784/5 (Naxxar) or 21820819 (Paola)

**ECDL**  
Get your ECDL  
qualifications now!  
**tctc**  
www.tctcmalta.com

**Special Offer**  
**€350**  
**All Inclusive!\***  
\*50hour course, 7 mock tests,  
7 examinations, skills card  
and notes on cd  
and certificate.

Ideal for students from age 11 and over, adults, parents,  
employees, house wives and elderly.  
For more information call on 21421784/5 (Naxxar) or 21820819 (Paola)

# ECDL Advanced

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ECDL Advanced consists of 60 hours tuition 4 mock tests, 4 examinations and notes. In this course you will be covering 4 modules – Word, PowerPoint, Excel and Database. When moving to learning advanced tuition you are reaching to deep detail and education of the 4 modules. By covering this course and sitting for the 4 examinations you get the certificate for each module and eventually the ECDL Expert Certificate; representing that you have completed the ECDL Advanced. The course and examinations are covered by fully qualified ECDL Expert Advanced tutors and invigilators. The current system used for examinations is Level 4 with the Malta Qualification Frameworks also known as A-Level.

*All ECDL courses can be taken in both Private Tuition and class. Obviously private tuition is one-to-one; individual attention makes it easier for any student to understand and learn easily with the help of their tutor.*

For further information and course material contact us on 21421784/5 or by email to [info@tctcmalta.com](mailto:info@tctcmalta.com)



**ECDL ADVANCED**

**Want to go a step FURTHER...**

The course includes 20 lessons (5 lessons of 3 hours on each Module)  
4 exams, 4 sample tests & the notes.

The course will cover the ECDL Advanced syllabus of Microsoft Word, Microsoft Excel, Microsoft Database & Microsoft PowerPoint.

For more information do not hesitate to call us on 2142 1785/4 (Naxxar) or by email on [ecd@tctcmalta.com](mailto:ecd@tctcmalta.com)

**Each course costs €120 including exam**  
*Courses start every month*

**Special Offer**  
from ~~€600~~ to **€400**  
Payment can be done in **2 instalments**  
€200 deposit & €200 instalment in the third module.

   
[www.tctcmalta.com](http://www.tctcmalta.com)

# E-TECH

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E-TECH is aimed for students that have a keen interest to learn how computer devices fit and work together, identify devices and cables that make up a personal computer and also troubleshoot a computer.

E-TECH also offers you the opportunity to be more confident with your PC and also be aware of what is available to heighten the commodity and great service of a computer.



**Solve your PC problems**  
*as easy as ABC!*

Solve your own Computer problems  
Parental Control  
Identify Computer Parts  
Install Anti-Virus, Anti-Spam, Firewall, Anti-Popups and more  
Important Software – Windows, Office, Outlook, Back Ups

**Limited Places\***  
**Apply Now !**

**tctc**  
www.tctcmalta.com

For more information call now 21421784/5  
or email on [repairs@tctcmalta.com](mailto:repairs@tctcmalta.com)  
\*Notes are given at the price of 15Euros

The banner features a dark background with a list of services, a call to action, and contact information. It includes the eTECH logo and a background of colorful geometric shapes.

Course can be taken in both class and Private Tuition. The only difference is that being one-to-one will give more opportunity to the student to learn and gather the knowledge given out, at individual attention by the tutor. Also mentioning, that Private Tuition may be held at the venue and hour of your choice.



Wish to fix your Computer ?  
Want to learn and get to know your PC better ?

We've got the perfect solution!

**PRIVATE TUITION** **ONE-TO-ONE COURSES**

Come join us now at TCTC for e-TECH Courses.

**TCTC Technical Department**

**tctc**  
www.tctcmalta.com

For further Information and assistance call us now on 21421784 / 5 or email [repairs@tctcmalta.com](mailto:repairs@tctcmalta.com)

The banner features a woman with a magnifying glass, the eTECH logo, and text promoting private tuition. It includes the TCTC logo and contact information.

*A whole package – Getting to know the PC Unit and the Programs inside it.*

For further information and course material contact us on 21421784/5 or by email to [repairs@tctcmalta.com](mailto:repairs@tctcmalta.com) .

## SAGE

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TCTC Malta, apart from the strong variety of education it also offers Sage. Being a company accredited by Sage Pastel.



Sage Line 50 Beginners is a Basic Course which introduces the software and its basic features and menus. This course is mainly aimed at company managers, accountants, clerks and students who wish to work towards book keeping. Though it is aimed at those studying accounting the first lesson is of basic accounts to help those new to accounting.

Sage Line 50 is an 18 hour long course including notes and exercises. The students will follow Budgeting, Customers, Suppliers, Bank, Payments, Reconciliation, VAT and Issuing Management Information. By completing the Sage line 50 Beginners Course you will be awarded with the attendance certificate and also International Certificate after examination. TCTC also offers students the opportunity to do the examinations in our institutes at an additional fee.

You can find our centres in Paola and Naxxar. Making it easier for you to come and find us.



TCTC House,  
21<sup>st</sup> September Avenue, Naxxar



21421784/5



20, TCTC,  
Guze D'Amato Street,  
Paola



21561527

Where you should contact us for your particular choice of course:

## E-TECH

Technical Manager

*Alvin Pace*

[repairs@tctcmalta.com](mailto:repairs@tctcmalta.com)

## ECDL

Testing Manager

*Sefora Tonna*

[training@tctcmalta.com](mailto:training@tctcmalta.com)

## SAGE

Administrator

*Janelle Cortis*

[info@tctcmalta.com](mailto:info@tctcmalta.com)

Thank You for taking the time to get to know our quality and services better.



TCTC Malta Ltd