



Foundation for
Information Technology Accessibility

Gattard House,
National Road,
Blata l-Bajda
HMR 9010
Malta

Information and Communication Technology Courses Accessible to persons with disability

Providers

- Foundation for Information Technology Accessibility (FITA)
- Education Directorate Life Long Learning Department
- Maltese College for Arts, Science and Technology (MCAST)

Eligibility

- Applicants must be registered holders of the Special Identity Card (SID).
- FITA strives to provide required accommodation, however it reserves the right not to accept applications, should it be unable to secure the adequate resources.

Duration

Where not already specified above, FITA courses are usually based around weekly two hour sessions and extend over an average period of fifteen weeks. This may vary according to the course requirements.

Syllabus (Core Units)

Computer Awareness

MQF Level 1 - Digital Competences

Duration 22 session course of 3 hours duration each session
Starting in October 2016 until May 2017.

Entry Requirements

The course is intended for beginners and therefore no prior knowledge of computer usage is needed.

Learning Outcomes

Learn the basic concepts of I.C.T., hardware and software, main hardware components, and main software types, the computer environment, the desktop environment, and printers, creating and producing small sized documents by using a word processor package, handling text, and printing documents, creating and producing small sized spreadsheets by using a spreadsheet package, handling data, and printing worksheets, internet browsing and e-mail;

ECDL

Duration 32-week course of 3 hours duration each session
Starting in October 2016 until May 2017.

Entry Requirements

The course is intended for beginners who have basic ICT skills.

Learning Outcomes

The seven modules covered in this course are the following:

1. Computer Essentials - essential knowledge and skills relating to the use of computers and devices (replaces Syllabus 5.0 module 2 & part of module 1)
2. Online Essentials - knowledge and skills underpinning the use of the Internet to identify and retrieve information, to engage in online activities, and to communicate effectively (replaces Syllabus 5.0 module 7 and part of module 1)
3. Word Processing - skills related to working with text in a word processing application (same as Syllabus 5.0 module 3)
4. Spreadsheets - skills related to working with numbers in a spreadsheet application (same as Syllabus 5.0 module 4)
5. Presentation - skills related to working with a presentation application (same as Syllabus 5.0 module 6)
6. Database - skills related to working with database management system application (same as Syllabus 5.0 module 5)
7. IT Security – skills related to the appropriate and secure use of IT applications and hardware.

Optional Level 2 Units

8. Social Networks
 - a. Covering use of Facebook, Twitter and multiple other social networking solutions
 - b. Keep easily and constantly in touch with friends and people sharing your same interests
9. Podcasting
 - a. Understand, create and develop your own podcast.
 - b. A powerful way to share your voice, your creativity, your thoughts, your music or whatever else you can create via on demand online radio.
10. Blogging
 - a. Understand, create and develop your own blog
 - b. Do you have a hobby? Are you in a band? Do you have a business? Maybe you just have an opinion that needs to be heard. The possibilities are limitless.
 - c. Additional entry requirements include a medium to high literacy level.

11. Digital Photography

Digital photography is the art and science of producing and manipulating digital photographs — photographs that are represented as bit maps. Digital photographs can be produced in a number of ways:

- a. Directly with a digital camera

- b. By capturing a frame from a video
 - c. By scanning a conventional photograph
1. Tablet and Apps (three sessions)
 - a. Common and relevant mobile architecture frameworks and how to use these platforms in daily life.
 - b. Understand the setup and synchronization of applications.
 - c. Install the basic 4 Google applications that require synchronization between Google web sites and device (cell phone and tablet) applications: Google Backup, Gmail, Maps, Chrome browser.
 - d. Install the web-based 6 Google applications which require internet access via Wi-Fi: Drive, Search, Calendar, Translate, Web Store and Play Store, Hang-up.
 - e. Security, performance, and technology advice.

Course Fees

- A FITA administration fee of EUR25 is applicable for each course/module applied for.
- Kindly note that applications can only be processed if accompanied by payment of the exact amount indicated above.
- Cheque payments must be made payable to FITA.
- Applications must be signed and mailed or handed in at FITA's premises in Gattard House.
- A receipt issued by FITA must be presented on the first day of your course

Certification and Accreditation

- Upon completion of the course, if the student's ICT proficiency meets the necessary levels, the Foundation issues an attendance certificate.
- Students sponsored to attend the courses by the Employment Training Corporation (ETC), will also receive the relevant certificates issued by ETC, upon completion of the course.

How to Apply

Return a completed application form to FITA. This is available from the Foundation's premises or from the Foundation's web site at www.fitamalta.eu

FITA ICT Training Application Form

Name _____ Surname _____

Address _____

Village/Town _____ Post Code _____

Telephone No. _____ Mobile No. _____

Email. _____

Date of Birth _____

Identity Card No. _____ Special Identity Card No. _____

School or employment _____

Impairment Group

Hearing Intellectual Mobility
Visual Speech communication other

I wish to apply for: (circle or add as necessary)

- Computer Awareness
- Computer hardware
- Configuring equipment and software
- Social Networks
- Podcasting (Oct and June)
- Introduction to ECDL (Oct and June)
- Blogging (Oct and June)
- ECDL Advance Module 5
- ECDL Advance Module 6
- Facebook (Oct and June)
- Digital Photography (Oct and June)
- Tablet and Apps short course (Oct and June)
- Other: _____

Signature _____

Date _____

Declaration

I agree to the disclosure and use of the information on this form by the Foundation for IT Accessibility (FITA) to authorised bodies in response to requests under statutory authority.

I hereby declare that the information I have given above is true and correct. No information which could have a material bearing on my enrolment has been withheld. I understand that under the Data Protection Act, I have the right of access to personal information held by FITA about me and I also have the right to request FITA to correct any information which is inaccurate. I have an obligation to advise FITA if/when any of the personal information I have provided changes.

The duly filled application must be forwarded to The Foundation for Information Technology Accessibility, Gattard House, National Road, Blata l-Bajda HMR9010

Telephone numbers: (356) 2599 2048/ (356) 2599 2343;
Email: info@fitamalta.eu *Website:* <http://www.fitamalta.eu>