

Summer 2017 - August 2017

Thursday Evening (August 2017)

Day	Date	Session	Module Number	Module Name	Time and Duration	N.B.
Thursday	24/08/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	7:00pm - 9:00pm (2 Hours)	
Thursday	31/08/2017	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	7:00pm - 9:00pm (2 Hours)	
Thursday	07/09/2017	Lesson	4	Online Essentials Lesson	7:00pm - 9:00pm (2 Hours)	
Thursday	14/09/2017	Lesson	1	IT Security Lesson	7:00pm - 9:00pm (2 Hours)	
Thursday	21/09/2017	Lesson	2	Computer Essentials Lesson	7:00pm - 9:00pm (2 Hours)	Thursday 21 September 2017 Public Holiday
Thursday	28/09/2017	Lesson	5	Databases (Microsoft Office Access) Lesson	5:00pm - 8:30pm (3 hours and 30 min)	Thursday 28 September 2017 5:00pm - 8:30pm (3 hours and 30 min)
Tuesday	03/10/2017	Lesson	5	Databases (Microsoft Office Access) and Spreadsheets (Microsoft Office Excel) Lesson	5:00pm - 8:00pm (3 Hours)	Tuesday 3 October 2017 5:00pm - 8:00pm (3 Hours)
Thursday	05/10/2017	Lesson	7	Spreadsheets (Microsoft Office Excel) Lesson	5:00pm - 8:30pm (3 hours and 30 min)	Thursday 5 October 2017 5:00pm - 8:30pm (3 hours and 30 min)

Students who would feel the need to attend extra sessions would pay a fee for such extra sessions (extra sessions are optional and not compulsory).