

ECDL Advanced MQF Level 4

August 2017

Module	Date	Session	Module Number	Module Name	Time and Duration
Word Processing	19/08/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:00am - 10:00am (2 Hours)
	26/08/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:00am - 10:00am (2 Hours)
	02/09/2017	Intensive Revision & Mock Test Session	3	Word Processing (Microsoft Office Word) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Spreadsheets	16/09/2017	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	8:00am - 10:00am (2 Hours)
	23/09/2017	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	8:00am - 10:00am (2 Hours)
	30/09/2017	Intensive Revision & Mock Test Session	4	Spreadsheets (Microsoft Office Excel) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Databases	14/10/2017	Lesson	5	Databases (Microsoft Office Access) Lesson	8:00am - 10:00am (2 Hours)
	21/10/2017	Lesson	5	Databases (Microsoft Office Access) Lesson	8:00am - 10:00am (2 Hours)
	28/10/2017	Intensive Revision & Mock Test Session	5	Databases (Microsoft Office Access) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Presentations	11/11/2017	Lesson	6	Presentations (Microsoft Office PowerPoint) Lesson	8:00am - 10:00am (2 Hours)
	18/11/2017	Lesson	6	Presentations (Microsoft Office PowerPoint) Lesson	8:00am - 10:00am (2 Hours)
	25/11/2017	Intensive Revision & Mock Test Session	6	Presentations (Microsoft Office PowerPoint) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)

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).