

Summer 2017 - August 2017

Monday Morning

Day	Date	Session	Module Number	Module Name	Time and Duration	N.B.
Monday	07/08/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	10:15am - 1:30pm (3 hours and 15 min)	Monday 7 August 2017 10:15am - 1:30pm (3 hours and 15 min)
Monday	14/08/2017	Lesson	3 and 4	Word Processing (Microsoft Office Word) and Spreadsheets (Microsoft Office Excel) Lesson	10:15am - 1:30pm (3 hours and 15 min)	Monday 14 August 2017 10:15am - 1:30pm (3 hours and 15 min)
Monday	21/08/08/2017	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	10:15am - 12:30pm (2 hours and 15 min)	
Monday	28/08/2017	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	10:15am - 12:30pm (2 hours and 15 min)	
Monday	04/09/2017	Lesson	5	Databases (Microsoft Office Access) Lesson	10:15am - 12:30pm (2 hours and 15 min)	
Monday	11/09/2017	Lesson	1	IT Security Lesson	10:15am - 12:30pm (2 hours and 15 min)	
Monday	18/09/2017	Lesson	2	Computer Essentials Lesson	10:15am - 12:30pm (2 hours and 15 min)	
Wednesday	20/09/2017	Lesson	7	Online Essentials Lesson	9:15am - 11:30am (2 hours and 15 min)	Wednesday 20 September 2017 9:15am - 11:30am (2 hours and 15 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).