

Summer - August 2017

**Thursday Morning**

Day	Date	Session	Module Number	Module Name	Time and Duration	N.B.
Thursday	03/08/2017	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	10:30am - 1:30pm (3 Hours)	
Thursday	10/08/2017	Lesson	6	Presentation (Microsoft Office PowerPoint) <b>Lesson</b>	10:30am - 1:30pm (3 Hours)	
Thursday	17/08/2017	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	10:30am - 1:30pm (3 Hours)	
Thursday	24/08/2017	Lesson	1	IT Security <b>Lesson</b>	10:30am - 12:30pm (2 Hours)	Thursday 24 August 2017 10:30am - 12:30pm (2 Hours)
Thursday	31/08/2017	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	10:30am - 1:30pm (3 Hours)	
Thursday	07/09/2017	Lesson	2	Computer Essentials <b>Lesson</b>	10:30am - 1:30pm (3 Hours)	
Thursday	14/09/2017	Lesson	7	Online Essentials <b>Lesson</b>	10:30am - 1:30pm (3 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).