

Summer - August 2017

Wednesday Morning

Day	Date	Session	Module Number	Module Name	Time and Duration	N.B.
Wednesday	02/08/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:30am - 11:30am (3 Hours)	
Wednesday	09/08/2017	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	8:30am - 11:30am (3 Hours)	
Wednesday	16/08/2017	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	8:30am - 11:30am (3 Hours)	
Wednesday	23/08/2017	Lesson	1	IT Security Lesson	9:30am - 11:30am (2 Hours)	Wednesday 23 August 2017 9:30am - 11:30am (2 Hours)
Wednesday	30/08/2017	Lesson	5	Databases (Microsoft Office Access) Lesson	8:30am - 11:30am (3 Hours)	
Wednesday	06/09/2017	Lesson	2	Computer Essentials Lesson	8:30am - 11:30am (3 Hours)	

Wednesday	13/09/2017	Lesson	7	Online Essentials Lesson	8:30am - 11:30am (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).						