

**Summer 2017 - July 2017**

**Friday Evening**

Day	Date	Session	Module Number	Module Name	Time and Duration	N.B.
Friday	21/07/2017	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:00pm - 8:00pm (3 Hours)	Friday 21 July 2017 5:00pm - 8:00pm (3 Hours)
Friday	28/07/2017	Lesson	3 and 4	Word Processing (Microsoft Office Word) and Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	5:00pm - 7:00pm (2 Hours)	
Friday	04/08/2017	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	5:00pm - 8:00pm (3 Hours)	Friday 4 August 2017 5:00pm - 8:00pm (3 Hours)
Friday	11/08/2017	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	5:00pm - 7:00pm (2 Hours)	
Friday	18/08/2017	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	5:00pm - 7:00pm (2 Hours)	
Friday	25/08/2017	Lesson	6	Presentation (Microsoft Office PowerPoint) <b>Lesson</b>	5:00pm - 7:00pm (2 Hours)	
Friday	01/09/2017	Lesson	1	IT Security <b>Lesson</b>	5:00pm - 7:00pm (2 Hours)	
Friday	08/09/2017	Lesson	2	Computer Essentials <b>Lesson</b>	5:00pm - 7:00pm (2 Hours)	Friday 8 September 2017 Public Holiday
Friday	15/09/2017	Lesson	7	Online Essentials <b>Lesson</b>	5:00pm - 7:00pm (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).