

Thursday Morning

Day	Date	Session	Module Number	Module Name	Time and Duration	N.B.
Thursday	27/07/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:30am - 11:30am (3 Hours)	Thursday 27 July 2017 8:30am - 11:30am (3 Hours)
Thursday	03/08/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:30am - 10:30am (2 Hours)	
Thursday	10/08/2017	Lesson	5	Databases (Microsoft Office Access) Lesson	8:30am - 10:30am (2 Hours)	
Thursday	17/08/2017	Lesson	5 and 4	Databases (Microsoft Office Access) - and Spreadsheets (Microsoft Office Excel) Lesson	8:30am - 10:30am (2 Hours)	
Thursday	24/08/2017	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	8:30am - 10:30am (2 Hours)	
Thursday	31/08/2017	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	8:30am - 10:30am (2 Hours)	
Thursday	07/09/2017	Lesson	1	IT Security Lesson	8:30am - 10:30am (2 Hours)	
Thursday	14/09/2017	Lesson	2	Computer Essentials Lesson	8:30am - 10:30am (2 Hours)	

Thursday	21/09/2017	Lesson	7	Online Essentials Lesson	8:30am - 11:30am (3 Hours)	Thursday 21 September 2017 8:30am - 11:30am (3 Hours) and Public Holiday
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).						