

Winter - November 2017

Tuesday (Evening)

Day	Date	Session	Module Number	Module Name	Time and Duration
Tuesday	21/11/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)
Tuesday	28/11/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)
Tuesday	12/12/2017	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	5:30pm - 8:00pm (2.5 Hours)
	26/12/2017	Holiday			
	02/01/2018	Holiday			
Tuesday	09/01/2018	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	5:30pm - 8:00pm (2.5 Hours)
Tuesday	23/01/2018	Lesson	5	Databases (Microsoft Office Access) Lesson	5:30pm - 8:00pm (2.5 Hours)
Tuesday	30/01/2018	Lesson	5	Databases (Microsoft Office Access) Lesson	5:30pm - 8:00pm (2.5 Hours)
Tuesday	13/02/2018	Lesson	2	Computer Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)
Tuesday	27/02/2018	Lesson	1	IT Security Lesson	5:30pm - 8:00pm (2.5 Hours)
Tuesday	13/03/2018	Lesson	7	Online Essentials Lesson	5:30pm - 8:00pm (2.5 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).