

Winter - October 2017

**Monday (Evening)**

| Day    | Date       | Session        | Module Number | Module Name  | Time and Duration              |
|--------|------------|----------------|---------------|--|--------------------------------|
| Monday | 09/10/2017 | Lesson         | 3             | Word Processing<br>(Microsoft Office Word)<br><b>Lesson</b>    | 5:30pm - 8:00pm<br>(2.5 Hours) |
| Monday | 16/10/2017 | Lesson         | 3             | Word Processing<br>(Microsoft Office Word)<br><b>Lesson</b>    | 5:30pm - 8:00pm<br>(2.5 Hours) |
| Monday | 30/10/2017 | Lesson         | 6             | Presentation<br>(Microsoft Office PowerPoint)<br><b>Lesson</b> | 5:30pm - 8:00pm<br>(2.5 Hours) |
| Monday | 13/11/2017 | Lesson         | 4             | Spreadsheets<br>(Microsoft Office Excel)<br><b>Lesson</b>      | 5:30pm - 8:00pm<br>(2.5 Hours) |
| Monday | 27/11/2017 | Lesson         | 5             | Databases<br>(Microsoft Office Access)<br><b>Lesson</b>        | 5:30pm - 8:00pm<br>(2.5 Hours) |
| Monday | 04/12/2017 | Lesson         | 5             | Databases<br>(Microsoft Office Access)<br><b>Lesson</b>        | 5:30pm - 8:00pm<br>(2.5 Hours) |
| Monday | 18/12/2017 | Lesson         | 2             | Computer Essentials<br><b>Lesson</b>                           | 5:30pm - 8:00pm<br>(2.5 Hours) |
|        | 25/12/2017 | <b>Holiday</b> |               |  |                                |
|        | 01/01/2018 | <b>Holiday</b> |               |  |                                |
| Monday | 15/01/2018 | Lesson         | 1             | IT Security<br><b>Lesson</b>                                   | 5:30pm - 8:00pm<br>(2.5 Hours) |
| Monday | 29/01/2018 | Lesson         | 7             | Online Essentials<br><b>Lesson</b>                             | 5:30pm - 8:00pm<br>(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).