

Winter - September 2017

Friday (Evening)

Day	Date	Session	Module Number	Module Name	Time and Duration	N.B.	
Friday	29/09/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:00pm - 7:00pm (2 Hours)	Friday 29 September 2017 5:00pm till 7:00pm (2 Hours)	
Friday	06/10/2017	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)		
Friday	20/10/2017	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	5:30pm - 8:00pm (2.5 Hours)		
Friday	03/11/2017	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	5:30pm - 8:00pm (2.5 Hours)		
Friday	17/11/2017	Lesson	5	Databases (Microsoft Office Access) Lesson	5:30pm - 8:00pm (2.5 Hours)		
Friday	24/11/2017	Lesson	5	Databases (Microsoft Office Access) Lesson	5:30pm - 8:00pm (2.5 Hours)		
	08/12/2017	Holiday					
Friday	15/12/2017	Lesson	2	Computer Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)		
Friday	29/12/2017	Lesson	1	IT Security Lesson	5:30pm - 8:00pm (2.5 Hours)		
Friday	12/01/2018	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).