				Winter - January 2018	

Wednesday (Evening)

Day	Date	Session	Module Number	Module Name	Time and Duration
Wednesday	24/01/2018	**Lesson**	3	Word Processing (Microsoft Office Word) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
Wednesday	31/01/2018	**Lesson**	3	Word Processing (Microsoft Office Word) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
Wednesday	14/02/2018	**Lesson**	6	Presentation (Microsoft Office PowerPoint) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
Wednesday	28/02/2018	**Lesson**	4	Spreadsheets (Microsoft Office Excel) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
Wednesday	14/03/2018	**Lesson**	5	Databases (Microsoft Office Access) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
Wednesday	21/03/2018	**Lesson**	5	Databases (Microsoft Office Access) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
Wednesday	04/04/2018	**Lesson**	2	Computer Essentials **Lesson**	5:30pm - 8:00pm (2.5 Hours)
Wednesday	18/04/2018	**Lesson**	1	IT Security **Lesson**	5:30pm - 8:00pm (2.5 Hours)
Wednesday	02/05/2018	**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).