

ECDL Advanced MQF Level 4

March 2018

Module	Date	Session	Module Number	Module Name	Time and Duration
Word Processing	31/03/2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:00am - 10:00am (2 Hours)
	07/04/2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:00am - 10:00am (2 Hours)
	14/04/2018	Intensive Revision & Mock Test Session	3	Word Processing (Microsoft Office Word) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Spreadsheets	28/04/2018	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	8:00am - 10:00am (2 Hours)
	05/05/2018	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	8:00am - 10:00am (2 Hours)
	12/05/2018	Intensive Revision & Mock Test Session	4	Spreadsheets (Microsoft Office Excel) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Databases	26/05/2018	Lesson	5	Databases (Microsoft Office Access) Lesson	8:00am - 10:00am (2 Hours)
	02/06/2018	Lesson	5	Databases (Microsoft Office Access) Lesson	8:00am - 10:00am (2 Hours)
	09/06/2018	Intensive Revision & Mock Test Session	5	Databases (Microsoft Office Access) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Presentations	23/06/2018	Lesson	6	Presentations (Microsoft Office PowerPoint) Lesson	8:00am - 10:00am (2 Hours)
	30/06/2018	Lesson	6	Presentations (Microsoft Office PowerPoint) Lesson	8:00am - 10:00am (2 Hours)
	07/07/2018	Intensive Revision & Mock Test Session	6	Presentations (Microsoft Office PowerPoint) Revision & Mock Test Session	8:00am - 10:00am (2 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).