

Winter - May 2018

**Friday (Evening)**

Day	Date	Session	Module Number	Module Name	Time and Duration	N.B.
Friday	04/05/2018	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)	
Friday	11/05/2018	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)	
Friday	25/05/2018	Lesson	6	Presentation (Microsoft Office PowerPoint) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)	
Friday	08/06/2018	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)	
Monday	18/06/2017	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)	Students have session on Friday 29 June 2017 5:30pm - 8:00pm (2.5 Hours) (Public Holiday)
Friday	22/06/2017	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)	
Friday	06/07/2017	Lesson	2	Computer Essentials <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)	
Friday	20/07/2017	Lesson	1	IT Security <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)	
Friday	03/08/2017	Lesson	7	Online Essentials <b>Lesson</b>	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).