

## ECDL Advanced MQF Level 4

### August 2018 - ECDL Advanced - 3

Module	Number	Date	Session	Module Number	Module Name	Time and Duration
Word Processing	1st	Saturday 25 August 2018	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 1 September 2018	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 8 September 2018	Lesson and CMC's Mock Test	3	Word Processing (Microsoft Office Word) <b>Revision &amp; Mock Test Session</b>	8:00am - 10:00am (2 Hours)
Presentations	1st	Saturday 22 September 2018	Lesson	6	Presentations (Microsoft Office PowerPoint) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 29 September 2018	Lesson	6	Presentations (Microsoft Office PowerPoint) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 6 October 2018	Lesson and CMC's Mock Test	6	Presentations (Microsoft Office PowerPoint) <b>Revision &amp; Mock Test Session</b>	8:00am - 10:00am (2 Hours)
Databases	1st	Saturday 20 October 2018	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 27 October 2018	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 3 November 2018	Lesson and CMC's Mock Test	5	Databases (Microsoft Office Access) <b>Lesson and CMC's Mock Test Session</b>	8:00am - 10:00am (2 Hours)
Spreadsheets	1st	Saturday 17 November 2018	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 24 November 2018	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 1 December 2018	Lesson and CMC's Mock Test	4	Spreadsheets (Microsoft Office Excel) <b>Revision &amp; Mock Test Session</b>	8:00am - 10:00am (2 Hours)

The 4th session (i.e. "Extra Session (Optional) : Intensive Revision and useful Tips") of each module would be an extra session and therefore it's against payment. Such session is optional and not compulsory.