

## ECDL Advanced MQF Level 4

August 2019 - 3

Module	Number	Date	Session	Module Number	Module Name	Time and Duration
Word Processing	1st	Saturday 17 August 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 24 August 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 31 August 2019	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 21 September 2019	Lesson	6	Presentations (Microsoft Office PowerPoint) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 28 September 2019	Lesson	6	Presentations (Microsoft Office PowerPoint) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 5 October 2019	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 19 October 2019	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 26 October 2019	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 2 November 2019	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 16 November 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 23 November 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 30 November 2019	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.