

## ECDL Advanced MQF Level 4

November 2019 - 6

Module	Number	Date	Session	Module Number	Module Name	Time and Duration
Spreadsheets	1st	Saturday 30 November 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 7 December 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 14 December 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)
Word Processing	1st	Saturday 4 January 2020	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 11 January 2020	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 18 January 2020	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 1 February 2020	Lesson	6	Presentations (Microsoft Office PowerPoint) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 8 February 2020	Lesson	6	Presentations (Microsoft Office PowerPoint) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 15 February 2020	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 29 February 2020	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	2nd	Saturday 7 March 2020	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	8:00am - 10:00am (2 Hours)
	3rd	Saturday 14 March 2020	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)

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.