

August 2018 - Friday Evening - 11

First Session: Friday 31 August 2018

Date	Session	Module Number	Module Name	Time and Duration	
Friday 31 August 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:15pm - 7:15pm (2 Hours)	
Friday 7 September 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	6:45pm - 8:45pm (2 Hours)	
Friday 14 September 2018	Official ECDL Atlas Cloud Diagnostic Test - EnlightKS ECDL - Diag. Eng - Timed (an optional extra session) - This is the first Extra session and this first extra session is Free of charge.		3	Word Processing (Microsoft Office Word) Extra Session	5:00pm - 6:50pm (1.80 Hours)
	Break				
	Lesson			Databases (Microsoft Office Access) Lesson	6:55pm - 8:55pm (2 Hours)
Friday 21 September 2018	Lesson	5 and 4	Databases (Microsoft Office Access) Lesson and Spreadsheets (Microsoft Office Excel) Lesson	5:15pm - 7:15pm (2 Hours)	
Friday 28 September 2018	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	6:55pm - 8:55pm (2 Hours)	
Friday 5 October 2018	Lesson	7	Online Essentials (Microsoft Office Outlook) Lesson	6:55pm - 8:55pm (2 Hours)	
Friday 12 October 2018	Lesson	2	Computer Essentials Lesson	6:55pm - 8:55pm (2 Hours)	
Friday 19 October 2018	Lesson	1	IT Security Lesson	6:55pm - 8:55pm (2 Hours)	

Resits and extra sessions (additional sessions) are available at CMC and are against payment.