

August 2018 - Friday Morning - 9

First Session: Friday 17 August 2018

Date	Session	Module Number	Module Name	Time and Duration
Friday 17 August 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:30am - 12:00pm (3.5 Hours)
Friday 24 August 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	8:15am - 10:05am (1.80 Hours)
	Break			
	Lesson	5	Databases (Microsoft Office Access) Lesson	10:10am - 12:10pm (2 Hours)
Friday 31 August 2018	Lesson	5 and 4	Databases (Microsoft Office Access) Lesson and Spreadsheets (Microsoft Office Excel) Lesson	8:30am - 10:30am (2 Hours)
Friday 7 September 2018	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	10:10am - 12:10pm (2 Hours)
Tuesday 11 September 2018	Lesson	7	Online Essentials (Microsoft Office Outlook) Lesson	10:10am - 12:10pm (2 Hours)
Friday 14 September 2018	Lesson	2	Computer Essentials Lesson	10:10am - 12:10pm (2 Hours)
Tuesday 18 September 2018	Lesson	1	IT Security Lesson	10:10am - 12:10pm (2 Hours)

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