

# August 2019 - Tuesday and Friday Morning - Course Code: Summer 12

## First Session: Tuesday 13 August 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
1 st	Tuesday 13 August 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	8:30am - 10:30am (2 Hours)
2 nd	Tuesday 20 August 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	10:15am - 12:15pm (2 Hours)
3 rd	Tuesday 27 August 2019	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	8:30am - 10:15am (1.75 Hours)
		<b>Break</b>			
		Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	10:15am - 12:15pm (2 Hours)
4 th	Friday 30 August 2019	Lesson	5 and 1	Databases (Microsoft Office Access) <b>Lesson</b> and IT Security (Microsoft Office Excel) <b>Lesson</b>	8:30am - 10:30am (2 Hours)
5 th	Tuesday 3 September 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	10:00am - 12:00pm (2 Hours)
6 th	Friday 6 September 2019	Lesson	6	Presentation (Microsoft Office PowerPoint) <b>Lesson</b>	10:15am - 12:15pm (2 Hours)
7 th	Tuesday 10 September 2019	Lesson	2	Computer Essentials <b>Lesson</b>	10:00am - 12:00pm (2 Hours)
8 th	Friday 13 September 2019	Lesson	7	Online Essentials (Microsoft Office Outlook) <b>Lesson</b>	10:00am - 12:00pm (2 Hours)

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