

July 2019 - Thursday Evening - Course Code: Summer 03

First Session: Thursday 11 July 2019

Number	Date	Session	Module Number	Module Name	Time and Duration	
1 st	Thursday 11 July 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:15pm - 7:15pm (2 Hours)	
2 nd	Thursday 18 July 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	6:45pm - 8:45pm (2 Hours)	
3 rd	Thursday 25 July 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	5:00pm - 6:45pm (1.75 Hours)
		Break				
		Lesson	5	Databases (Microsoft Office Access) Lesson	6:45pm - 8:45pm (2 Hours)	
4 th	Thursday 1 August 2019	Lesson	5 and 1	Databases (Microsoft Office Access) Lesson and IT Security (Microsoft Office Excel) Lesson	5:15pm - 7:15pm (2 Hours)	
5 th	Thursday 8 August 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	6:45pm - 8:45pm (2 Hours)	
6 th	Thursday 15 August 2019	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	6:45pm - 8:45pm (2 Hours)	
7 th	Thursday 22 August 2019	Lesson	2	Computer Essentials Lesson	6:45pm - 8:45pm (2 Hours)	
8 th	Thursday 29 August 2019	Lesson	7	Online Essentials (Microsoft Office Outlook) Lesson	6:45pm - 8:45pm (2 Hours)	