

# July 2019 - Tuesday Evening - Course Code: Summer 04

## First Session: Tuesday 23 July 2019

Number	Date	Session	Module Number	Module Name	Time and Duration	
1 st	Tuesday 23 July 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:15pm - 7:15pm (2 Hours)	
2 nd	Tuesday 30 July 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)	
3 rd	Tuesday 6 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	5:00pm - 6:45pm (1.75 Hours)
		<b>Break</b>				
		Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)	
4 th	Tuesday 13 August 2019	Lesson	5 and 1	Databases (Microsoft Office Access) <b>Lesson</b> and IT Security (Microsoft Office Excel) <b>Lesson</b>	5:15pm - 7:15pm (2 Hours)	
5 th	Tuesday 20 August 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)	
6 th	Tuesday 27 August 2019	Lesson	6	Presentation (Microsoft Office PowerPoint) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)	
7 th	Tuesday 3 September 2019	Lesson	2	Computer Essentials <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)	
8 th	Tuesday 10 September 2019	Lesson	7	Online Essentials (Microsoft Office Outlook) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)	