

June 2019 - Monday Evening - 19

First Session: Monday 17 June 2019

Date	Session	Module Number	Module Name	Time and Duration
Monday 17 June 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:15pm - 7:15pm (2 Hours)
Monday 24 June 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	6:45pm - 8:45pm (2 Hours)
Monday 1 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	5:15pm - 6:50pm (1.70 Hours)
	Break			
	Lesson	5	Databases (Microsoft Office Access) Lesson	6:55pm - 8:55pm (2 Hours)
Monday 8 July 2019	Lesson	5 and 4	Databases (Microsoft Office Access) Lesson and Spreadsheets (Microsoft Office Excel) Lesson	5:15pm - 7:15pm (2 Hours)
	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	6:55pm - 8:55pm (2 Hours)
	Lesson	7	Online Essentials (Microsoft Office Outlook) Lesson	6:55pm - 8:55pm (2 Hours)
	Lesson	2	Computer Essentials Lesson	6:55pm - 8:55pm (2 Hours)
	Lesson	1	IT Security Lesson	6:55pm - 8:55pm (2 Hours)