

November 2018 - Monday Evening - 15

First Sessions: Monday 26 November 2018

Date	Session	Module Number	Module Name	Time and Duration
Monday 26 November 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)
Monday 3 December 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)
Monday 10 December 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	5:30pm - 7:15pm (1.75 Hours)
Monday 17 December 2018	Lesson	5	Databases (Microsoft Office Access) Lesson	5:30pm - 8:00pm (2.5 Hours)
Monday 24 December 2019	Holiday (No Sessions)			
Monday 31 December 2020	Holiday (No Sessions)			
Monday 14 January 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	5:30pm - 8:00pm (2.5 Hours)
Monday 28 January 2019	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	5:30pm - 8:00pm (2.5 Hours)
Monday 11 February 2019	Lesson	2	Computer Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)
Monday 25 February 2019	Lesson	1	IT Security Lesson	5:30pm - 8:00pm (2.5 Hours)
Monday 11 March 2019	Lesson	7	Online Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)