

# November 2019 - Thursday Evening - **Course Code: Winter 14**

## First Session: Thursday 7 November 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
	Thursday 7 November 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:00pm - 7:30pm (2.5 Hours)
	<b>Thursday 14 November 2019</b>	<b>No Session</b>			
	Thursday 21 November 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Thursday 28 November 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	5:30pm - 7:15pm (1.75 Hours)
	Thursday 5 December 2019	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Thursday 19 December 2019	Lesson	1	IT Security <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	<b>Thursday 26 December 2019</b>	<b>Holidays</b>			
	<b>Thursday 2 January 2020</b>	<b>Holidays</b>			
	Thursday 16 January 2020	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Thursday 30 January 2020	Lesson	6	Presentation (Microsoft Office PowerPoint) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Thursday 13 February 2020	Lesson	2	Computer Essentials <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Thursday 27 February 2020	Lesson	7	Online Essentials <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)

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