

October 2018 - Tuesday Evening - 14

First Sessions: Tuesday 30 October 2018

Date	Session	Module Number	Module Name	Time and Duration	
Tuesday 30 October 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)	
Tuesday 6 November 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)	
Tuesday 13 November 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)
Tuesday 20 November 2018	Lesson	5	Databases (Microsoft Office Access) Lesson	5:30pm - 8:00pm (2.5 Hours)	
Tuesday 4 December 2018	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	5:30pm - 8:00pm (2.5 Hours)	
Tuesday 18 December 2018	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	5:30pm - 8:00pm (2.5 Hours)	
Tuesday 25 December 2018	Christmas Day (No Sessions)				
Tuesday 1 January 2019	New Year's Day (No Sessions)				
Tuesday 15 January 2019	Lesson	2	Computer Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)	
Tuesday 29 January 2019	Lesson	1	IT Security Lesson	5:30pm - 8:00pm (2.5 Hours)	
Tuesday 12 February 2019	Lesson	7	Online Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)	