

## October 2018 - Wednesday Evening - 13

### First Session: Wednesday 17 October 2018

| Date                              | Session  | Module Number | Module Name  | Time and Duration               |
|-----------------------------------|--|---------------|--|---------------------------------|
| Wednesday 17 October 2018         | Lesson   | 3             | Word Processing<br>(Microsoft Office Word)<br><b>Lesson</b>    | 5:30pm - 8:00pm<br>(2.5 Hours)  |
| Wednesday 24 October 2018         | Lesson   | 3             | Word Processing<br>(Microsoft Office Word)<br><b>Lesson</b>    | 5:30pm - 8:00pm<br>(2.5 Hours)  |
| Wednesday 31 October 2018         | Official ECDL Atlas Cloud Diagnostic Test -<br>EnlightKS ECDL - Diag. Eng - Timed (an<br>optional extra session) - This is the first<br>Extra session and this first extra session is<br>Free of charge. | 3             | Word Processing<br>(Microsoft Office Word)<br>Extra Session    | 5:30pm - 7:15pm<br>(1.75 Hours) |
| Wednesday 7 November 2018         | Lesson   | 5             | Databases<br>(Microsoft Office Access)<br><b>Lesson</b>        | 5:30pm - 8:00pm<br>(2.5 Hours)  |
| Wednesday 21 November 2018        | Lesson   | 4             | Spreadsheets<br>(Microsoft Office Excel)<br><b>Lesson</b>      | 5:30pm - 8:00pm<br>(2.5 Hours)  |
| Wednesday 5 December 2018         | Lesson   | 6             | Presentation<br>(Microsoft Office PowerPoint)<br><b>Lesson</b> | 5:30pm - 8:00pm<br>(2.5 Hours)  |
| Wednesday 19 December 2018        | Lesson   | 2             | Computer Essentials<br><b>Lesson</b>                           | 5:30pm - 8:00pm<br>(2.5 Hours)  |
| <b>Wednesday 26 December 2018</b> | <b>Holiday (No Sessions)</b>   |               |  |                                 |
| <b>Wednesday 2 January 2019</b>   | <b>Holiday (No Sessions)</b>   |               |  |                                 |
| Wednesday 16 January 2019         | Lesson   | 1             | IT Security<br><b>Lesson</b>                                   | 5:30pm - 8:00pm<br>(2.5 Hours)  |
| Wednesday 30 January 2019         | Lesson   | 7             | Online Essentials<br><b>Lesson</b>                             | 5:30pm - 8:00pm<br>(2.5 Hours)  |