

October 2019 - Wednesday Evening - **Course Code: Winter 13**

First Session: Wednesday 23 October 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
	Wednesday 23 October 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 30 October 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 6 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)
	Wednesday 13 November 2019	No Session			
	Wednesday 20 November 2019	Lesson	5	Databases (Microsoft Office Access) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 4 December 2019	Lesson	1	IT Security Lesson	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 18 December 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 25 December 2019	Christmas Day			
	Wednesday 1 January 2020	New Year's Day			
	Wednesday 15 January 2020	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 29 January 2020	Lesson	2	Computer Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 12 February 2020	Lesson	7	Online Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)

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