

September 2019 - Monday Evening - Course Code: Summer 10

First Session: Monday 23 September 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
1 st	Monday 23 September 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:15pm - 7:15pm (2 Hours)
2 nd	Monday 30 September 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	6:45pm - 8:45pm (2 Hours)
3 rd	Monday 7 October 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	5:00pm - 6:45pm (1.75 Hours)
		Break			Databases (Microsoft Office Access) Lesson
4 th	Monday 14 October 2019	Lesson	5 and 1	Databases (Microsoft Office Access) Lesson and IT Security (Microsoft Office Excel) Lesson	5:15pm - 7:15pm (2 Hours)
5 th	Monday 21 October 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	6:45pm - 8:45pm (2 Hours)
6 th	Monday 28 October 2019	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	6:45pm - 8:45pm (2 Hours)
7 th	Monday 4 November 2019	Lesson	2	Computer Essentials Lesson	6:45pm - 8:45pm (2 Hours)
8 th	Monday 11 November 2019	Lesson	7	Online Essentials (Microsoft Office Outlook) Lesson	6:45pm - 8:45pm (2 Hours)