

# September 2019 - Thursday Evening - Course Code: Summer 08

## First Session: Thursday 5 September 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
1 st	Thursday 5 September 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:15pm - 7:15pm (2 Hours)
2 nd	Thursday 12 September 2019	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)
3 rd	Thursday 19 September 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)
		<b>Break</b>			
		Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)
4 th	Thursday 26 September 2019	Lesson	5 and 1	Databases (Microsoft Office Access) <b>Lesson</b> and IT Security (Microsoft Office Excel) <b>Lesson</b>	5:15pm - 7:15pm (2 Hours)
5 th	Thursday 3 October 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)
6 th	Thursday 10 October 2019	Lesson	6	Presentation (Microsoft Office PowerPoint) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)
7 th	Thursday 17 October 2019	Lesson	2	Computer Essentials <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)
8 th	Thursday 24 October 2019	Lesson	7	Online Essentials (Microsoft Office Outlook) <b>Lesson</b>	6:45pm - 8:45pm (2 Hours)

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