

ECDL Advanced MQF Level 4

July 2019 - 2

Module	Number	Date	Session	Module Number	Module Name	Time and Duration
Spreadsheets	1st	Saturday 20 July 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	8:00am - 10:00am (2 Hours)
	2nd	Saturday 27 July 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	8:00am - 10:00am (2 Hours)
	3rd	Saturday 3 August 2019	Lesson and CMC's Mock Test	4	Spreadsheets (Microsoft Office Excel) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Word Processing	1st	Saturday 17 August 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:00am - 10:00am (2 Hours)
	2nd	Saturday 24 August 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	8:00am - 10:00am (2 Hours)
	3rd	Saturday 31 August 2019	Lesson and CMC's Mock Test	3	Word Processing (Microsoft Office Word) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Presentations	1st	Saturday 21 September 2019	Lesson	6	Presentations (Microsoft Office PowerPoint) Lesson	8:00am - 10:00am (2 Hours)
	2nd	Saturday 28 September 2019	Lesson	6	Presentations (Microsoft Office PowerPoint) Lesson	8:00am - 10:00am (2 Hours)
	3rd	Saturday 5 October 2019	Lesson and CMC's Mock Test	6	Presentations (Microsoft Office PowerPoint) Revision & Mock Test Session	8:00am - 10:00am (2 Hours)
Databases	1st	Saturday 19 October 2019	Lesson	5	Databases (Microsoft Office Access) Lesson	8:00am - 10:00am (2 Hours)
	2nd	Saturday 26 October 2019	Lesson	5	Databases (Microsoft Office Access) Lesson	8:00am - 10:00am (2 Hours)
	3rd	Saturday 2 November 2019	Lesson and CMC's Mock Test	5	Databases (Microsoft Office Access) Lesson and CMC's Mock Test Session	8:00am - 10:00am (2 Hours)

The 4th session (i.e. "Extra Session (Optional) : Intensive Revision and useful Tips") of each module would be an extra session and therefore it's against payment. Such session is optional and not compulsory.