August 2019 - Friday Evening - Course Code: Summer 07

First Session: Friday 30 August 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
1 st	Friday 30 August 2019	**Lesson**	3	Word Processing (Microsoft Office Word) **Lesson**	5:15pm - 7:15pm (2 Hours)
2 nd	Friday 6 September 2019	**Lesson**	3	Word Processing (Microsoft Office Word) **Lesson**	6:45pm - 8:45pm (2 Hours)
3 rd	Friday 13 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)
		Break			
		Lesson	5	Databases (Microsoft Office Access) **Lesson**	6:45pm - 8:45pm (2 Hours)
4 th	Friday 20 September 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	Friday 27 September 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) **Lesson**	6:45pm - 8:45pm (2 Hours)
6 th	Friday 4 October 2019	**Lesson**	6	Presentation (Microsoft Office PowerPoint) **Lesson**	6:45pm - 8:45pm (2 Hours)
7 th	Friday 11 October 2019	Lesson	2	Computer Essentials **Lesson**	6:45pm - 8:45pm (2 Hours)
8 th	Friday 18 October 2019	Lesson	7	Online Essentials (Microsoft Office Outlook) **Lesson**	6:45pm - 8:45pm (2 Hours)

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