# August 2019 - Wednesday Evening - Course Code: Summer 06

## First Session: Wednesday 14 August 2019

| Number | Date | Session | Module Number | Module Name | Time and Duration |
|---|---|---|---|---|---|
| 1 st | Wednesday 14 August 2019 | **Lesson** | 3 | Word Processing (Microsoft Office Word) **Lesson** | 5:15pm - 7:15pm (2 Hours) |
| 2 nd | Wednesday 21 August 2019 | **Lesson** | 3 | Word Processing (Microsoft Office Word) **Lesson** | 6:45pm - 8:45pm (2 Hours) |
| 3 rd | Wednesday 28 August 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 | Wednesday 4 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 | Wednesday 11 September 2019 | **Lesson** | 4 | Spreadsheets (Microsoft Office Excel) **Lesson** | 6:45pm - 8:45pm (2 Hours) |
| 6 th | Wednesday 18 September 2019 | **Lesson** | 6 | Presentation (Microsoft Office PowerPoint) **Lesson** | 6:45pm - 8:45pm (2 Hours) |
| 7 th | Wednesday 25 September 2019 | **Lesson** | 2 | Computer Essentials **Lesson** | 6:45pm - 8:45pm (2 Hours) |
| 8 th | Wednesday 2 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.