

# February 2020 - Wednesday Evening - Course Code: Winter 18

## First Session: Wednesday 26 February 2020

Number	Date	Session	Module Number	Module Name	Time and Duration
	Wednesday 26 February 2020	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 4 March 2020	Lesson	3	Word Processing (Microsoft Office Word) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 11 March 2020	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	5:30pm - 7:15pm (1.75 Hours)
	Wednesday 18 March 2020	Lesson	5	Databases (Microsoft Office Access) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 1 April 2020	Lesson	1	IT Security <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 15 April 2020	Lesson	4	Spreadsheets (Microsoft Office Excel) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 29 April 2020	Lesson	6	Presentation (Microsoft Office PowerPoint) <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 13 May 2020	Lesson	2	Computer Essentials <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)
	Wednesday 27 May 2020	Lesson	7	Online Essentials <b>Lesson</b>	5:30pm - 8:00pm (2.5 Hours)

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