January 2020 - Monday Evening - Course Code: Winter 17

First Session: Monday 27 January 2020

Number	Date	Session	Module Number	Module Name	Time and Duration
	Monday 27 January 2020	**Lesson**	3	Word Processing (Microsoft Office Word) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
	Monday 3 February 2020	**Lesson**	3	Word Processing (Microsoft Office Word) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
	Monday 10 February 2020	**Holiday**			
	Monday 17 February 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)
	Monday 24 February 2020	**Lesson**	5	Databases (Microsoft Office Access) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
	Monday 9 March 2020	**Lesson**	1	IT Security **Lesson**	5:30pm - 8:00pm (2.5 Hours)
	Monday 23 March 2020	**Lesson**	4	Spreadsheets (Microsoft Office Excel) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
	Monday 6 April 2020	**Lesson**	6	Presentation (Microsoft Office PowerPoint) **Lesson**	5:30pm - 8:00pm (2.5 Hours)
	Monday 20 April 2020	**Lesson**	2	Computer Essentials **Lesson**	5:30pm - 8:00pm (2.5 Hours)
	Monday 4 May 2020	**Lesson**	7	Online Essentials **Lesson**	5:30pm - 8:00pm (2.5 Hours)

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