July 2019 - Wednesday Morning - Course Code: Summer 11

First Session: Wednesday 24 July 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
1 st	Wednesday 24 July 2019	Lesson	3	Word Processing (Microsoft Office Word) **Lesson**	8:30am - 10:30am (2 Hours)
2 nd	Wednesday 31 July 2019	Lesson	3	Word Processing (Microsoft Office Word) **Lesson**	10:15am - 12:15pm (2 Hours)
3 rd	Wednesday 7 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	8:30am - 10:15am (1.75 Hours)
		Break			
		Lesson	5	Databases (Microsoft Office Access) **Lesson**	10:15am - 12:15pm (2 Hours)
4 th	Wednesday 14 August 2019	Lesson	5 and 1	Databases (Microsoft Office Access) **Lesson** and IT Security (Microsoft Office Excel) **Lesson**	8:30am - 10:30am (2 Hours)
5 th	Wednesday 21 August 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) **Lesson**	10:00am - 12:00pm (2 Hours)
6 th	Wednesday 28 August 2019	Lesson	6	Presentation (Microsoft Office PowerPoint) **Lesson**	10:15am - 12:15pm (2 Hours)
7 th	Wednesday 4 September 2019	Lesson	2	Computer Essentials **Lesson**	10:00am - 12:00pm (2 Hours)
8 th	Wednesday 11 September 2019	Lesson	7	Online Essentials (Microsoft Office Outlook) **Lesson**	10:00am - 12:00pm (2 Hours)

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