

July 2019 - Friday Evening - Course Code: Summer 02

First Session: Friday 5 July 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
1 st	Friday 5 July 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:00pm - 7:00pm (2 Hours)
2 nd	Friday 12 July 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	6:45pm - 8:45pm (2 Hours)
3 rd	Friday 19 July 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			Databases (Microsoft Office Access) Lesson
4 th	Friday 26 July 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 2 August 2019	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	6:45pm - 8:45pm (2 Hours)
6 th	Friday 9 August 2019	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	6:45pm - 8:45pm (2 Hours)
7 th	Friday 16 August 2019	Lesson	2	Computer Essentials Lesson	6:45pm - 8:45pm (2 Hours)
8 th	Friday 23 August 2019	Lesson	7	Online Essentials (Microsoft Office Outlook) Lesson	6:45pm - 8:45pm (2 Hours)