June 2020 - Monday Evening - Course Code: Winter 22

First Session: Monday 22 June 2020

Number	Date	Session	Module Number	Module Name	Time and Duration
1 st	Monday 22 June 2020	Lesson	3	Word Processing (Microsoft Office Word) **Lesson**	5:15pm - 7:15pm (2 Hours)
2 nd	Monday 29 June 2020 (Public Holiday - Session as usual)	Lesson	3	Word Processing (Microsoft Office Word) **Lesson**	6:45pm - 8:45pm (2 Hours)
3 rd	Monday 6 July 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	5:00pm - 6:45pm (1.75 Hours)
		Break			
		Lesson	5	Databases (Microsoft Office Access) **Lesson**	6:45pm - 8:45pm (2 Hours)
4 th	Monday 13 July 2020	Lesson	5 and 1	Databases (Microsoft Office Access) **Lesson** and IT Security (Microsoft Office Excel) **Lesson**	5:15pm - 7:15pm (2 Hours)
5 th	Monday 20 July 2020	Lesson	4	Spreadsheets (Microsoft Office Excel) **Lesson**	6:45pm - 8:45pm (2 Hours)
6 th	Monday 27 July 2020	Lesson	6	Presentation (Microsoft Office PowerPoint) **Lesson**	6:45pm - 8:45pm (2 Hours)
7 th	Monday 3 August 2020	Lesson	2	Computer Essentials **Lesson**	6:45pm - 8:45pm (2 Hours)
8 th	Monday 10 August 2020	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.