

May 2020 - Friday Evening - Course Code: Winter 21

First Session: Friday 8 May 2020

Number	Date	Session	Module Number	Module Name	Time and Duration	
1 st	Friday 8 May 2020	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:15pm - 7:15pm (2 Hours)	
2 nd	Friday 15 May 2020	Lesson	3	Word Processing (Microsoft Office Word) Lesson	6:45pm - 8:45pm (2 Hours)	
3 rd	Friday 22 May 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	Friday 29 May 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	Friday 5 June 2020	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	6:45pm - 8:45pm (2 Hours)	
6 th	Friday 12 June 2020	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	6:45pm - 8:45pm (2 Hours)	
7 th	Friday 19 June 2020	Lesson	2	Computer Essentials Lesson	6:45pm - 8:45pm (2 Hours)	
8 th	Friday 26 June 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.