

November 2019 - Friday Evening - **Course Code: Winter 16**

First Session: Friday 29 November 2019

Number	Date	Session	Module Number	Module Name	Time and Duration
	Friday 29 November 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Friday 6 December 2019	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Friday 13 December 2019	Holiday			
	Friday 20 December 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	5:30pm - 7:15pm (1.75 Hours)
	Friday 27 December 2019	Holidays			
	Friday 3 January 2020	Lesson	5	Databases (Microsoft Office Access) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Friday 17 January 2020	Lesson	1	IT Security Lesson	5:30pm - 8:00pm (2.5 Hours)
	Friday 31 January 2020	Lesson	4	Spreadsheets (Microsoft Office Excel) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Friday 14 February 2020	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	5:30pm - 8:00pm (2.5 Hours)
	Friday 28 February 2020	Lesson	2	Computer Essentials Lesson	5:30pm - 8:00pm (2.5 Hours)
	Friday 13 March 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.