



ECDL CALENDAR

No	DATE	MODULE
TIME: 7.00pm – 9.00pm		
1	Thursday 25 th September	Enrolment, Introduction to ECDL & Module 1: General Concepts (1.1)
2	Thursday 2 nd October	Hardware/Software (1.2 & 1.3)
3	Thursday 9 th October	HSE, Security & Law (1.4, 1.5, 1.6, 1.7 & 1.8)
4	Thursday 16 th October	Module 1: Test
5	Thursday 23 rd October	Module 2: Using the Computer & Managing files
HALF TERM HOLIDAY		27th - 31st OCTOBER 2008
6	Thursday 6 th November	Viruses (2.1, 2.2, 2.3 & 2.4) & Print Management (2.5)
7	Thursday 13 th November	Module 2: Test
8	Thursday 20 th November	Module 3: Word Processing (3.1)
9	Thursday 27 th November	Word Processing Main Operations (3.2)
10	Thursday 4 th December	Word Processing Formatting (3.3) & (3.3) continued
11	Thursday 11 th December	Word Processing Objects (3.4)
12	Thursday 18 th December	Word Processing Mail Merge (3.5 & 3.6)
CHRISTMAS HOLIDAY		22nd DECEMBER – 2nd JANUARY 2009
13	Thursday 8 th January	Continue with Word Processing Mail Merge
14	Thursday 15 th January	Word Processing Revision
15	Thursday 22 nd January	Module 3: Test
16	Thursday 29 th January	Module 4: Spreadsheets (4.1.1)
17	Thursday 5 th February	Cells (4.2)
18	Thursday 12 th February	Worksheets (4.3)
HALF TERM HOLIDAY		16th – 20th FEBRUARY 2009
19	Thursday 26 th February	Formulas & Functions (4.4)
20	Thursday 5 th March	Formatting (4.5 & 4.6)
21	Thursday 12 th March	SS – Preparing Outputs (4.7)
22	Thursday 19 th March	Module 4: Test
23	Thursday 26 th March	Module 5: Database (5.1)
	Thursday 2 nd April	NO CLASS

	EASTER HOLIDAY	6th – 17th APRIL 2009
24	Thursday 23 rd April	Tables (5.2) & Forms (5.3) Retrieving Information (5.4)
25	Thursday 30 th April	Queries, Reporting etc (5.5, 5.6)
26	Thursday 7 th May	Module 5: Test
27	Thursday 14 th May	Module 6: Presentation (6.1)
28	Thursday 21 st May	Developing Presentations (6.2) & Test and Images (6.3)
	HALF-TERM HOLIDAY	25th – 29th MAY 2009
29	Thursday 4 th June	Presentation: Slide Show Effects (6.5)
30	Thursday 11 th June	Module 6: Test
31	Thursday 18 th June	Module 7: Information and Communication
32	Thursday 25 th June	The Internet: (7.1), Web Navigation (7.2) & Web Searching (7.3)
33	Thursday 2 nd July	Communication: Email (7.4), Messaging (7.5) & Mail Management (7.6)
34	Thursday 9 th July	Module 7: Test **END OF COURSE**

All sessions will take place in the Business and Enterprise Building (Room: BE1).

Please note that parking will be available in the main car park in front of the School. However if School functions are taking place that same day then parking will be limited.

If you need to contact the School with regard to any queries related to ECDL please contact:

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