

ICT DIRECTORATE
TIME TABLE FOR INTERMEDIATE COURSES
2009/2010 ACADEMIC YEAR
SECOND SEMESTER Mon 8th Feb - 10th April 2010

DAY
Intermediate Courses

WEEK 1

DATE:	Mon 8th Feb - Sat.13th Feb 2010	<i>Choose either a morning, afternoon or late afternoon class</i>
COURSE	Intermediate Microsoft Word (Part 1)	<i>Not all three.</i>
CODE:	CDLPP003	<i>Choose one program each week and maintain the same day & time</i>

		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)	
DAY		Intermediate Ms Word (Part 1)	Intermediate Ms Word (Part 1)	Intermediate Ms Word (Part 1)	
Monday	8	Intermediate Word (IMMS)	Intermediate Word (IMAS)	Intermediate Word (IMLAS)	3rd Floor Lab 2
Tuesday	9	Intermediate Word (ITMS)	Intermediate Word (ITAS)	Intermediate Word (ITLAS)	3rd Floor Lab 2
Wednesday	10	Intermediate Word (IWMS)	Intermediate Word (IWAS)	Intermediate Word (IWLAS)	3rd Floor Lab 2
Thursday	11	Intermediate Word (ITHMS)	Intermediate Word (ITHAF)	Intermediate Word (ITHLAS)	3rd Floor Lab 2
Friday	12	Intermediate Word (IFMS)	Intermediate Word (IFAS)	Intermediate Word (IFLAS)	1st Floor Lab
Saturday	13	Intermediate Word (ISMS)	Intermediate Word (ISAS)	NIL	1st Floor Lab

WEEK 2

DATE:	Mon 15th Feb - Sat 20th Feb 2010	<i>Choose either a morning, afternoon or late afternoon class</i>
COURSE	Intermediate Microsoft Word (Part 2)	<i>Not all three.</i>
CODE:	CDLPP003	<i>Choose one program each week and maintain the same day & time</i>

		TIME			
		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)	
DAY		Intermediate Ms Word (Part 2)	Intermediate Ms Word (Part 2)	Intermediate Ms Word (Part 2)	
Monday	15	Intermediate Word (IMMS)	Intermediate Word (IMAS)	Intermediate Word (IMLAS)	3rd Floor Lab 2
Tuesday	16	Intermediate Word (ITMS)	Intermediate Word (ITAS)	Intermediate Word (ITLAS)	3rd Floor Lab 2
Wednesday	17	Intermediate Word (IWMS)	Intermediate Word (IWAS)	Intermediate Word (IWLAS)	3rd Floor Lab 2
Thursday	18	Intermediate Word (ITHMS)	Intermediate Word (ITHAF)	Intermediate Word (ITHLAS)	3rd Floor Lab 2
Friday	19	Intermediate Word (IFMS)	Intermediate Word (IFAS)	Intermediate Word (IFLAS)	1st Floor Lab
Saturday	20	Intermediate Word (ISMS)	Intermediate Word (ISAS)	NIL	1st Floor Lab

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DAY
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WEEK 3

DATE:	Mon 22nd Feb - Sat 27th Feb 2010
COURSE	Intermediate Word (Part 3)
CODE:	CDLPP003

*Choose either a morning, afternoon or late afternoon class
 Not all three.
 Choose one program each week and maintain
 the same day & time*

		TIME		
		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)
DAY		Intermediate Ms Word (Part 3)	Intermediate Ms Word (Part 3)	Intermediate Ms Word (Part 3)
Monday	22	Intermediate Word (IMMS)	Intermediate Word (IMAS)	Intermediate Word (IMLAS)
Tuesday	23	Intermediate Word (ITMS)	Intermediate Word (ITAS)	Intermediate Word (ITLAS)
Wednesday	24	Intermediate Word (IWMS)	Intermediate Word (IWAS)	Intermediate Word (IWLAS)
Thursday	25	Intermediate Word (ITHMS)	Intermediate Word (ITHAF)	Intermediate Word (ITHLAS)
Friday	26	Intermediate Word (IFMS)	Intermediate Word (IFAS)	Intermediate Word (IFLAS)
Saturday	27	Intermediate Word (ISMS)	Intermediate Word (ISAS)	NIL

3rd Floor Lab 2
 3rd Floor Lab 2
 3rd Floor Lab 2
 3rd Floor Lab 2
 1st Floor Lab
 1st Floor Lab

WEEK 4

DATE:	Mon 1st Mar - Sat 6th Mar 2010
COURSE	Intermediate Excel (Part 1)
CODE:	CDLPP004

*Choose either a morning, afternoon or late afternoon class
 Not all three.
 Choose one program each week and maintain
 the same day & time*

		TIME		
		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)
DAY		Intermediate Ms Excel (Part 1)	Intermediate Ms Excel (Part 1)	Intermediate Ms Excel (Part 1)
Monday	1	Intermediate Excel (IMMS)	Intermediate Excel (IMAS)	Intermediate Excel (IMLAS)
Tuesday	2	Intermediate Excel (ITMS)	Intermediate Excel (ITAS)	Intermediate Excel (ITLAS)
Wednesday	3	Intermediate Excel (IWMS)	Intermediate Excel (IWAS)	Intermediate Excel (IWLAS)
Thursday	4	Intermediate Excel (ITHMS)	Intermediate Excel (ITHAF)	Intermediate Excel (ITHLAS)
Friday	5	Intermediate Excel (IFMS)	Intermediate Excel (IFAS)	Intermediate Excel (IFLAS)
Saturday	6	Intermediate Excel (ISMS)	Intermediate Excel (ISAS)	NIL

3rd Floor Lab 2
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WEEK 5

DATE:	Mon 8th Mar - Sat 13th Mar 2010
COURSE	Intermediate Excel (Part 2)
CODE:	CDLPP004

*Choose either a morning, afternoon or late afternoon class
 Not all three.
 Choose one program each week and maintain
 the same day & time*

		TIME		
		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)
DAY		Intermediate Ms Excel (Part 2)	Intermediate Ms Excel (Part 2)	Intermediate Ms Excel (Part 2)
Monday	8	Intermediate Excel (IMMS)	Intermediate Excel (IMAS)	Intermediate Excel (IMLAS)
Tuesday	9	Intermediate Excel (ITMS)	Intermediate Excel (ITAS)	Intermediate Excel (ITLAS)
Wednesday	10	Intermediate Excel (IWMS)	Intermediate Excel (IWAS)	Intermediate Excel (IWLAS)
Thursday	11	Intermediate Excel (ITHMS)	Intermediate Excel (ITHAF)	Intermediate Excel (ITHLAS)
Friday	12	Intermediate Excel (IFMS)	Intermediate Excel (IFAS)	Intermediate Excel (IFLAS)
Saturday	13	Intermediate Excel (ISMS)	Intermediate Excel (ISAS)	NIL

3rd Floor Lab 2
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 3rd Floor Lab 2
 3rd Floor Lab 2
 1st Floor Lab
 1st Floor Lab

WEEK 6

DATE:	Mon 15th Mar - Sat 20th Mar 2010
COURSE	Intermediate Excel (Part 3)
CODE:	CDLPP004

*Choose either a morning, afternoon or late afternoon class
 Not all three.
 Choose one program each week and maintain
 the same day & time*

		TIME		
		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)
DAY		Intermediate Ms Excel (Part 3)	Intermediate Ms Excel (Part 3)	Intermediate Ms Excel (Part 3)
Monday	15	Intermediate Excel (IMMS)	Intermediate Excel (IMAS)	Intermediate Excel (IMLAS)
Tuesday	16	Intermediate Excel (ITMS)	Intermediate Excel (ITAS)	Intermediate Excel (ITLAS)
Wednesday	17	Intermediate Excel (IWMS)	Intermediate Excel (IWAS)	Intermediate Excel (IWLAS)
Thursday	18	Intermediate Excel (ITHMS)	Intermediate Excel (ITHAF)	Intermediate Excel (ITHLAS)
Friday	19	Intermediate Excel (IFMS)	Intermediate Excel (IFAS)	Intermediate Excel (IFLAS)

3rd Floor Lab 2
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 1st Floor Lab

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Saturday	20	Intermediate Excel (ISMS)	Intermediate Excel (ISAS)	NIL	1st Floor Lab
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WEEK 7

DATE:	Mon 22nd Mar - Sat 27th Mar 2010	<i>Choose either a morning, afternoon or late afternoon class</i>
COURSE	Intermediate Powerpoint (Part 1)	<i>Not all three.</i>
CODE:	CDLPP005	<i>Choose one program each week and maintain the same day & time</i>

		TIME			
		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)	
DAY		Intermediate PowerPoint (Part 1)	Intermediate PowerPoint (Part 1)	Intermediate PowerPoint (Part 1)	
Monday	22	Intermediate Powerpoint (IMMS)	Intermediate Powerpoint (IMAS)	Intermediate Powerpoint (IMLAS)	3rd Floor Lab 2
Tuesday	23	Intermediate Powerpoint (ITMS)	Intermediate Powerpoint (ITAS)	Intermediate Powerpoint (ITLAS)	3rd Floor Lab 2
Wednesday	24	Intermediate Powerpoint (IWMS)	Intermediate Powerpoint (IWAS)	Intermediate Powerpoint (IWLAS)	3rd Floor Lab 2
Thursday	25	Intermediate Powerpoint (ITHMS)	Intermediate Powerpoint (ITHAF)	Intermediate Powerpoint (ITHLAS)	3rd Floor Lab 2
Friday	26	Intermediate Powerpoint (IFMS)	Intermediate Powerpoint (IFAS)	Intermediate Powerpoint (IFLAS)	1st Floor Lab
Saturday	27	Intermediate Powerpoint (ISMS)	Intermediate Powerpoint (ISAS)	NIL	1st Floor Lab

WEEK 8

DATE:	Mon 29th Mar - Sat 3rd April 2010	<i>Choose either a morning, afternoon or late afternoon class</i>
COURSE	Intermediate PowerPoint (Part 2)	<i>Not all three.</i>
CODE:	CDLPP005	<i>Choose one program each week and maintain the same day & time</i>

		TIME			
		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)	
DAY		Intermediate PowerPoint (Part 2)	Intermediate PowerPoint (Part 2)	Intermediate PowerPoint (Part 2)	
Monday	29	Intermediate Powerpoint (IMMS)	Intermediate Powerpoint (IMAS)	Intermediate Powerpoint (IMLAS)	3rd Floor Lab 2
Tuesday	30	Intermediate Powerpoint (ITMS)	Intermediate Powerpoint (ITAS)	Intermediate Powerpoint (ITLAS)	3rd Floor Lab 2
Wednesday	31	Intermediate Powerpoint (IWMS)	Intermediate Powerpoint (IWAS)	Intermediate Powerpoint (IWLAS)	3rd Floor Lab 2
Thursday	1	Intermediate Powerpoint (ITHMS)	Intermediate Powerpoint (ITHAF)	Intermediate Powerpoint (ITHLAS)	3rd Floor Lab 2

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Friday	2	Intermediate Powerpoint (IFMS)	Intermediate Powerpoint (IFAS)	Intermediate Powerpoint (IFLAS)	1st Floor Lab
Saturday	3	Intermediate Powerpoint (ISMS)	Intermediate Powerpoint (ISAS)	NIL	1st Floor Lab

WEEK 9

DATE:	Mon 5th April - Sat 10th April 2010	<i>Choose either a morning, afternoon or late afternoon class</i>
COURSE	Intermediate Internet	<i>Not all three.</i>
CODE:	CDLPP006	<i>Choose one program each week and maintain the same day & time</i>

TIME

		9.00am - 11.00 am (morning session)	11.30-1.30 (afternoon session)	2.00-4.00 (late afternoon session)	
DAY		Intermediate Internet	Intermediate Internet	Intermediate PowerPoint (Part 2)	
Monday	5	Intermediate Internet (IMMS)	Intermediate Internet (IMAS)	Intermediate Internet (IMLAS)	3rd Floor Lab 2
Tuesday	6	Intermediate Internet (ITMS)	Intermediate Internet (ITAS)	Intermediate Internet (ITLAS)	3rd Floor Lab 2
Wednesday	7	Intermediate Internet (IWMS)	Intermediate Internet (IWAS)	Intermediate Internet (IWLAS)	3rd Floor Lab 2
Thursday	8	Intermediate Internet (ITHMS)	Intermediate Internet (ITHAF)	Intermediate Internet (ITHLAS)	3rd Floor Lab 2
Friday	9	Intermediate Internet (IFMS)	Intermediate Internet (IFAS)	Intermediate Internet (IFLAS)	1st Floor Lab
Saturday	10	Intermediate Internet (ISMS)	Intermediate Internet (ISAS)	NIL	1st Floor Lab

WEEK 10

DATE:	Mon 12th Apr - Sat 17th Apr 2010
COURSE	Test
CODE:	

TIME

DAY		
Monday	12	<h1>Revision</h1>
Tuesday	13	
Wednesday	14	
Thursday	15	

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Friday	16
Saturday	17

WEEK 11

DATE:	Mon 19th Apr - Sat 24th Apr 2010
COURSE	Test
CODE:	

TIME

DAY		<h1>Test</h1>
Monday	19	
Tuesday	20	
Wednesday	21	
Thursday	22	
Friday	23	
Saturday	24	

WEEK 12

DATE:	Mon 26th April - Sat 1st May 2010
COURSE	Test
CODE:	

TIME

DAY		<h1>Test</h1>
Monday	26	
Tuesday	27	
Wednesday	28	
Thursday	29	

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Friday	30
Saturday	1