

**Course in Microsoft Office Applications  
MOA2001D**

Commencement 27-Feb-20  
Completion 25-Jun-20

	Dates	Lesson
1	27-Feb-20	Introduction to Windows
2	05-Mar-20	Introduction to Windows
3	12-Mar-20	Exam on Introduction to Windows
4	19-Mar-20	MS Word - Day 1
5	26-Mar-20	MS Word - Day 2
6	02-Apr-20	MS Word - Day 3
7	09-Apr-20	Exam on MS Word
8	16-Apr-20	MS Excel - Day 1
9	23-Apr-20	MS Excel - Day 2
10	30-Apr-20	MS Excel - Day 3
	07-May-20	Poya day (No Classes)
11	14-May-20	Exam on MS Excel
12	21-May-20	MS PowerPoint
13	28-May-20	MS Access - Day 1
14	04-Jun-20	MS Access - Day 2
15	11-Jun-20	Exam MS PowerPoint & Presentation
16	18-Jun-20	Exam on MS Access
17	25-Jun-20	Internet and Email

**Course in Microsoft Office Applications  
MOA2002W**

Commencement 14-Mar-20  
Completion 18-Jul-20

	Date	Lesson
1	14-Mar-20	Introduction to Windows
2	21-Mar-20	Introduction to Windows
3	28-Mar-20	Exam on Introduction to Windows
4	04-Apr-20	MS Word - Day 1
	11-Apr-20	New Year (No Classes)
5	18-Apr-20	MS Word - Day 2
6	25-Apr-20	MS Word - Day 3
7	02-May-20	Exam on MS Word
8	09-May-20	MS Excel - Day 1
9	16-May-20	MS Excel - Day 2
10	23-May-20	MS Excel - Day 3
11	30-May-20	Exam on MS Excel
12	06-Jun-20	MS PowerPoint
13	13-Jun-20	MS Access - Day 1
14	20-Jun-20	MS Access - Day 2
15	27-Jun-20	Exam MS PowerPoint & Presentation
	04-Jul-20	Poya day (No Classes)
16	11-Jul-20	Exam on MS Access
17	18-Jul-20	Internet and Email