Induction Programme (Foundation Certificate)
Commences on 1st February 2021

Week Start (Monday)	Time	Monday	Tuesday	Wednesday
1-Feb	9.00-11.00			Setting up you Virtual profiles
	2.00 - 4.00	Office Tools	Workshop	Emerging Technologies
8-Feb	9.00-11.00	Create a Portfolio	Time Management	Web Page Interactions
	2.00 - 4.00	Office Tools	Workshop	Programming "First Steps" Introduction to Mini project
15-Feb	9.00-11.00	Program Flow		Structures
	2.00 - 4.00	Office Tools	Workshop	Adding Interactions
22-Feb	9.00-11.00	Presentation Skills		
	2.00 - 4.00	Office 365	Workshop	Presentation Portfolios