



(/)

# Project Information System

MY ACCOUNT  
(/ACCOUNT/ACCOUNTDETAIL)  
LOG OFF  
(/ACCOUNT/LOGOFF)

Home (/)

Reference

Daily Activity

Assessment

Invoice

Reporting

## DAG [Delivery and Assessment Guide]

Select A Round:

47



Batch

CF/BITL-A/47/01



Module

--ALL--



Show

DAG

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
1	Module01	STCCF101	<p><b>Hardware Concepts (Reference courseware from this point: CONCEPTS OF IT, starting from page: 15); Computer performance; Memory &amp; Storage; Input devices, Output devices; Software Concepts</b></p> <ul style="list-style-type: none"><li>• Understand the term hardware.</li><li>• Understand personal computers. Distinguish between desktop, laptop (notebook), tablet PC, etc. in terms of typical use.</li><li>• Identify common handheld portable digital devices like: personal digital assistant (PDA), mobile phone, smartphone, multimedia player and know their main features.</li><li>• Know the main parts of a computer like: central processing unit (CPU), types of memory, hard disk, common input and output devices.</li><li>• Identify common input/output ports like USB, serial, parallel, network port, FireWire, etc.</li><li>• Know some of the factors that impact computer's performance like: CPU speed, RAM size, graphics card processor and memory, the number of applications running.</li><li>• Know that the speed (operating frequency) of the CPU is measured in megahertz (MHz) or gigahertz (GHz).</li><li>• Understand what is computer memory, RAM, ROM, ROM-BIOS, Video Memory, storage capacity management, types of storage media</li><li>• Know storage capacity measurements: bit, byte, KB, MB, GB, TB.</li><li>• Know the main types of storage media like: internal hard disk, external hard disk, network drive, CD, DVD, USB flash drive, memory card, online file storage.</li><li>• Identify some of the main input devices like: mouse, keyboard, trackball, scanner, touchpad, stylus, joystick, web camera (webcam), digital camera, microphone, etc.</li><li>• Know some of the main output devices like: screens/monitors, printers, speakers, headphones.</li><li>• Understand that some devices are both input and output devices like: touch screens.</li><li>• Understand what software is.</li><li>• Understand what an operating system is and name some common operating systems.</li><li>• Identify and know the uses of some common software applications.</li><li>• Distinguish between operating systems software and applications software.</li><li>• Know some options available for enhancing accessibility.</li></ul>	22/12/2020	22/12/2020

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date
2	Module01	STCCF101	<b>Network Types, Data Transfer; ICT in Everyday Life Electronic World, Communication, Virtual Communities, Health, Environment</b> <ul style="list-style-type: none"> <li>• Understand the terms local area network (LAN), wireless local area network (WLAN), wide area network (WAN).</li> <li>• Understand the term client/server.</li> <li>• Understand what the Internet is and know some of its main uses.</li> <li>• Understand what are intranet and extranet.</li> <li>• Understand the concepts of downloading from, and uploading to a network.</li> <li>• Understand what data transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabitsper second (mbps).</li> <li>• Know about different Internet connection services: dial-up, broadband.</li> <li>• Know about different options for connecting to the Internet.</li> <li>• Understand some of the characteristics of broadband: always-on, typically a flat fee, high speed, higher risk of intruder attack.</li> <li>• Understand the term Information and Communication Technology (ICT).</li> <li>• Know about different Internet services for consumers like: e-commerce, banking, e-government.</li> <li>• Understand the term e-learning. Know some of its features.</li> <li>• Understand the term tele-working.</li> <li>• Know some of the advantages of tele-working</li> <li>• Know some disadvantages of tele-working</li> <li>• Understand the term electronic mail (email).</li> <li>• Understand the term instant messaging (IM).</li> <li>• Understand the term Voice over Internet Protocol (VoIP).</li> <li>• Understand the term Really Simple Syndication (RSS) feed.</li> <li>• Understand the term web log (blog).</li> <li>• Understand the term podcast.</li> <li>• Understand the concept of an online (virtual) community.</li> <li>• Know ways that users can publish and share content online: web log (blog), podcast, photos, video and audio clips.</li> <li>• Know the importance of taking precautions when using online communities: make your profile private, limit the amount of personal information you post, be aware that posted information is publicly available, be wary of strangers.</li> <li>• Understand the term ergonomics.</li> <li>• Recognize that lighting is a health factor in computer use. Be aware that use of artificial light, amount of light, direction of light are all important considerations.</li> <li>• Understand that correct positioning of the computer, desk and seat can help maintain a good posture.</li> <li>• Recognize ways to help ensure a user's wellbeing while using a computer like: take regular stretches, have breaks, use eye relaxation techniques.</li> <li>• Know about the option of recycling computer components, printer cartridges and paper.</li> <li>• Know about computer energy saving options: applying settings to automatically turn off the screen/monitor, to automatically put the computer to sleep, switching off the computer.</li> </ul>	23/12/2020	23/12/2020

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date
3	Module01	STCCF101	<p><b>Security, Identity/Authentication, Data Security, Viruses; Law, Copyright, Data Protection</b></p> <ul style="list-style-type: none"> <li>• Understand that for security reasons a user name (ID) and password are needed for users to identify themselves when logging on to a computer.</li> <li>• Know about good password policies</li> <li>• Understand the importance of having an off-site backup copy of files.</li> <li>• Understand what a firewall is.</li> <li>• Know ways to prevent data theft.</li> <li>• Understand the term computer virus.</li> <li>• Be aware how viruses can enter a computer system.</li> <li>• Know how to protect against viruses and the importance of updating antivirus software regularly.</li> <li>• Understand the term copyright.</li> <li>• Know how to recognize licensed software</li> <li>• Understand the term end-user license agreement.</li> <li>• Understand the terms shareware, freeware, open source.</li> <li>• Identify the main purposes of data protection legislation or conventions</li> <li>• Identify the main data protection rights for a data subject in your country.</li> </ul> <div> <p><b>ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 1-3):</b></p> <p>Upon completion of the competency unit, trainees' performance must be assessed by a written assessment comprising of 20 MCQs and 10 short descriptive questions. Do not forget to email the question script (along with answer-keys marked in bold for MCQs) to the concerned consultant. No evidence assessment is necessary for this unit.</p> </div>	24/12/2020	24/12/2020
0			Weekend	25/12/2020	
4	Module01	STCCF102	<p><b>The Windows 10 Desktop; Manipulating Desktop Windows (Reference Courseware from this point: WINDOWS 10 Foundation, starting from page: 7); Knowing Windows 10 Desktop, Desktop Icons, Taskbar, Customize Desktop, Setting and modifying Desktop Background, Screen Saver, Date and Time, Other setting.</b></p> <ul style="list-style-type: none"> <li>• What is the Windows Desktop?</li> <li>• Knowing Desktop Icons</li> <li>• Know How to Move Desktop Icons</li> <li>• Knowing Windows Taskbar</li> <li>• Showing Hidden Icons</li> <li>• Setting Taskbar Clock</li> <li>• Customizing Your Desktop</li> <li>• Customizing the Desktop Background Wallpaper Picture</li> <li>• Customizing the Desktop Background Color</li> <li>• Setting a Screen Saver</li> <li>• Modifying the Computer Date and Time</li> <li>• Setting the Keyboard Language and Other Regional Setting</li> <li>• Know how to Drag and Drop Desktop icons, files and folder</li> <li>• Know how to select and manipulate</li> <li>• Single Clicking vs. Double Clicking</li> <li>• Moving a Window on the Desktop</li> <li>• Resizing a Window, Narrower or Wider</li> <li>• Resizing a Window, Taller or Shorter</li> <li>• Resizing a Window in Two Directions at Once</li> <li>• Maximizing and Minimizing Window</li> <li>• Closing a Window</li> <li>• The Start Button and Start Menu</li> </ul>	26/12/2020	26/12/2020

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date
5	Module01	STCCF102	<b>Applications &amp; the Desktop; Help in Windows 10; File Explorer (Reference Courseware from this point: WINDOWS 10 Foundation, starting from page: 32)</b> <ul style="list-style-type: none"> <li>• Multitasking</li> <li>• How to start an application</li> <li>• Finding Applications such as WordPad</li> <li>• Using Print Screen Within WordPad</li> <li>• Identifying the Parts of an Application Window</li> <li>• Title Bar, The Ribbon, Ribbon Tabs</li> <li>• Status Bar</li> <li>• Notepad</li> <li>• Control Panel</li> <li>• Switching Between Program Windows</li> <li>• Cascading Windows</li> <li>• Displaying Windows Side by Side</li> <li>• Installing Programs</li> <li>• Removing Program</li> <li>• Shutting Down the Computer</li> <li>• Restarting the Computer</li> <li>• Using the search for Help Box</li> <li>• Displaying Basic Information About Your PC</li> <li>• Knowing about Files and Folders</li> <li>• Type of Drive and Drive Letters</li> <li>• Opening the Windows File Explorer Program</li> <li>• Displaying or Hiding the Ribbon</li> <li>• The File Explorer Windows</li> <li>• File Explorer - Folders</li> <li>• File Explorer - Devices</li> <li>• File Explorer - Network Locations</li> <li>• File Explorer - Downloads</li> <li>• File Explorer - Desktop</li> <li>• File Explorer - OneDrive</li> <li>• File Explorer - Homegroup</li> <li>• File Explorer - This PC</li> <li>• Displaying the Contents of a Particular Folder</li> <li>• Changing the View Within the File Explorer</li> <li>• Changing the Sort Order in Details View</li> <li>• Drives, Folders and Files</li> <li>• Data Storage Device</li> <li>• File sizes and Disk Storage Capacities</li> </ul>	27/12/2020	27/12/2020
6	Module01	STCCF102	<b>Manipulating folders; Manipulating files (Reference Courseware from this point: WINDOWS 10 Foundation, starting from page 74)</b> <ul style="list-style-type: none"> <li>• Creating Folder</li> <li>• Creating a Sub-Folder</li> <li>• File Naming Issues</li> <li>• Renaming a Folder</li> <li>• Deleting a Folder</li> <li>• Displaying Folder Details</li> <li>• File Types</li> <li>• Selecting Multiple files</li> <li>• Counting files in a Folder</li> <li>• File Attributes</li> <li>• Renaming Files</li> <li>• Deleting Files</li> <li>• Restoring Items From the Recycle Bin</li> <li>• Emptying the Recycle Bin</li> <li>• Permanently Deleting a File (Bypassing the Recycle Bin)</li> <li>• Recycled large files</li> <li>• The Windows Clipboard</li> <li>• Moving Files Between Folders</li> <li>• Copying Files Between Folders</li> <li>• Backup</li> <li>• Removable Memory Sticks - Auto play</li> <li>• Backing up data to a removable Drive</li> <li>• Safely Ejecting a Memory Stick</li> <li>• What is File Compression?</li> <li>• Compressing Files</li> <li>• Extracting Compressed Files</li> </ul>	28/12/2020	28/12/2020

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date
7	Module01	STCCF102	<p><b>Searching; Printing Issue; Viruses, Spyware, Cookies (Reference Courseware: WINDOWS 10 Foundation, Page 118-137)</b></p> <ul style="list-style-type: none"> <li>• Searching for Applications (Programs)</li> <li>• Searching for Files on Your Hard Disk</li> <li>• Searching by File Size</li> <li>• Searching by Kind</li> <li>• Searching by File Content</li> <li>• Viewing the Printers that are available to your PC</li> <li>• Setting the Default Printer</li> <li>• Installing a New Printer</li> <li>• Removing a Printer</li> <li>• Printing from an Application</li> <li>• Computer Viruses</li> <li>• Spyware</li> <li>• Cookies</li> <li>• Virus Checking Programs</li> <li>• Scanning for Viruses</li> <li>• Updating Anti-Virus Programs</li> </ul> <div> <p><b>ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 4-7):</b></p> <p>Upon completion of the competency unit, trainees' performance must be assessed by:</p> <ol style="list-style-type: none"> <li>1. A written assessment comprising of 20 MCQs and 10 short descriptive questions.</li> <li>2. An evidence assessment including 3-4 practical questions incorporating the common tasks related to the competency unit. Do not forget to email the question script (along with answer-keys marked in bold for MCQs) to the concerned consultant.</li> </ol> </div>	29/12/2020	29/12/2020
8	Module01	STCCF103	<p><b>The Microsoft Word 2016 Screen; Starting to use Microsoft Word 2016; Using Templates to Create Documents (Reference courseware from this point: MICROSOFT WORD 2016 FOUNDATION starting from page: 06); Using the book "Microsoft Word 2016 Foundation"</b></p> <ul style="list-style-type: none"> <li>• Starting Word 2016</li> <li>• Opening a blank document</li> <li>• Introducing with File tab, Ribbon tabs and groups, Dialog Box Launcher</li> <li>• Using the default Microsoft Word document</li> <li>• Saving Microsoft Word documents</li> <li>• Opening and Closing documents</li> <li>• Save As</li> <li>• Creating a new blank document using a Keyboard shortcut</li> <li>• Using help within Microsoft Word</li> <li>• Using 'TELL ME' within Microsoft Word</li> <li>• ALT key help</li> <li>• Closing Microsoft Word</li> <li>• Creating new documents using Different Templates</li> <li>• Using online templates</li> </ul>	30/12/2020	30/12/2020
9	Module01	STCCF103	<p><b>Manipulating text; Microsoft Word 2016 text formatting; Microsoft Word 2016 paragraph formatting</b></p> <ul style="list-style-type: none"> <li>• Select, then format</li> <li>• Selecting text</li> <li>• Inserting, deleting, undo and redo</li> <li>• Copying text within a document</li> <li>• Moving (cutting) text within a document</li> <li>• What is text formatting?</li> <li>• Font: type, size, increase, decrease, bold, italic, underline, subscript, superscript</li> <li>• Case changing</li> <li>• Highlighting</li> <li>• Font color</li> <li>• Copying text formatting, removing formatting</li> <li>• Using zoom</li> <li>• Inserting special characters and symbols</li> <li>• What is paragraph formatting</li> <li>• Paragraph marks, line break</li> <li>• Techniques for aligning and indenting text</li> <li>• Applying paragraph spacing (single, double, above, below)</li> <li>• Using paragraph spacing rather than using the return key</li> <li>• Applying bullets to a list, number to a list</li> <li>• Modifying and removing bullet and numbering formatting</li> </ul>	31/12/2020	31/12/2020
0			Weekend	01/01/2021	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date
10	Module01	STCCF103	<b>Borders and Shading within Microsoft Word 2016 ; Microsoft Word 2016 styles; Using Word 2016 design themes; Microsoft Word 2016 page formatting</b> <ul style="list-style-type: none"> <li>• Adding and modifying borders</li> <li>• Adding and modifying shading</li> <li>• Applying borders to selected text</li> <li>• Know about style and apply it</li> <li>• Applying design them and it color</li> <li>• Apply a customized font</li> <li>• What is page formatting?</li> <li>• Page orientation, page size and page margin</li> <li>• Insert and delete page breaks</li> <li>• Creating, editing header footer</li> <li>• Inserting page number</li> <li>• Cover pages</li> <li>• Applying automatic hyphenation</li> </ul>	02/01/2021	02/01/2021
11	Module01	STCCF103	<b>Word 2016 views and document navigation; Tables</b> <ul style="list-style-type: none"> <li>• Switching between word views</li> <li>• Using the zoom tool</li> <li>• Navigating through documents</li> <li>• Using tables</li> <li>• Inserting a table</li> <li>• Navigating within a table</li> <li>• Selecting and editing text within a table</li> <li>• Selecting cells, rows, columns or the entire table</li> <li>• Inserting and deleting rows and columns</li> <li>• Modifying column width or row height</li> <li>• Modifying the table width</li> <li>• Modifying table styles</li> </ul>	03/01/2021	
12	Module01	STCCF103	<b>Using graphics within Microsoft Word; Finding and Replacing text within a Microsoft 2016 document; Using multiple open documents</b> <ul style="list-style-type: none"> <li>• Inserting pictures, Online pictures, Shapes, SmartArt, Chart</li> <li>• Modifying the Chart type, Chart style, Chart data</li> <li>• Inserting a screenshot</li> <li>• Selecting, resizing and deleting graphics</li> <li>• Copying or moving graphics</li> <li>• Using find and replace find the text and replace the text</li> <li>• Multitasking with Word 2016</li> <li>• Switching between open documents</li> <li>• Tiling or cascading documents on your screen</li> <li>• Comparing documents side by side</li> <li>• Copying or moving selected items between documents</li> </ul>	04/01/2021	
13	Module01	STCCF103	<b>Microsoft Word 2016 mail merge</b> <ul style="list-style-type: none"> <li>• Starting the mail merge wizard, six steps of mail merge wizard</li> <li>• Creating a mailing list to be used within a mail merge</li> <li>• Merging a mailing list to produce labels</li> <li>• What is mail merging?</li> </ul> <div> <b>ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 08-13):</b>            Upon completion of the competency unit, trainees' performance must be assessed by:            1) a written assessment comprising of 20 MCQs and 10 short descriptive questions.            2) an evidence assessment including 2-3 practical questions incorporating the common tasks related to the competency unit.            Do not forget to email the question scripts (along with answer-keys marked in bold for MCQs) to the concerned consultant.         </div>	05/01/2021	
14	Module01	STCCF104	<b>Getting started with Excel 2016; Excel 2016 selection techniques, Manipulating rows and columns within excel 2016 (Reference courseware from this point: MICROSOFT Excel 2016 FOUNDATION starting from page: 08); Using the book "Microsoft Excel 2016 Foundation"</b> <ul style="list-style-type: none"> <li>• Selecting the blank worksheet template</li> <li>• Entering text, number and date</li> <li>• Alignment and editing of text, number and date</li> <li>• Creating, saving, opening and closing excel 2016</li> <li>• Saving a workbook using a different file type and different name</li> <li>• Different type of selection techniques</li> <li>• Inserting and deleting rows and columns into a worksheet</li> <li>• Modifying column widths and row heights</li> </ul>	06/01/2021	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date
15	Module01	STCCF104	<b>Manipulating cells and cell content within excel 2016; Excel 2016 worksheets; Font formatting within Excel 2016</b> <ul style="list-style-type: none"> <li>• Copying, moving a cell or range contents within a workbook</li> <li>• Editing and deleting cell content</li> <li>• Undo and redo</li> <li>• Copying and moving data between worksheets (within the same workbook)</li> <li>• Moving data worksheets (between different workbooks)</li> <li>• Copying data between worksheets (in different workbooks)</li> <li>• Autofill</li> <li>• Sorting a cell range</li> <li>• Switching between worksheets</li> <li>• Recommended techniques with naming worksheets</li> <li>• Inserting and renaming a new worksheet</li> <li>• Copying, moving a worksheet within a workbook and between workbooks</li> <li>• Different types of font formatting</li> <li>• Working with different type of alignment</li> <li>• Text wrapping format painter</li> </ul>	07/01/2021	
0			Weekend	08/01/2021	
16	Module01	STCCF104	<b>Alignment formatting within Excel 2016; Number formatting within Excel 2016; Freezing row and column titles within Excel 2016</b> <ul style="list-style-type: none"> <li>• Working with different type of alignment</li> <li>• Centering a title over a cell range</li> <li>• Cell orientation</li> <li>• Text wrapping</li> <li>• Use of format painter</li> <li>• Number formatting: decimal point display, comma, currency</li> <li>• Date Styles</li> <li>• Percentage</li> <li>• Freezing row and column titles</li> </ul>	09/01/2021	
17	Module01	STCCF104	<b>Excel 2016 formulas; Excel 2016 functions</b> <ul style="list-style-type: none"> <li>• Crating and copying formula</li> <li>• Using operator in formula</li> <li>• Relative and absolute cell referencing within formulas</li> <li>• What is function</li> <li>• Working with different types of functions</li> <li>• WHAT ARE 'IF FUNCTIONS'?</li> <li>• Using the IF FUNCTION</li> </ul>	10/01/2021	
18	Module01	STCCF104	<b>Excel 2016 charts</b> <ul style="list-style-type: none"> <li>• Creating different types of charts</li> <li>• EDITING CHARTS</li> <li>• Resizing a chart</li> <li>• Deleting a chart</li> <li>• Chart title or labels</li> <li>• Changing the column, bar, line or pie slice colours in a chart</li> <li>• Copying and moving charts within a worksheet</li> <li>• Copying and moving charts between worksheets</li> <li>• Copying and moving charts between workbooks</li> </ul> <div> <b>ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 14-18):</b>            Upon completion of the competency unit, trainees' performance must be assessed by:            1) a written assessment comprising of 20 MCQs and 10 short descriptive questions.            2) an evidence assessment including 3-4 practical questions incorporating the common tasks related to the competency unit.            Do not forget to email the question scripts (along with answer-keys marked in bold for MCQs) to the concerned consultant.         </div>	11/01/2021	
0			Review 01 for Mid-Term Exam	12/01/2021	
0			Review 02 for Mid-Term Exam	13/01/2021	
0			Mid-Term External Exam	14/01/2021	
0			Weekend	15/01/2021	
0			Review 01 for Mid-Term Evidence Exam	16/01/2021	
0			Mid-Term Evidence by Assessor	17/01/2021	

[HOME \(/\)](#)

[ABOUT \(/Home/About\)](#)

[TSPs' \(/Home/TspList\)](#)

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House 2/5A (3rd Fl), Road 5, Block A

Lalmatia Housing Estate, Lalmatia

Dhaka, 1207. Bangladesh

+88 02 9132568, +88 02 9132576



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