Project Information System

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DAG [Delivery and Assessment Guide]

Select A Round:	39	**Batch**	J2EE/CCSL-A/39/01	Module	--ALL--

DAG

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
4	Module 01	STCCF102	**Applications & the Desktop; Help in Windows 10; File Explorer; Manipulating folders; (Reference Courseware from this point: WINDOWS 10 Foundation, starting from page 32)** Multitasking • Starting Application • Finding Applications such as WordPad • Using Print Screen Within WordPad • Identifying the Parts of an Application Window • Title Bar, The Ribbon, Ribbon Tabs • Status Bar • Notepad • Control Panel • Switching Between Program Windows • Cascading Windows • Displaying Windows Side by Side • Installing Programs • Removing Program • Shutting Down the Computer • Restarting the Computer • Using the search for Help Box • Displaying Basic Information About Your PC • What are Files • What are Folders • Type of Drive and Drive Letters • Opening the Windows File Explorer Program • Displaying or Hiding the Ribbon • The File Explorer Windows • File Explorer - Folders • File Explorer – Devices • File Explorer – Network Locations • File Explorer – Downloads • File Explorer – Desktop • File Explorer – OneDrive	04/09/2018	04/09/2018	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
			Creating Folder • Creating a Sun-Folder • File Naming Issues • Renaming a Folder • Deleting a Folder • Displaying Folder Details			

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
5	Module 01	STCCF102	**Manipulating files; Searching; Printing Issue; Viruses, Spyware, Cookies (Reference Courseware from this point: WINDOWS 10 Foundation, starting from page 86)** File Types • Selecting Multiple files • Counting files in a Folder • File Attributes • Renaming Files • Deleting Files • Restoring Items From the Recycle Bin • Emptying the Recycle Bin • Permanently Deleting a File (Bypassing the Recycle Bin) • Recycled large files • The Windows Clipboard • Moving Files Between Folders • Copying Files Between Folders • Backup • Removable Memory Sticks – Auto play • Backing up data to a removable Drive • Safely Ejecting a Memory Stick • What is File Compression? • Compressing Files • Extracting Compressed Files • Searching for Applications (Programs) • Searching for Files on Your Hard Disk • Searching by File Size • Searching by Kind • Searching by File Content • Viewing the Printers that are available to your PC • Setting the Default Printer • Installing a New Printer • Removing a Printer • Printing from an Application • Computer Viruses • Spyware • Cookies • Virus Checking Programs • Scanning for Viruses • Updating Anti-Virus Programs **ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 3-5):**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	05/09/2018	05/09/2018	

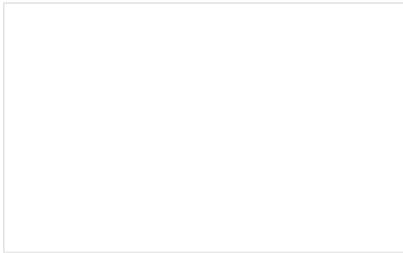| Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
6	Module 01	STCCF103	**The Microsoft Word 2016 Screen; Starting to use Microsoft Word 2016; Using Templates to Create Documents (Reference courseware from this point: MICROSOFT WORD 2016 FOUNDATION starting from page: 06); Using the book "Microsoft Word 2016 Foundation"** Starting Word 2016 • Opening a blank document • Introducing with File tab, Ribbon tabs and groups, Dialog Box Launcher • Using the default Microsoft Word document • Saving Microsoft Word documents • Opening and Closing documents • Save As • Creating a new blank document using a Keyboard shortcut • Using help within Microsoft Word • Using 'TELL ME' within Microsoft Word • ALT key help • Closing Microsoft Word • Creating new documents using Different Templates • Using online templates	06/09/2018	06/09/2018	□□□

Sl	Module	Compet ency Unit	Elements	Schedul e Date	Actual Date	Do ne
7	Module 01	STCCF1 04	**Manipulating text; Microsoft Word 2016 text formatting; Microsoft Word 2016 paragraph formatting** Select, then format • Selecting text • Inserting, deleting, undo and redo • Copying text within a document • Applying bullets to a list, number to alist • Modifying and removing bullet and numbering formatting • Moving (cutting) text within a document • What is text formatting? • Font: type, size, increase, decrease, bold, italic, underline, subscript, superscript • Case changing • Highlighting • Font color • Copying text formatting, removing formatting • Using zoom • Inserting special characters and symbols • What is paragraph formatting • Paragraph marks, line break • Techniques for aligning and indenting text • Appling paragraph spacing (single, double, above, below) • Using paragraph spacing rather than using the return key	08/09/2 018	08/09/2 018	
8	Module 01	STCCF1 04	**Borders and Shading within Microsoft Word 2016 ; Microsoft Word 2016 styles; Using Word 2016 design themes; Microsoft Word 2016 page formatting** Adding and modifying borders • Adding and modifying shading • Applying borders to selected text • Know about style and apply it • Applying design them and it color • Apply a customized font • What is page formatting? • Page orientation, page size and page margin • Insert and delete page breaks • Creating, editing header footer • Inserting page number • Cover pages • Applying automatic hyphenation	09/09/2 018	09/09/2 018	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
9	Module 01	STCCF104	**Word 2016 views and document navigation; Tables; Using graphics within Microsoft Word** Switching between word views • Using the zoom tool • Navigating through documents • Using tables • Inserting a table • Navigating within a table • Selecting and editing text within a table • Selecting cells, rows, columns or the entire table • Inserting and deleting rows and columns • Modifying column width or row height • Modifying the table width • Modifying table styles • Inserting pictures, Online pictures, Shapes, SmartArt, Chart • Modifying the Chart type, Chart style, Chart data • Inserting a screenshot • Selecting, resizing and deleting graphics • Copying or moving graphics	10/09/2018	10/09/2018	
10	Module 01	STCCF104	**Finding and Replacing text within a Microsoft 2016 document; Using multiple open documents, Microsoft Word 2016 mail merge** Using find and replace find the text and replace the text • Multitasking with Word 2016 • Switching between open documents • Tiling or cascading documents on your screen • Comparing documents side by side • Copying or moving selected items between documents • What is mail merging? • Starting the mail merge wizard, six steps of mail merge wizard • Creating a mailing list to be used within a mail merge Merging a mailing list to produce labels	11/09/2018	11/09/2018	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
11	Module 01	STCCF105	**Getting started with Excel 2016; Excel 2016 selection techniques, Manipulating rows and columns within excel 2016; Manipulating cells and cell content within excel 2016; (Reference courseware from this point: MICROSOFT Excel 2016 FOUNDATION starting from page: 08); Using the book "Microsoft Excel 2016 Foundation"** Selecting the blank worksheet template • Entering text, number and date • Alignment and editing of text, number and date • Creating, saving, opening and closing excel 2016 • Saving a workbook using a different file type and different name • Different type of selection techniques • Inserting and deleting rows and columns into a worksheet • Modifying column widths and row heights • Copying, moving a cell or range contents within a workbook • Editing and deleting cell content • Indo and redo • Copying and moving data between worksheets (within the same workbook) • Moving data worksheets (between different workbooks) • Copying data between worksheets (in different workbooks) • Autofill • Sorting a cell range	12/09/2018	12/09/2018	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
12	Module 01	STCCF105	**Excel 2016 worksheets; Font formatting within Excel 2016; Alignment formatting within Excel 2016; Number formatting within Excel 2016; Freezing row and column titles within Excel 2016; Excel 2016 formulas** Switching between worksheets • Recommended techniques with naming worksheets • Inserting and renaming a new worksheet • Copying, moving a worksheet within a workbook and between workbooks • Different types of font formatting • Working with different type of alignment • Text wrapping format painter • Number formatting: decimal, comma, currency, percentage • Freezing row and column titles • Crating and copying formula • Using operator in formula • Relative and absolute cell referencing within formulas	13/09/2018	16/09/2018	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
13	Module 01	STCCF105	**Excel 2016 functions ; Excel 2016 charts** What is function • Working with different types of functions • WHAT ARE 'IF FUNCTIONS'? • Using the IF FUNCTION • Creating different types of charts • EDITING CHARTS • Resizing a chart • Deleting a chart • Chart title or labels • Changing the column, bar, line or pie slice colours in a chart • Copying and moving charts within a worksheet • Copying and moving charts between worksheets • Copying and moving charts between workbooks 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.**SESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 11-13):**	15/09/2018	17/09/2018	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
14	Module 01	STCCF106	**The Internet (Reference courseware from this point: WEB BROWSING & COMMUNICATION, starting from page: 697); Security Considerations; Basic Browsing; Available Help Functions; Settings; Navigation; Bookmarks; Forms; Searching;** • Internet • World Wide Web (WWW) • Web sites and URLs • URL (Uniform Resource Locator) • Hyperlinks • ISP (Internet Service Provider) • Structure of a Web Address • Web Browser • Search Engines • Really Simple Syndication (RSS) feeds • Podcasts • Identifying Secure Web Sites and https • Digital certificates • Encryption • Security Threats • Virus checkers • Firewall • Internet security & password logons • Risks associated with online activity • Parental control options • Opening Microsoft Internet Explorer • Minimizing, Maximizing, Restoring and Closing • Entering a URL into the Address Bar • Creating a new tab • Stop button • Forcing a Web page to display within a new window • Forcing a Web page to display within a new tab • Refreshing Web pages • Switching between tabs • Quick Tabs • Tab List • Closing a tab • Internet Explorer icons • Displaying Help • Help Demos • Browsing for Help • Asking for Help • Printing Help sheets • Setting Home Page (Start Page) • Setting multiple Home Pages • Displaying your viewing history • Deleting a history item	16/09/2018	18/09/2018	

Sl	Module	Compet ency Unit	Elements	Schedul e Date	Actual Date	Do ne

			• Deleting the entire browsing history and temporary files
			• Customizing history options
			• Information Bar
			
			  • Pop-Up blocking
			  • Turning off popup blocking
			  • Cookies
			  • Internet cache
			  • Emptying the cache and deleting temporary Internet files
			  • Toolbars
			  • Disabling picture display
			  • Setting your default browser
			  • Installing Add-ons
			  • Hyperlinks
			  • Back and Forward buttons
			  • Navigating through Web sites
			  • Revisiting Web pages via the address bar
			  • Visiting the Home Page
			  • Adding a Web page to your favourites
			  • Opening a favorite (bookmark)
			  • Creating a new favorites folder
			  • Moving a favorite to a folder
			  • Renaming a bookmark
			  • Deleting a bookmark
			  • Adding a Web page to a specified bookmark folder
			  • Deleting a favourites folder
			
			• Submitting & resetting Web based forms
			• Search Engine Web sites
			• Using Instant Search
			• Using the Address Bar
			• Using keywords and phrases
			• Using specific words
			• Using an exact phrase
			• By excluding word(s)
			• By date
			• By file format
			• Online encyclopedias
			• Online dictionaries			

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
15	Module 01	STCCF108	**E-mail Theory; Send and Receive E-Mail Messages (Reference courseware from this point: WEB BROWSING & COMMUNICATION)** The advantages of using email • Netiquette • Issues when sending file attachments • Creating and Sending Messages • Addressing Messages • Troubleshooting Message Addressing • Entering Content • Saving and Sending Messages • Managing Multiple Accounts • Attaching Files to Messages • Troubleshooting File Types and Extensions • Viewing Messages and Message Attachments • Viewing Conversations • Configuring Reading Pane Behavior • Viewing Reading Pane Content • Marking Messages as Read • Single Key Reading • Viewing Message Participant Information • Presence Icons • Contact Cards • The People Pane • Troubleshooting the People Pane • Responding to Messages **ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 14-15):** 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	17/09/2018	19/09/2018	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
			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.			
16	Module 02	STCESADJ2EE 201	**1.Demonstrate overall understanding of the programming process** **Defining the problem • Developing and refining algorithm with the aid of flowcharts • Coding , debugging, testing and documenting**	18/09/2018	20/09/2018	
17	Module 02	STCESADJ2EE 201	**2. Demonstrate understanding of the main features of structured programming** Modular programming and its implementation approaches • Top-down programming and Structure Charts, Flowcharts Vs. Structure Charts and Coding of Modules • Programming structures (Sequences, Loop and Selection structure) • Significance of GoToLess programming	19/09/2018	21/09/2018	
18	Module 02	STCESADJ2EE 201	**3. Apply skills in structured pseudocode and control processing** Pseudocode and various looping structures • Value comparison and sorting • Combining conditions and use of Boolean Algebra, Truth Tables and Order of comparison • Commonly used Input editing • Error routines, End-of-file checking techniques	20/09/2018	22/09/2018	
19	Module 02	STCESADJ2EE 202	**4. Apply skills in structured pseudocode and control processing** Pseudocode and various looping structures • Value comparison and sorting • Combining conditions and use of Boolean Algebra, Truth Tables and Order of comparison • Commonly used Input editing • Error routines, End-of-file checking techniques	22/09/2018	23/09/2018	
20	Module 02	STCESADJ2EE 202	**5. Understanding complex combination of condition** Short descriptions of complex combinations of condition	23/09/2018	24/09/2018	

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
21	Module 02	STCESA DJ2EE 202	**6. Demonstrate the concept of tables (arrays)** Use of discrete and segmented tables of fixed and variable size. • Ordering argument table and searching • Declaring tables and using table files, multidimensional tables • Sequential binary searches	24/09/2018		
22	Module 02	STCESA DJ2EE 203	**7.HTML Basics ,Primary Structure and Sections** HTML5 Overview ,Recommendation,A few best practices,HTML Document Structure,Differences Between HTML 4 and HTML5, DOCTYPEs,Inline vs. Block-level Elements,HTML Comments,Attributes ,I18n (Internationalization),Global (HTML5), Data Attributes,Basic Data Types,Character Entities address,body,HTML5 and the body Element,div,h1, h2, h3, h4, h5, h6,hr	25/09/2018		
23	Module 02	STCESA DJ2EE203	**8. Document Head ,List** base,head,link,meta,style,HTML5 and the style Element ,title, Nested Lists,dd,dl,When Can You Use a Definition List? ,HTML5, the dl Element, and Dialogue dt,li,HTML5 and the li Element,ol,UL,	26/09/2018		
24	Module 02	STCESA DJ2EE203	**9.Text** Anchor(a),simple link to another resource,link to subpage,link up a level or two,link with absolute path,link to e-mail address, abbr, acronym,b,bdo,big,blockquote,br,cite,code,del,dfn,em ,i,ins,kbd,p,pre,q,samp,small,strong,sub,sup,tt,var	27/09/2018		
25	Module 02	STCESA DJ2EE 203	**10.Embedded Content (Images and Objects)** area,img,attributes of img,map,object,Object vs. Embed,param,	29/09/2018		
26	Module 02	STCESA DJ2EE204	**11. Forms** button,Attributes in Detail,fieldset,form details, checkbox,,form element,input element,lebel,legend,optgroup,option,select,textarea,	30/09/2018		
27	Module 02	STCESA DJ2EE 204	**12. Tabular Data. Frames** caption,col,colgroup,table,tbody,td,tfoot,th,thead,tr, Frame,Frameset,iframe,noframes	01/10/2018		

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
28	Module 02	STCESA DJ2EE 204	**"13.Primary Structure and Sections. Text,Embedded Content (Images, Media, and More),forms,Interactive Elements",** article,aside,footer,header,hgroup,nav,section,figcaption,figure,mark,meter,progress,rp,rt,ruby,time,wbr,audio,canvas,embed,source,video,datalist,keygen,output,command,details,menu	02/10/2018		
29	Module 02	STCESA DJ2EE204	**14.Demonstrate CSS Basics,Create Style-Sheets, Colour the document using CSS,Manipulate fonts using CSSm,Format text using CSS** Introduction • A brief demonstration on CSS theory • Adding Style Inline • Using embedded style • Creating linked style sheet • Importing style sheets • Commenting and formatting CSS • Demonstrate colour and CSS • Adding colour to backgrounds • Spice up a TABLE using background col Applying FONT FAMILIES to text • Sizing fonts • Font WEIGHT and STYLE • Colour a text • Align text • Apply skills on text decoration	03/10/2018		
30	Module 02	STCESA DJ2EE205	**15. Bootstrap Overview,Bootstrap Environment Setup ,Bootstrap Grid System ,Bootstrap CSS Overview** Bootstrap Overview,Bootstrap Environment Setup ,Bootstrap Grid System ,Bootstrap CSS Overview	04/10/2018		
31	Module 02	STCESA DJ2EE205	**"16.Bootstrap Typography ,Bootstrap Code ..Bootstrap Tables .Bootstrap Forms ,Bootstrap Buttons ,Bootstrap Images Bootstrap Helper Classes "** Bootstrap Typography ,Bootstrap Code ..Bootstrap Tables .Bootstrap Forms ,Bootstrap Buttons ,Bootstrap Images Bootstrap Helper Classes	06/10/2018		
32	Module 02	STCESA DJ2EE205	**17.Bootstarp Responsive Utilities ,Bootstrap Glyphicons ,Bootstrap Dropdowns .Bootstrap Button Groups,Bootstrap Button Dropdowns .Bootstrap Input Group** Bootstarp Responsive Utilities ,Bootstrap Glyphicons ,Bootstrap Dropdowns .Bootstrap Button Groups,Bootstrap Button Dropdowns .Bootstrap Input Groups ..	07/10/2018		

Sl	Module	Competency Unit	Elements	Schedule Date	Actual Date	Done
33	Module 02	STCESADJ2EE206	**18.Bootstrap Navigation Elements ,Bootstrap Navbar .Bootstrap Breadcrumb . Bootstrap Pagination Bootstrap Label,Bootstrap Jumpotron "** Bootstrap Navigation Elements ,Bootstrap Navbar .Bootstrap Breadcrumb . Bootstrap Pagination Bootstrap Label,Bootstrap Jumpotron	08/10/2018		
34	Module 02	STCESADJ2EE206	**19.Bootstrap Page Header ,Bootstrap Thumbnails ,Bootstrap Alerts .Bootstrap Progress Bars ,Bootstrap Media Object ,Bootstrap List Group .Bootstrap Panels .Bootstrap Wells "** Bootstrap Page Header ,Bootstrap Thumbnails ,Bootstrap Alerts .Bootstrap Progress Bars ,Bootstrap Media Object ,Bootstrap List Group .Bootstrap Panels .Bootstrap Wells	09/10/2018		
35	Module 02	STCESADJ2EE206	**20.Bootstrap Plugins Overview .Bootstrap Transition Plugin .,Bootstrap Modal Plugin ..Bootstrap Dropdown Plugin .Bootstrap Tab Plugin .Bootstrap Tooltip Plugin .Bootstrap Popover Plugin ..Bootstrap Button Plugin,Bootstrap Collapse Plugin .** Bootstrap Plugins Overview .Bootstrap Transition Plugin .,Bootstrap Modal Plugin ..Bootstrap Dropdown Plugin .Bootstrap Tab Plugin .Bootstrap Tooltip Plugin .Bootstrap Popover Plugin ..Bootstrap Button Plugin,Bootstrap Collapse Plugin .	10/10/2018		

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IDB-BISEW (http://www.idb-bisew.org)

Show & Tell Consulting Ltd (http://www.showtellconsulting.com)

Online Application (http://www.apply.idb-bisew.info)

CareerHub (http://www.careerhub.idb-bisew.info)

Enlistment (http://www.enlist.idb-bisew.info)

FAQs (faq.html)

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