



(/) 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

OL/PWAD/USSL-A/47/02

▼

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; Network Types,</b></p> <p>Understand the term hardware.</p> <ul style="list-style-type: none"><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,</li></ul>	29/12/2020	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<p>speakers, headphones.</p> <ul style="list-style-type: none"> <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> <p>Understand the terms local area network (LAN), wireless local area network (WLAN), wide area network (WAN).</p> <ul style="list-style-type: none"> <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> </ul>		
2	Module01	STCCF101	<p><b>Data Transfer; ICT in Everyday Life Electronic World, Communication, Virtual Communities, Health, Environment, Security, Identity/Authentication, Data Security, Viruses;</b></p> <p>Understand the concepts of downloading from, and uploading to a network.</p> <ul style="list-style-type: none"> <li>• Understand what data transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabits per 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> </ul>	30/12/2020	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"> <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> <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> </ul>		

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<p><b>ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 1-2):</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>		
3	Module01	STCCF102	<p><b>The Windows 10 Desktop (Reference Courseware from this point: WINDOWS 10 Foundation, Manipulating Desktop Windows; (Reference Courseware from this point: WINDOWS 10 Foundation, starting from page: 7)</b></p> <p>What is the Windows Desktop?</p> <ul style="list-style-type: none"> <li>• Desktop Icons</li> <li>• Move Desktop Icons</li> <li>• Windows Taskbar</li> <li>• Showing Hidden Icons</li> <li>• 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> </ul> <p>• Drag and Drop</p>	31/12/2020	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"><li>• Select and Then Manipulate</li></ul>		
			<ul style="list-style-type: none"><li>• Single Clicking vs. Double Clicking</li></ul>		

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"><li>• Moving a Window on the Desktop</li></ul>		
			<ul style="list-style-type: none"><li>• The Start Menu</li></ul>		
			<ul style="list-style-type: none"><li>• Resizing a Window, Narrower or Wider</li></ul>		
			<ul style="list-style-type: none"><li>• Resizing a Window, Taller or Shorter</li></ul>		
			<ul style="list-style-type: none"><li>• Resizing a Window in Two Directions at Once</li></ul>		

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"> <li>• Maximizing Window</li> <li>• Minimizing Window</li> <li>• Closing a Window</li> <li>• The Start Button and Start Menu</li> </ul>		
4	Module01	STCCF102	<p><b>Applications &amp; the Desktop; Help in Windows 10; File Explorer; Manipulating folders; (Reference Courseware from this point: WINDOWS 10 Foundation, starting from page 32)</b></p> <p>Multitasking</p> <ul style="list-style-type: none"> <li>• Starting Application</li> <li>• Finding Applications such as WordPad</li> <li>• Using Print Screen Within WordPad</li> </ul>	02/01/2021	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"><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></ul>		



SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"><li>• Switching Between Program Windows</li><li>• Cascading Windows</li><li>• Displaying Windows Side by Side</li><li>• Installing Programs</li></ul>		

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"><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>• What are Files</li><li>• What are Folders</li><li>• Type of Drive and Drive Letters</li><li>• Opening the Windows File Explorer Program</li></ul>		

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"> <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> <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> </ul>		
5	Module01	STCCF102	<p><b>Manipulating files; Searching; Printing Issue; Viruses, Spyware, Cookies (Reference Courseware from this point: WINDOWS 10 Foundation, starting from page 86) File Types</b></p> <p>Selecting Multiple files</p> <ul style="list-style-type: none"> <li>• Counting files in a Folder</li> <li>• File Attributes</li> <li>• Renaming Files</li> <li>• Deleting Files</li> </ul> <ul style="list-style-type: none"> <li>• Restoring Items From the Recycle Bin</li> <li>• Emptying the Recycle Bin</li> </ul> <ul style="list-style-type: none"> <li>• Permanently Deleting a File (Bypassing the Recycle Bin)</li> </ul>	04/01/2021	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"> <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> <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> <p><b>ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 3-5):</b> Upon completion of the competency unit, trainees' performance must be assessed by:</p> <p>1) a written assessment comprising of 20 MCQs and 10 short descriptive questions.</p> <p>2) an evidence assessment including 3-4 practical questions incorporating the common tasks related to the competency unit.</p> <p>Do not forget to email the question scripts (along with answer-keys marked in bold for MCQs) to the concerned consultant.</p>		

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SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
7	Module01	STCCF104	<p><b>Manipulating text; Microsoft Word 2016 text formatting; Microsoft Word 2016 paragraph formatting</b></p> <p>Select, then format</p> <ul style="list-style-type: none"> <li>• Selecting text</li> <li>• Inserting, deleting, undo and redo</li> <li>• Copying text within a document</li> </ul> <ul style="list-style-type: none"> <li>• Applying bullets to a list, number to a list</li> <li>• Modifying and removing bullet and numbering formatting</li> </ul> <ul style="list-style-type: none"> <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> </ul> <ul style="list-style-type: none"> <li>• Font color</li> </ul> <ul style="list-style-type: none"> <li>• Copying text formatting, removing formatting</li> <li>• Using zoom</li> <li>• Inserting special characters and symbols</li> </ul> <ul style="list-style-type: none"> <li>• What is paragraph formatting</li> </ul> <ul style="list-style-type: none"> <li>• Paragraph marks, line break</li> <li>• Techniques for aligning and indenting text</li> <li>• Applying paragraph spacing (single, double, above, below)</li> </ul> <ul style="list-style-type: none"> <li>• Using paragraph spacing rather than using the return key</li> </ul>	06/01/2021	
8	Module01	STCCF104	<p><b>Borders and Shading within Microsoft Word 2016 ; Microsoft Word 2016 styles; Using Word 2016 design themes; Microsoft Word 2016 page formatting</b></p> <p>Adding and modifying borders</p> <ul style="list-style-type: none"> <li>• Adding and modifying shading</li> <li>• Applying borders to selected text</li> <li>• Know about style and apply it</li> <li>• Applying design theme and its color</li> <li>• Apply a customized font</li> <li>• What is page formatting?</li> <li>• Page orientation, page size and page margin</li> </ul> <ul style="list-style-type: none"> <li>• Insert and delete page breaks</li> <li>• Creating, editing header/footer</li> <li>• Inserting page number</li> <li>• Cover pages</li> </ul> <ul style="list-style-type: none"> <li>• Applying automatic hyphenation</li> </ul>	07/01/2021	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
9	Module01	STCCF104	<p><b>Word 2016 views and document navigation; Tables; Using graphics within Microsoft Word</b></p> <p>Switching between word views</p> <ul style="list-style-type: none"> <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> </ul> <ul style="list-style-type: none"> <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> </ul> <ul style="list-style-type: none"> <li>• Modifying the table width</li> <li>• Modifying table styles</li> <li>• Inserting pictures, Online pictures, Shapes, SmartArt, Chart</li> </ul> <ul style="list-style-type: none"> <li>• Modifying the Chart type, Chart style, Chart data</li> <li>• Inserting a screenshot</li> <li>• Selecting, resizing and deleting graphics</li> </ul> <ul style="list-style-type: none"> <li>• Copying or moving graphics</li> </ul>	10/01/2021	
10	Module01	STCCF104	<p><b>Finding and Replacing text within a Microsoft 2016 document; Using multiple open documents, Microsoft Word 2016 mail merge</b></p> <p><b>Finding and Replacing text within a Microsoft 2016 document; Using multiple open documents, Microsoft Word 2016 mail merge</b></p> <p><b>ASSESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 06-10):</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.</p>	11/01/2021	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
11	Module01	STCCF105	<p><b>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"</b></p> <p>electing the blank worksheet template</p> <ul style="list-style-type: none"> <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> <li>• Copying, moving a cell or range contents within a workbook</li> <li>• Editing and deleting cell content</li> </ul> <ul style="list-style-type: none"> <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> </ul> <ul style="list-style-type: none"> <li>• Copying data between worksheets (in different workbooks)</li> <li>• Autofill</li> <li>• Sorting a cell range</li> </ul>	12/01/2021	
12	Module01	STCCF105	<p><b>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</b></p> <p>Switching between worksheets</p> <ul style="list-style-type: none"> <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> </ul> <ul style="list-style-type: none"> <li>• Different types of font formatting</li> <li>• Working with different type of alignment</li> <li>• Text wrapping format painter</li> <li>• Number formatting: decimal, comma, currency, percentage</li> <li>• Freezing row and column titles</li> <li>• Creating and copying formula</li> <li>• Using operator in formula</li> <li>• Relative and absolute cell referencing within formulas</li> </ul>	13/01/2021	



SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
13	Module01	STCCF105	<p><b>Excel 2016 functions ; Excel 2016 charts</b></p> <p>What is function</p> <ul style="list-style-type: none"> <li>Working with different types of functions</li> <li>WHAT ARE 'IF FUNCTIONS'?</li> <li>Using the IF FUNCTION</li> <li>Creating different types of charts</li> </ul> <ul style="list-style-type: none"> <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> </ul> <p>Copying and moving charts within a worksheet</p> <ul style="list-style-type: none"> <li>Copying and moving charts between worksheets</li> <li>Copying and moving charts between workbooks</li> </ul> <p>Upon completion of the competency unit, trainees' performance must be assessed by:</p> <p>1) a written assessment comprising of 20 MCQs and 10 short descriptive questions.</p> <p>2) an evidence assessment including 3-4 practical questions incorporating the common tasks related to the competency unit.</p> <p>Do not forget to email the question scripts (along with answer-keys marked in bold for MCQs) to the concerned consultant.<b>SESSMENT GUIDE FOR THIS COMPETENCY UNIT (Classes 11-13):</b></p>	14/01/2021	
14	Module01	STCCF106	<p><b>The Internet (Reference courseware from this point: WEB BROWSING &amp; COMMUNICATION, starting from page: 697); Security Considerations; Basic Browsing; Available Help Functions; Settings; Navigation; Bookmarks; Forms; Searching;</b></p> <p>Internet</p> <ul style="list-style-type: none"> <li>World Wide Web (WWW)</li> <li>Web sites and URLs</li> <li>URL (Uniform Resource Locator)</li> <li>Hyperlinks</li> <li>ISP (Internet Service Provider)</li> <li>Structure of a Web Address</li> <li>Web Browser</li> <li>Search Engines</li> <li>Really Simple Syndication (RSS) feeds</li> <li>Podcasts</li> <li>Identifying Secure Web Sites and https</li> <li>Digital certificates</li> <li>Encryption</li> <li>Security Threats</li> <li>Virus checkers</li> <li>Firewall</li> <li>Internet security &amp; password logons</li> <li>Risks associated with online activity</li> <li>Parental control options</li> <li>Opening Microsoft Internet Explorer</li> <li>Minimizing, Maximizing, Restoring and Closing</li> <li>Entering a URL into the Address Bar</li> <li>Creating a new tab</li> <li>Stop button</li> <li>Forcing a Web page to display within a new window</li> <li>Forcing a Web page to display within a new tab</li> <li>Refreshing Web pages</li> <li>Switching between tabs</li> <li>Quick Tabs</li> <li>Tab List</li> </ul>	17/01/2021	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
			<ul style="list-style-type: none"> <li>• Closing a tab</li> <li>• Internet Explorer icons</li> <li>• Displaying Help</li> <li>• Help Demos</li> <li>• Browsing for Help</li> <li>• Asking for Help</li> <li>• Printing Help sheets</li> <li>• Setting Home Page (Start Page)</li> <li>• Setting multiple Home Pages</li> <li>• Displaying your viewing history</li> <li>• Deleting a history item</li> <li>• Deleting the entire browsing history and temporary files</li> <li>• Customizing history options</li> <li>• Information Bar</li> </ul> <div> <ul style="list-style-type: none"> <li>• Pop-Up blocking</li> <li>• Turning off popup blocking</li> <li>• Cookies</li> <li>• Internet cache</li> <li>• Emptying the cache and deleting temporary Internet files</li> <li>• Toolbars</li> <li>• Disabling picture display</li> <li>• Setting your default browser</li> <li>• Installing Add-ons</li> <li>• Hyperlinks</li> <li>• Back and Forward buttons</li> <li>• Navigating through Web sites</li> <li>• Revisiting Web pages via the address bar</li> <li>• Visiting the Home Page</li> <li>• Adding a Web page to your favourites</li> <li>• Opening a favorite (bookmark)</li> <li>• Creating a new favorites folder</li> <li>• Moving a favorite to a folder</li> <li>• Renaming a bookmark</li> <li>• Deleting a bookmark</li> <li>• Adding a Web page to a specified bookmark folder</li> <li>• Deleting a favourites folder</li> </ul> </div>		
15	Module01	STCCF108	<b>E-mail Theory; Send and Receive E-Mail Messages (Reference courseware from this point: WEB BROWSING &amp; COMMUNICATION)</b> The advantages of using email <ul style="list-style-type: none"> <li>• Netiquette</li> <li>• Issues when sending file attachments</li> <li>• Creating and Sending Messages</li> <li>• Addressing Messages</li> <li>• Troubleshooting Message Addressing</li> <li>• Entering Content</li> <li>• Saving and Sending Messages</li> <li>• Managing Multiple Accounts</li> <li>• Attaching Files to Messages</li> <li>• Troubleshooting File Types and Extensions</li> <li>• Viewing Messages and Message Attachments</li> <li>• Viewing Conversations</li> <li>• Configuring Reading Pane Behavior</li> <li>• Viewing Reading Pane Content</li> <li>• Marking Messages as Read</li> <li>• Single Key Reading</li> <li>• Viewing Message Participant Information</li> <li>• Presence Icons</li> <li>• Contact Cards</li> <li>• The People Pane</li> <li>• Troubleshooting the People Pane</li> <li>• Responding to Messages</li> </ul>	18/01/2021	

SI	Module	Competency Unit	Elements	Schedule Date	Actual Date
16	Module02	STCPWAD201	<b>1.HTML Basics ,Primary Structure and Sections</b> 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 ,18n (Internationalization),Global (HTML5), Data Attributes,Basic Data Types,Character Entities	19/01/2021	
17	Module02	STCPWAD201	<b>2. Primary Structure and Sections ,Document Head .</b> address,body,HTML5 and the body Element,div,h1, h2, h3, h4, h5, h6,hr,base,link,meta,style,HTML5 and the style Element ,title,	20/01/2021	
18	Module02	STCWDPF101	<b>3. List,Text</b> 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, 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,	21/01/2021	

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