

# WEB DESIGNING AND DEVELOPMENT

**CBT Curriculum** 

National Vocational Certificate Level 3

Version 1 - July 2013















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# **Curriculum specification for Web Design and Development**

# 1. Introduction

#### The structure of this course

This curriculum comprises 9 modules. The recommended delivery time is 780 hours. Delivery of the course can therefore be full time, 5 days a week, for 6 months. Training providers are at liberty to develop other models of delivery, including part-time and evening delivery. The full structure of the course is as follow:

Module	Theory <sup>1</sup> Days/hours	Workplace <sup>2</sup> Days/hours	Total hours
Module 1: Explain Internet Working	16	9	25
Module 2: Elaborate World Wide Web	26	39	65
Module 3: Design a Website	40	95	135
Module 4: Plan Website and Explain Software Development Life Cycle for Web Applications	20	30	50
Module 5: Use Databases in Web Development	16	59	75
Module 6: Develop Website using Client Side Scripting Languages	20	80	100
Module 7: Develop Website using Server Side Scripting Languages	50	150	200
Module 8: Design and Present Final Project	20	80	100
Module 9: Perform Duties and Exhibit rights at the workplace	30	0	30

This is a curriculum of website designing and development programme which has been developed for implementation throughout Pakistan. This curriculum for web design and development provides stakeholders with guidance on how to design and develop dynamic websites.

#### Main objective of this course

The overall objective of this programme is to produce employable web designers and web developers who can provide website designs and development services in nearly any industry or organization, which involves web applications in its operations. The graduates of this programme will also be able to be entrepreneurs. However, this will require providing additional input on entrepreneurship development for the one who is willing to start his/her own business. (Not included in the curriculum).

#### Central aim of the training provider, trainer or teacher

The aim of the instructor for this curriculum is to develop work related skills through practical oriented work. Practical orientation can be understood as the willingness and ability of a student to act in different situations in a socially responsible manner.

Teaching staff will support student in developing his/her willingness and ability, through their technical knowledge and abilities, to solve tasks and problems that are goal-oriented. They will need to use student-centred, practical oriented methods. They will also need to develop a programme of practical assessment that reflects the learning outcomes stated in the curriculum.

Student will also develop ability as an individual to clarify issues, think through and to assess development opportunities. He/she will learn to consider requirements and constraints in day to day routine life and to develop his/her own projects / products.

Teaching staff will also support student in developing characteristics such as communication skills, client dealing, self-reliance, reliability, responsibility, and a sense of duty and negotiation tactics.

This curriculum can serve as a quality improvement initiative geared to helping institution build its capacity to produce resources for Designing a Website and development. By leveraging the guided discussions, activities, resources, and other materials in these trainings, participant will build his/her knowledge, skills, and abilities related to:

- Knowledge about internet
- Differentiate different types of websites

- Explanation of problem solving techniques
- · Practical experience of designing software
- Understanding of the web hosting and domain registration process
- · Ability to deal with clients
- Information about major websites threats and their security measures
- Practical experience of HTML / JavaScript / CSS
- Sound knowledge about Database Management Systems
- Adequate presentation skills

#### **Entry level for trainees**

Intermediate degree with basic computer and internet knowledge and completion of appropriate admission assessment.

#### Minimum teaching qualification

Teaching staff should have at least three years experience in the field of Web Design and Development and a Bachelors degree in Computer Science, Software Engineering or Information Technology. They should also hold or be working towards a formal teaching qualification.

Other formal qualifications in the Web Design and Development industry will be useful in addition to the above. Trainers must be competent at Level 3 in English and numeracy.

#### **Medium of instruction**

Instruction will be in Urdu and English. For employment in the Middle East, some Arabic expressions will be helpful.

#### **Terminology**

This curriculum is for a Web Design and Development. Some organisations may use alternative terms to describe this job role, for example Web Designer, Web Programmer or Web Developer. Training providers should examine the overview of the curriculum to determine whether this curriculum meets the needs of potential students.

#### Laws and regulations

Training providers must ensure they keep up to date with laws, standards and regulations – at both national and regional levels – relating to Web Design and Development, Copyright, Cyber Crime, and other relevant issues. These currently include:

- The Information Technology University of the Punjab Act 2012
- Payment System Electronic Funds Transfer Act 2007
- The Research and Development Fund Rules 2006
- The Pakistan Telecommunication Authority (Functions and Powers) Regulations, 2004
- The Freedom of Information Ordinance 2002 (XCVI of 2002)
- Electronic Transaction Ordinance 2002
- The Pakistan Electronic Media Regulatory Authority Ordinance 2002 (XIII of 2002)
- The Pakistan Telecommunication Rules 2000
- The Punjab Information Technology Board Ordinance 1999
- The Pakistan Telecommunication Corporation Act, 1991 (XVIII of 1991)

The team of staff responsible for delivery of the Web Design and Development curriculum must familiarise itself with laws and regulations that relate to the area of teaching and ensure that learner knows and understands how to comply with and meet his/her responsibilities. Learning units will refer to the above list where appropriate.

#### Suggested distribution of modules

This qualification is made up of 9 modules. A suggested distribution of these modules is presented overleaf. This is not prescriptive and training providers may modify this if they wish.

Seven modules are interdependent: Module 1: Explain Internet Working, Module 2: Elaborate World Wide Web, Module 3: Design a

Website, Module 5: Use Databases in Web Development, Module 6: Develop Website using Client Side Scripting Languages, Module 7: Develop Website using Server Side Scripting Languages, and Module 8: Design and Present Design and Present Final Project. These modules need to be delivered in parallel. This is illustrated in the distribution table.

Module 4: Plan Website and Explain Software Development Life Cycle for Web Applications and Module 9: Perform Duties and Exhibit Rights at the workplace – can be delivered at any stage. The distribution table suggests that these should be delivered at any stage after the Module 2.

Each module covers a range of learning components. These are intended to provide detailed guidance to teachers (for example the Learning Elements component) and give them additional support for preparing their lessons (for example the Materials Required component). The detail provided by each module will contribute to a standardised approach to teaching, ensuring that training providers in different parts of the country have clear information on what should be taught.

The distribution table is shown below:

Module 1: Explain Internet Working 25 hours	Module 3: Design a Website 135
Module 2: Elaborate World Wide Web	hours
65 hours	Module 4 Plan Website and Explain Software Development Life Cycle for Web Applications
Module 5: Use Databases in Web Development 75 hours	50 hours
Module 6: Develop Website using Client Side Scripting Languages 100 hours	Module 7: Develop Website using Server Side Scripting Languages 200 hours
Module 8: Design and Present Final Project 100 hours	Module 9: Perform Duties and Exhibit Rights at the workplace 30 hours

#### **Definition of Web Designer and Web Developer**

Web designer designs the Graphical User Interface (GUI) of a website and a Web developer does the coding / programming of a static or dynamic website in client and server side scripting languages.

#### Overall objectives of this course

- To lead and supervise software development teams and ensure organizational service standards are upheld
- Equip with resources to enhance skills for Designing a Website
- Provide skilled resource for web development
- Work closely with other team members to ensure excellent service is provided to all clients
- Support and take direction from Project Manager
- Ensure the team is working as per project requirement

### Competencies gained after completion of the course:

At the end of the course, the student must have attained the following competencies:

- Design and develop a static website
- Design and develop a dynamic website
- Prepare the project documentation
- Manage a web project
- Database designing of a project
- Dealing with clients
- Web development in ASP.Net
- Web development in PHP
- Installation of Design and Development Software on a computer

- Installation of Database Management System (DBMS) on a computer
- Lead a software development team
- Supervise the delivery of effective software service solution to clients
- Support the professional development of the software service team

### **Personal requirements**

Trainee needs the following characteristics:

- · A genuine interest in web and software industry
- An out-going personality
- Good health and stamina ability to work for a longer period of time in tough environment
- Ability to lead and work as a member of a team
- Willingness to maintain the high standard of coding necessary in any project / product
- Organizational skills
- Flexibility
- Teamwork and leadership
- Desire to learn
- Creativity and Imagination
- Innovation
- Aesthetic Sense
- Risk Taking

#### Opportunities for employment and advancement

Trainee is employed in government / semi-government / private organizations as well as in private software houses. Experienced resources may advance through promotions with the same employer or by moving to more advanced positions with other employers. They can become:

- Web Engineer
- Senior Web Engineer
- Technical Team Lead
- Project Manager
- Project Architect

An experienced trainee achieves a highly respected level of salary. There are good prospects for travel both within Pakistan and abroad. The employment outlook in this occupation will be influenced by a wide variety of factors including:

- Trends and events affecting overall employment
- Location in Pakistan
- Employment turnover (work opportunities generated by people leaving existing positions)
- Occupational growth (work opportunities resulting from the creation of new positions that never existed before)
- Size of the industry
- Flexibility of the applicant (concerning location and schedule of work)

# 2. Overview of the curriculum for Web Design and Development

Module Title and Aim	Learning Units	
<b>Module 1:</b> Explain Internet Working	LU1: Discuss the history evolution of internet LU2: Define and differentiate software and hardware	Timeframe of modules
Aim: The aim of this	LU3: Elaborate the working of different Computer Networks	25 hours
module is that the learner will be able to explain the	LU4: Differentiate different types of networks	Theory Days/hours
internet and computer		16 hours
networks.		Workplace Days/hours
		9 hours
<b>Module 2:</b> Elaborate World Wide Web	LU1 : Discuss different Eras of Web LU2 : Compare Static Websites with Dynamic Websites	Timeframe of modules
Aim: The aim of this	LU3: Elaborate and differentiate different web browsers	65 hours
module is that the learner will be able to explain the	LU4: Compare different types of websites LU5: Identify different Web Threats and explain their security measures	Theory Days/hours
world wide web with its	LU6: Highlight the process of Domain Registration and Web Hosting	26 hours
historical prospective. It will also enable the learner to	LU7: Discuss shopping carts and E-commerce	Workplace Days/hours
differentiate types of websites and web threats and their security measures.		39 hours
Module 3: Design a Website	LU1: Explain the basics of web designing LU2: Analyze different software to design website	Timeframe of modules
Aim: The aim of this	LU3: Apply appropriate Website Templates in your Website	135 hours
module is to develop the		Theory
skills, knowledge and		Days/hours
understanding to design a website.		40 hours
WODSIG.		Workplace
		Days/hours
		95 hours

Module Title and Aim	Learning Units	
Module 4: Plan Website and Explain Software Development Life Cycle for Web Applications Aim: The aim of this module is to develop the skills, knowledge and understanding required for planning a website design and implementing the software development lifecycle for any web project.	LU1: Devise Website Project Plan LU2: Utilize the Software Development Life Cycle in a web project	Timeframe of modules 50 hours Theory Days/hours 20 hours Workplace Days/hours 30 hours
Module 5: Use Databases in Web Development Aim: The aim of this module is that the learner will be able to create database of a website in any Database Management System.	LU1: Discuss the basic and historical perspectives of databases LU2: Differentiate different Database Management Systems (DBMS) LU3: Create database of a website in a Database Management System	Timeframe of modules 75 hours Theory Days/hours 16 hours Workplace Days/hours 59 hours
Module 6: Develop Website using Client Side Scripting Languages Aim: The aim of this module is that the learner will be able to use JavaScript, html and cascading style sheets in a website.	LU1 : Write HTML code for a Website LU2 : Use JavaScript in a website LU3 : Implement Cascading Style Sheets (CSS) in a website	Timeframe of modules 100 hours Theory Days/hours 20 hours Workplace Days/hours 80 hours

Module Title and Aim	Learning Units	
Module 7: Develop Website using Server Side Scripting Languages Aim: The aim of this module is to develop the skills, knowledge and understanding required to develop a website in PHP and ASP.Net.	LU1: Develop a website using PHP LU2: Develop a website using ASP.Net	Timeframe of modules 200 hours Theory Days/hours 50 hours Workplace Days/hours 150 hours
Module 8: Design and Present Final Project Aim: The aim of this module is that the learner will be able to develop a dynamic web application in any of the taught web development technologies.	LU1: Develop a dynamic website in ASP.Net / PHP LU2: Prepare a project document	Timeframe of modules 100 hours Theory Days/hours 20 hours Workplace Days/hours 80 hours
Module 9: Perform Duties and Exhibit Rights at the workplace Aim: The aim of this module is to develop code of ethics and professional conduct, improve planning capabilities, and awareness to provision of employment rights.	LU1: Demonstrate Ethics and Professional Conduct LU2: Plan Business-Process Activities LU3: Develop awareness of rights	Timeframe of modules 30 hours Theory Days/hours 30 hours Workplace Days/hours 0 hours

# 3. Teaching and Learning Guide for Web Design and Development

The aim of the training is to student to be able to act independently and responsibly in his/her field of study, by following an educational programme where this is part of the overall methodological concept.

Different methodologies can therefore contribute to achieve this objective. Theory methodologies should be supported by appropriate resources, as indicated in the 'Materials required' column of the Learning Unit specifications. Teachers should also illustrate theory sessions with examples of how the learning can be applied in the workplace. Practical methodologies should be set in an appropriate environment and supported by appropriate resources, also indicated in the 'Materials required' column of the Learning Unit specifications. Methods that directly promote capacity-building for the student are particularly suitable, for example practical work, mock up, role play, emergency and contingency situational training, case study, situational problem solving, body language, positive impression, dignity in labor, and therefore should be included appropriately in the teaching approach.

#### 3.1. Module 1: Explain Internet Working

Objective of the module: The aim of this module is that the learner will be able to explain the internet and computer networks.

**Duration** 25 hours **Theory:** 16 hours **Practical:** 9 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Discuss the history and evolution of internet	The student will be able to: Define internet Explain the working of internet Explain the history and evolution of internet	Learn definition of internet Comprehend working of internet Read about history and evolution of internet	Total: 3 hours Theory : 3 hours Practical: 0 Hours	Books, Handouts, e-books, and Class notes.	For theoretical learning: Class room with multimedia aid and audio facility

LU2:	The student will be	Learn definition of software	Total:	Books,	For theoretical
Define and	able to:	Learn history of software	6 hours	Handouts,	learning:
differentiate	Define software	Identify types of software	Theory	e-books,	Class room with
software and	Give detail of the	Practise installation of a software	: 3	Class notes,	multimedia aid and
hardware	working of software	Experience working of software	hours	User manuals,	audio facility
	Explain different types	Study role of software in a computer system	Practical:	and	For practical
	of software	Learn definition of hardware	3 hours	Installation	learning:
	Elaborate the role of	Learn history of hardware		guides.	Computer Lab
	software in a computer	Identify types of hardware			
	system	Study role of hardware in a computer system			

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	Install a software on a computer Define hardware Elaborate different types of hardware Illustrate working of different hardware components in a computer Identify different hardware in a computer Recount the importance of hardware in a computer system Elucidate the hardware of a network	Identify different hardware components in a computer Examine hardware of a network Compare software and hardware			

LU3: Elaborate the working of different Computer Networks	The student will be able to: Define a network Narrate the history of networks Give detail of network topologies Define the basic components of a computer network Illustrate the working of a computer network	Learn definition of network Learn history of networks Read about Network topologies such as Bus topology, Ring topology, Star topology, Mesh topology Basic components of a computer network Experience working of a computer network	Total: 6 hours Theory : 3 hours Practical: 3 hours	Books, Handouts, e-books, Class notes, Sample network, diagrams, and Hardware of a computer network.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab
LU4:Differentiate different types of networks	The student will be able to: List down the different network types in order of scale	Personal Area Network Read in detail about the following:  Local Area Network  Campus Area Network  Metropolitan Area Network	Total: 10 hours Theory: 7 hours Practical:	Books Handouts, e-books, Class notes, Sample network	For theoretical learning: Class room with multimedia aid and audio facility

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	Recount the following:  Personal Area Network  Local Area Network  Campus Area Network  Metropolitan area network  Wide Area Network  Virtual Private Network  Differentiate different types of networks	<ul> <li>Wide Area Network</li> <li>Virtual Private Network</li> <li>Difference among network types</li> </ul>	3 hours	and diagrams of all network types.	For practical learning: Computer Lab

#### 3.2. Module 2: Elaborate World Wide Web

**Objective of the module:** The aim of this module is that the learner will be able to explain the World Wide Web with its history and architecture. It will also enable the learner to differentiate web protocols, types of websites and web threats.

**Duration** 65 hours **Theory**: 26 hours **Practical**: 39 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Discuss different Eras of web	The student will be able to: Define the world wide web Define a website Define a webpage Narrate history of web Exemplify Web 1.0 (Read Web), Web 2.0 (Social Web), and Web 3.0 (Semantic Web) Differentiate Web 1.0, Web 2.0 and Web 3.0 Give examples of Web 1.0, Web 2.0 and Web 3.0	Define world wide web Define website and webpage Narrate history of web Read about Web 1.0 (Read Web), Web 2.0 (Social Web), and Web 3.0 (Semantic Web) Compare Web 1.0, Web 2.0 and Web 3.0 Study examples of Web 1.0, Web 2.0 and Web 3.0	Total: 11 hours Theory: 5 hours Practical: 6 Hours	Books, Handouts, e-books, Class notes, and Internet facility.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

Compare Static websites with Dynamic websites  Websites  The student will be able to:  Define a static website Define a dynamic website  Elucidate the workflow of a static website  Elucidate the workflow of a dynamic website  Illustrate the architectures of static and dynamic websites  Differentiate static and dynamic websites	Learn to define static website Learn to define dynamic website Examine workflow of a static website Examine workflow of a dynamic website Differentiation between static and dynamic websites Study examples of static and dynamic websites Study and design architecture of a static website Study and design architecture of a dynamic website	Total: 10 hours Theory: 6 hours Practical: 4 Hours	Books, Handouts, e-books, Class notes, and Internet facility.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab
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LU3:	The student will be	Learn definition of a web browser	Total:	Books,	For theoretical
Elaborate and	able to:	Read about working of a web browser	10 hours	Handouts,	learning:
differentiate	Define a web browser	Install and use Internet Explorer	Theory:	e-books,	Class room with
different web	Explain the working of a	Install and use Mozilla Firefox	4 hours	Class notes,	multimedia aid and
browsers	web browser	Install and use Google Chrome	Practical:	Internet facility,	audio facility
	Install and use the	Install and use Safari	6 hours	Software of	·
	internet explorer	Study features/options of different web		different web	For practical
	Install and use Mozilla	browsers		browsers like:	learning:
	Firefox	Compare different web browsers		internet explorer,	Computer Lab
	Install and use Google	Study cross browser compatibility of websites		Mozilla Firefox,	
	Chrome			Google Chrome,	
	Install and use Safari			Safari etc.	
	Give in detail the			Installation	
	features/options of			procedures of	
	different web browsers			different web	
	Compare the features			browsers.	
	of different web				
	browsers				
	Explain the meaning of				
	cross browser				
	compatibility of				
	websites				

LU4 Compare different types of websites	The student will be able to: Define and explain the working of different types of websites such as:  Personal websites Information websites Social Networking websites Web Portals Webmail Wiki sites Search engine	Learn Definition and read in detail about different types of websites such as personal websites, information websites, web portals, webmail, social networking websites, blogs, forums, wiki websites, search engine websites, community websites, News websites etc.  Study examples of different types of websites	Total: 10 hours Theory: 4 hours Practical: 6 hours	Books, Handouts, e-books, Class notes, and Internet facility.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab
	websites     Communit     y websites     Blogs     Forums     News     websites Exemplify types of websites				

LU5: Identify different Web Threats and explain their security measures	The student will be able to: Give detail about different web threats such as	Study in detail different web threats such as Viruses, Computer Worms, Trojans, Malware, SQL Injection, Cross-site Scripting (XSS), Email Spam, Phishing, Denial-of-service attack (DoS Attack) etc. Read in detail about security measures for different web threats Install an antivirus software Use antivirus to scan a computer for viruses and removal of viruses.	Total: 10 hours Theory: 4 hours Practical: 6 hours	Books, Handouts, e-books, Class notes, Internet facility, and Antivirus Software.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab
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LU6: Highlight the process of domain registration and Web Hosting	The student will be able to: Search internet service providers (ISPs) Recount the web hosting process Illustrate the domain registration process Select one of the ISP for website Get the web hosting package from the ISP Get the domain registration package from the ISP Upload the website to the web server / web space provided by the ISP Test the uploaded website on a web browser	Search internet service providers (ISPs) Learn about web hosting process Learn about domain registration process Make selection of any ISP for the website Observe getting the web hosting package from the ISP Observe getting domain registration package from the ISP Experience uploading a website to the web server / web space provided by the ISP Practice testing the uploaded website on a web browser	Total: 10 hours Theory: 4 hours Practical: 8 hours	Books, Handouts, e-books, Class notes, Internet facility, and List of internet service providers. (ISPs)	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab
LU7: Discuss shopping carts andecommerce	The student will be able to: Define and Elaborate E-commerce Communicate in detail about some common business applications of E- commerce	Learn definition and explanation of E- commerce Become familiar with some common business applications of E-commerce	Total: 4 hours Theory : 3 hours Practical: 1 hours	Books, Handouts, e-books, Class notes, and Internet facility.	For theoretical learning: Class room with multimedia aid and audio facility  For practical

# **3.3.** Module **3**: Design a Website

Objective of the module: The aim of this module is to develop the skills, knowledge and understanding to design a website in any software

**Duration** 135 hours **Theory**: 40 hours **Practical**: 95 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Explain the basics Website designing	The student will be able to: Define website designing Recount the history of website designing Differentiate b different types of design Classify the basic elements of design Recognize different Web Design standards and principles Differentiate between web design and web development Differentiate between web design and graphics designing Communicate importance of design in a website	Define website designing Learn history of website designing Identify types of Design Identify basic elements of design Read in detail about Web Design Standards and Principles Difference between web design and web development Locate difference between web design and graphics designing Exhibit understanding of the importance of design in a website	Total: 15 hours Theory: 10 hours Practical: 5 hours	Books, Handouts, e-books, Class notes, and Internet facility.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab
LU2: Analyze different software to design a website	The student will be able to: List down different software to design a website Elaborate the features and options of different designing software Install different design software to a computer Design website using	Make a list of different design software Features and options of different designing software Experience installation of different software to design a Website. Practise design in designing software like Adobe Photoshop, Macromedia Dreamweaver, Microsoft FrontPage, Microsoft Publisher, Adobe Flash etc.	Total: 100 hours Theory: 25 hours Practical: 75 hours	Books, Handouts, e-books, Class notes, Internet facility, Licensed versions of software to design a website like Adobe Photoshop, Macromedia,	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	different software such as: Adobe Photoshop, Macromedia, Dreamweaver, Microsoft FrontPage, Microsoft Publisher, and Adobe Flash.			Dreamweaver , Microsoft, FrontPage, Microsoft Publisher, and Adobe Flash.	
LU3: Apply appropriate website Templates in your website	The student will be able to: Communicate what is a website template Search free and paid website templates form internet Download website templates to a computer Test website templates using any web browser Edit different website templates in any web editor	Explanation of a website template Manage to searching free and paid website templates on internet Downloading website templates to a computer Learn how to test website templates using any web browser Execute editing of different website templates in any web editor such as Macromedia Dreamweaver	Total: 20 hours Theory: 5 hours Practical: 15 hours	Books, Handouts, e-books, Class notes, Internet facility, and Licensed versions of any software, to design a website, like Macromedia Dreamweaver.	For theoretical learning: Class room with multimedia aid & audio facility  For practical learning: Computer Lab

# 3.4. Module 4: Plan Website and Explain Software Development Life Cycle for Web Applications

**Objective of the module:** The aim of this module is to develop the skills, knowledge and understanding required for planning a website design and implementing the software development lifecycle for any web project.

**Duration** 50 hours **Theory:** 20 hours **Practical:** 30 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Devise Website Project Plan	The student will be able to:  Arrange and manage project meetings Gather the project requirements Perform storyboarding Develop timelines Evaluate finances (budgeting and costing) Differentiate between functional requirements and non-functional requirements Exhibit the significance of client management	Build understanding about how to arrange and manage project meetings Gather and implement the project requirements Learn to execute storyboarding Learn to develop timelines Carry out financial evaluation (budgeting and costing) Recognize and share differences between functional requirements and non-functional requirements Recount the significance of client management	Total: 25 hours Theory: 10 hours Practical: 15 Hours	Books, Handouts, e-books, Class notes, Internet facility, and Microsoft Office.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab
LU2: Utilize the software development life cycle in a web project	The student will be able to: Elaborate the software development life cycle Carry out the project analysis phase Execute the design phase Implement / code the project Test the project Deploy the project on a web server Execute the maintenance & support phase	Recount software development life cycle:	Total: 25 hours Theory: 10 hours Practical: 15 Hours	Books, Handouts, e-books, Class notes, Internet facility, and Microsoft Office.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

# 3.5. Module 5: Use Databases in Web Development

**Objective of the module:** The aim of this module is that the learner will be able to create a database of a website in any Database Management System.

**Duration** 75 hours **Theory**: 16 hours **Practical**: 59 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Discuss the basic and historical perspectives of databases	The student will be able to:  Define the basic concepts of databases such as row, column, table, relationships, quires, normalization, denormalization, database, Relational Database Management System, Primary Key, Foreign Key, indexing, Entity Relationship Diagram etc. Distinguish between free database vs. licensed database Identify the role of database in web applications	Learn definition of basic database concepts such as Row, Column, Table, Relationships, Quires, Normalization, Denormalization, Database, Relational Database Management System, Primary Key, Foreign Key, indexing, Entity Relationship Diagram etc. Identify differences between free database and licensed database Elucidate the role of database in web applications	Total: 20 hours Theory: 4 hours Practical: 16 Hours	Books, Handouts, e-books, Class notes, and Internet facility.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

LU2: Differentiate different Database	The student will be able to: Compare the options and features of different	Carry out comparative study of Options/Features of different database management systems Practise installation of different database	Total: 40 hours Theory: 10 hours	Books, Handouts, e-books, Class notes,	For theoretical learning: Class room with multimedia aid and
Management Systems (DBMS)	database management systems Analyze and install different database management systems such as Microsoft Access, Microsoft SQL Server, MySQL	management systems on a computer Examine the features and options of different database management systems like Microsoft Access, Microsoft SQL Server and MySQL	Practical: 30 Hours	Internet facility, Licensed versions of different database management systems like: Microsoft Access, Microsoft SQL	audio facility  For practical learning: Computer Lab

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
				Server, MySQL, and Installation guides of database management systems.	
LU3: Create a database of a website in a database management system.	The student will be able to: Design a database for any web project in any database management system	Demonstrate database designing of a web project Create Tables Draw Entity Relationship Diagram Carry out Normalization / De-normalization of the Entity Relationship Diagram Implement indexing and cascading to the database	Total: 15 hours Theory: 2 hours Practical: 13 hours	Books, Handouts, e-books, Class notes, and Internet facility.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

# 3.6. Module 6: Develop Website using Client Side Scripting Languages

**Objective of the module:** The aim of this module is that the learner will be able to use JavaScript, html and cascading style sheets in a website System.

Duration	125 hours	Theory:	30 hours	Practical:	95 hours
LU1: Write HTML code for a Website	The student will be able to: Define the Hypertext Mark-up Language (HTML) Execute implementation of the HTML concepts such as HTML Editors, Elements, Attributes, Headings, Paragraphs, Formatting, Links, Head, Images Tables, Lists, Block, Layout, Forms, IFrames, Colours, Entities, URL Encode, Form, input types, Media, Object, Audio and Video.	Learn definition of Hypertext Mark-up Language (HTML) Communicate and implement HTML concepts such as HTML Editors, Elements, Attributes, Headings, Paragraphs, Formatting, Links, Head, Images Tables, Lists, Block, Layout, Forms, IFrames, Colours, Entities, URL Encode, Form, input types, Media, Object, Audio, Video. Employ HTML in Macromedia Dreamweaver / Microsoft FrontPage.	Total: 50 hours Theory: 10 hours Practical: 40 Hours	Books, Handouts, e-books, Class notes, Internet facility: Macromedia, Dreamweaver / Microsoft, and FrontPage.	For practical learning: Computer Lab

LU2:	The student will be	Learn definition of client side scripting	Total:	Books,	LU2: Implement
Use JavaScript	able to:	language	40 hours	Handouts,	JavaScript in a website
in a website	Define client side	Learn definition of JavaScript	Theory:	e-books,	·
	scripting language	Communicate and implement the	10 hours	Class notes, and	
	Define JavaScript	basic JavaScript concepts such as	Practical:	Internet facility.	
	Explain the implement	JavaScript Statements, Objects,	30 Hours		
	the basic JavaScript	Output, Comments, Variables, Data			
	concepts such as	Types, Functions, Operators,			
	JavaScript Statements,	Comparisons, Conditions, Switch, For			
	Objects, Output,	Loop, While Loop, Breaks, Errors and			
	Comments, Variables,	Validation.			
	Data Types, Functions,				
	Operators,				
	Comparisons,				
	Conditions, Switch, and				
	For Loop, While Loop,				
	Breaks. Errors and				
	Validation				

LU3: Implement Cascading Style Sheets (CSS) in a website	The student will be able to: Define and illustrate Cascading Style Sheets (CSS) Elucidate and implement the basic concepts of CSS such as CSS Syntax, Id and Class, Styling of Backgrounds, Text, Fonts, Links, Lists and Tables, CSS Border, Outline, Margin, Padding, Dimension, Positioning, Floating, Align, Colors, and Colour HEX.	Learn definition and share explanation of Cascading Style Sheets (CSS) Recount and put into practice the basic concepts of CSS such as CSS Syntax, Id and Class, Styling of Backgrounds, Text, Fonts, Links, Lists & and Tables, CSS Border, Outline, Margin, Padding, Dimension, Positioning, Floating, Align, Colours, and Colour HEX. Employ CSS using Macromedia Dreamweaver / Microsoft FrontPage	Total: 35 hours Theory: 10 hours Practical: 25 Hours	Books, Handouts, e-books, Class notes, and Internet facility: Macromedia, Dreamweaver / Microsoft and FrontPage	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab
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# **3.7. Module 7:** Develop Website using Server Side Scripting Languages

**Objective of the module:** The aim of this module is to develop the skills, knowledge and understanding required to develop a website in PHP and ASP.Net.

**Duration** 380 hours **Theory**: 80 hours **Practical**: 300 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Develop a website using ASPNET	The student will be able to:  Define ASP Net Install Visual Studio.Net / Visual Web Developer to your computer Share details of Dot Net Framework Describe the environment of Visual Studio.Net / Visual Web Developer Explore the toolbars and windows of Visual Studio.Net / Visual Web Developer Illustrate the Design View, Source View and Code View of a web page Implement the HTML Controls such as Table, Div, Image, Text area etc. Execute application of:  Server Controls such as Button, Textbox, Hyperlink, Radio Button, Calendar, Panel, Label etc.  Data Server Controls such as Grid View, Details View, Form View, Sql DataSource, Access DataSource, etc.  Validation Controls such as	Learn definition of Asp.Net Installation of Visual Studio.Net / Visual Web Developer to a computer Spell out the Dot Net Framework Communicate details of the environment of Visual Studio.Net / Visual Web Developer Explore the toolbars and windows of Visual Studio.Net / Visual Web Developer Recount what is the Design View, Source View and Code View of a web page Illustrate and implement:  • HTML Controls such as Table, Div, Image, Text area etc. • Server Controls such as Button, Textbox, Hyperlink, Radio Button, Calendar, Panel, Label etc. • Data Server Controls such as Grid View, Details View, Form View, SqlDataSource, AccessDataSource etc. Share details of and implement: • Validation Controls such as RequiredFieldValidator, Range Validator, Validation Summary, etc. • Navigation Controls such as Menu, Tree View etc. • Give an account of and implement Login Controls such as Login, Login View, and Password Recovery etc. • Web Form, Master Page, Web User Control, HTML Page and Style Sheet.	Total: 190 hours Theory: 40 hours Practical: 150 Hours	Books, Handouts, e-books, Class notes, and Internet facility: Visual Studio.Net or Visual Web Developer.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	Required Field Validator, Range Validator, Validation Summary, etc. Control navigation such as Menu, Tree View etc. Implement: Login Controls such as Login, Login View, and Password Recovery etc. Web Form, Master Page, Web User Control, HTML Page and Style Sheet.				
LU2: Develop a website using PHP	The student will be able to: Define PHP Install a PHP Editor such as Macromedia Dreamweaver to a computer Communicate details of the PHP Environment and Syntax Recognize the PHP Variable Types Apply the PHP Constants Recognize the Operator Types Make PHP decision Making	Learn definition of PHP Install PHP Editor such as Macromedia Dreamweaver to a computer Narrate details of the PHP Environment and Syntax Identify and implement PHP Variable Types Give an account of and implement:  PHP Constants  Operator Types  PHP Decision Making  PHP Loop Types PHP Arrays	Total: 190 hours Theory: 40 hours Practical: 150 Hours	Books, Handouts, e-books, Class notes, and Internet facility: PHP and MySQL PHP Editor like Dreamweaver	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	Identify and administer:  PHP Loop Types PHP Arrays PHP Strings PHP GET and POST Upload PHP Files PHP Functions Conduct PHP Cookies and Sessions Send PHP Emails Upload PHP File Demonstrate: PHP Coding Standard PHP Predefined Variables PHP Regular Expressions Handle: PHP Error PHP Built-in Functions Install and Configure MySQL Database with PHP website Create dynamic web pages in PHP	<ul> <li>PHP Strings</li> <li>PHP GET and POST</li> <li>PHP Files</li> <li>PHP Functions</li> <li>PHP Cookies and Sessions</li> <li>PHP Sending Emails</li> <li>PHP File Uploading</li> <li>Study and demonstrate: <ul> <li>PHP Coding Standard</li> <li>PHP Predefined Variables</li> <li>PHP Regular Expressions</li> <li>PHP Error Handling</li> <li>PHP Built-in Functions</li> </ul> </li> <li>Installation and configure MySQL database with a PHP website</li> <li>Create dynamic web pages in PHP</li> </ul>			

# 3.8. Module 8: Design and Present Final Project

**Objective of the module:** The aim of this module is that the learner will be able to develop a dynamic web application in any of the taught web development technologies.

**Duration** 100 hours **Theory**: 20 hours **Practical**: 80 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Develop a dynamic website in ASP.Net / PHP	The student will be able to:  Design the interface of a website in a designing software.  Develop a static or dynamic website in a web development software Implement software development life cycle (SDLC) phases in a web project	Practice interface design in designing software. Carry out development of a static or dynamic website in a web development software Put into practice Software Development Life Cycle (SDLC) phases in a web project	Total: 85 hours Theory: 5 hours Practical: 80 Hours	Books, Handouts, e-books, Class notes, and Internet facility: Visual Studio.Net / Visual Web Developer, SQL Server/Microsoft Access OR Dreamweaver, PHP and MySQL	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

LU2:	The student will be able	Analyze web project document	Total:	Books,	For theoretical
Prepare a project	to:	Devise:	15 hours	Handouts,	learning:
document	Create:  • Web project's Analysis document • web project's Design document • Web project's Implementation document • Web project's Testing document • Web project's Deployment document • Web project's Support document • Web project's Maintenance and Support document • Web project's User Manual	Web project's Design document Web project's Implementation document Web project's Testing document Web project's Deployment document Web project's Maintenance & Support document Web project's User Manual	Theory: 15 hours Practical: 0 Hours	e-books, Class notes, and Internet facility: Microsoft Office	Class room with multimedia aid and audio facility  For practical learning: Computer Lab

# 3.9. Module 9: Perform Duties and Exhibit Rights at the workplace

**Objective of the module:** The aim of this module is that the learner will be able to develop a dynamic web application in any of the taught web development technologies.

**Duration** 30 hours **Theory**: 30 hours **Practical**: 0 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Demonstrate Ethics and Professional Conduct	The student will be able to: Extend the mandatory standard for  Responsibility Respect Fairness Honesty	Exhibit ownership of the decisions/actions s/he makes or fails to make and their consequences. (Role Play) Show high regard for resources entrusted to him/her. Including subordinates, tangible assets (equipment), company profile. Make decisions and act impartially/objectively free from self-interest. (Quantified Self-assessment can be performed e.g. case studies/white papers.) Areas like Conflict of Interest  Act in truthful manner in conduct/communication. e.g. daily attendance enrolment on register- "What you say is what you did"	Total: 10 hours Theory: 10 hours Practical: 0 Hours	Books, Handouts, e-books, Class notes, and Internet facility.	For theoretical learning: Class room with multimedia aid and audio facility  For practical learning: Computer Lab

LU2:	The student will be able	Provide due assistance to in-line manager	Total:	Books	For theoretical
Plan Business-	to:	e.g. coordinate recurring meetings,	10 hours	Handouts	learning:
Process Activities	Identify tasks, their	intimate resource availability, create and	Theory:	e-books	Class room with
	scheduling	keep documentations, validate applicable	10 hours	Class notes	multimedia aid &
	Define milestones	company defined standards.	Practical:	Internet facility	audio facility
	Demonstrate optimal	Define activities, e.g. Apply specific life	0 hours		,
	utilization of resources.	cycle methodologies – (Requirement			For practical
		gathering, design solution, prototype,			learning:
		testing, documentations)			Computer Lab
		Estimate time, e.g. calculation of hours for			
		an activity; consider calendar year official			
		leaves, company working timings.			
		Achieve work breakdowns, divide module			
		in smaller and more manageable			
		components. e.g. test a product that may			
		have components like interface,			
		performance, and test cases.			
		Level resource due to work load, e.g.			
		calculation of leisure hours of a worker.			
LU3:	The student will be able	Inform the concerned authority and uphold	Total:	Books,	For theoretical
Develop	to:	the policies, rules/regulations that govern	10 hours	Handouts,	learning:
awareness of	Recognize the	the work and workplace.	Theory:	e-books,	Class room with
rights	inspirational requirements	Report illegal conduct or illegitimate action	10 hours	Class notes, and	multimedia aid and
	of human rights in	to appropriate management.	Practical:	Internet facility.	audio facility
	employment context.	Protect propriety or confidential	0 hours		
		information.			For practical
					learning:
					Computer Lab

## 4. Assessment guidance

Good practice in Pakistan makes use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

**Sessional assessment** is goes on all the time. Its purpose is to provide feedback on learning:

- To the student: to identify achievement and areas for further work
- To the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

Assessors need to devise sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy.

**Final assessment** is taken on completion of a course or module, which says whether or not the student has "passed". It is – or should be

– undertaken with reference to all the objectives or outcomes of the course, and is usually fairly formal. Considerations of security – ensuring that the student who gets the credit is the person who did the work – assume considerable importance in final assessment.

#### **Methods of assessment**

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For workplace lessons, assessment can focus on the quality of planning the related process, the quality of executing the process, the quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student's performance.

Examples of direct assessment include:

- Surprise quizzes, for example conduct small test on the fly
- · Work performances, for example supervising the task given in the computer lab
- Demonstrations, for example demonstrating the use of a particular training tool in preparation for staff development
- Direct questioning, where the assessor will ask the student from the syllabus taught in the class room or lab
- Paper-based tests, such as multiple choice or short questions answers form taught material

Indirect assessment is the method used where the performance cannot be watched and evidence is gained indirectly. Examples for indirect assessment of a web designer and developer include:

- Home Work, such as assignments are given to be completed from home
- Design and Present Final Project at the end of each module; a project is given to check the progress of the trainee

In some cases, it may not even be guaranteed that the work products were produced by the person being assessed. Therefore, assessor must take necessary steps to stop such happening.

#### Module wise assessment methods

This course contains nine modules. Suggestions for assessment of these modules are given below.

- Assessment of Module 1: Explain Internet Working
  - Learner may be asked to:
  - Define and explain internet and its working
  - o Connect a computer to internet and open a specific website in a browser
  - Explain different types of networks

#### Assessment of Module 2: Elaborate World Wide Web

Learner may be asked to:

- Explain and differentiate the three web eras
- Search and show some Web 1.0 and Web 2.0 websites on internet
- Explain different types of websites
- List down some E-commerce websites

#### • Assessment of Module 3: Design a Website

Learner may be asked to:

- o Design the Graphical User Interface (GUI) of your favourite website in any design software
- o Search and down load ten free website templates from internet
- o Design your personal website using a free website template

### • Assessment of Module 4: Plan Website and Explain Software Development Life Cycle for Web Applications

Learner may be asked to:

- o Explain how will you plan to develop a website
- Explain the phases of Software Development Life Cycle (SDLC)

#### • Assessment of Module 5: Use Databases in Web Development

Learner may be asked to:

- o Compare different database management systems (DBMS)
- o Design the database of your personal website in a database management system.

#### • Assessment of Module 6: Develop Website using Client Side Scripting Languages

Learner may be asked to:

- o Explain the role of client side scripting language in a website
- Explain the basic HTML tags
- o Create a Cascading Style Sheet (CSS) of your website

### Assessment of Module 7: Develop Website using Server Side Scripting Languages

Learner may be asked to:

- o Explain the role of server side scripting language in a website
- o Differentiate between ASP.NET and PHP
- o Develop a three page website using ASP.NET
- Develop a three page website using PHP

#### Assessment of Module 8: Design and Present Final Project

Learner may be asked to:

- Explain the working and functionality of his/her developed web project
- o Demonstrate the Design and Present Final Project
- o Explain the Software Development Life Cycle (SDLC) phases of his/her web project

#### Assessment of Module 9: Perform Duties and Exhibit Rights at the workplace

Learner may be asked to:

- Explain the professional conduct and ethics
- o Explain the inspirational requirements of human rights in employment context

#### **Principles of assessment**

All assessments should be valid, reliable, fair and flexible:

**Fairness** means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess.

**Flexibility** means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the student's needs.

# **Assessment strategy**

This curriculum consists of 8 modules:

- Module 1: Explain Internet Working
- Module 2: Elaborate World Wide Web
- Module 3: Design a Website
- Module 4: Plan Website and Explain Software Development Life Cycle for Web Applications
- Module 5: Use Databases in Web Development

- Module 6: Develop Website using Client Side Scripting Languages
- Module 7: Develop Website using Server Side Scripting Languages
- Module 8: Design and Present Final Project
- Module 9: Perform Duties and Exhibit Rights at the workplace

#### Sessional assessment

The sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The sessional marks shall contribute to the final qualification.

Theoretical assessment for all learning modules must consist of a written paper lasting at least one hour per module. This can be a combination of multiple choice and short answer questions.

For practical assessment, all procedures and methods for the modules must be assessed on a sessional basis. Guidance is provided below under Planning for assessment.

#### Final assessment

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.

The final theoretical assessment shall consist of one 3-hour paper. The paper shall include at least two extended answer questions. The remainder shall consist of half multiple choice and half short-answer questions.

For the final practical assessment, each student shall be assessed over a period of two days, with two 3-hour sessions on each day. This represents a total of four sessions totalling 12 hours of practical assessment for each student. During this period, each student must be assessed using either subjective paper or practical lab assignment, depending on his or her circumstances.

# **Planning for assessment**

**Sessional assessment:** Assessors need to plan in advance how they will conduct sessional assessments for each module. The tables on the following pages are for assessors to use to insert how many hours of theoretical and practical assessment will be conducted and what the scheduled

dates are.

**Final assessment:** Training providers need to decide ways to combine modules and practical assignments into a cohesive two-day final assessment programme. This should include a meeting with the assessors to discuss a standardized methodology for awarding marks.

# Planning aid for sessional assessments

Module 1: Explain Internet Working Learning Units	Recommended formative	Recommended Methodology	Scheduled Dates
Learning Office	assessment	Recommended Methodology	Scrieduled Dates
LU1: Explain the history and evolution of internet			
LU2: Define and differentiate between software and hardware			
LU3: Explain the working of computer networks			
LU4: Differentiate between different types of networks			
Module 2: Elaborate World Wide Web	L		
Learning Units	Recommended formative assessment	Recommended Methodology	Scheduled Dates
LU1 : Explain the history and different eras of web			
LU2 : Compare static websites with dynamic websites			
LU3 : Elaborate and differentiate different web browsers			
LU4: Compare different types of websites		I I	

Module 3: Design a Website			
Learning Units	Recommended formative assessment	Recommended Methodology	Scheduled Dates
LU1: Define and explain the basics of Design a Website			
LU2: Analyze different software for Website Designs			
LU3: Implement website templates in website			
Module 4: Plan Website and Explain Softv	l vare Development Life Cycle f	or Web Applications	
Learning Units	Recommended formative assessment	Recommended Methodology	Scheduled Dates
LU1: Devise website project plan			
LU2: Implement Software Development Life Cycle in a web project			
Module 5: Use Databases in Web Develop	ment	I L	
Learning Units	Recommended formative assessment	Recommended Methodology	Scheduled Dates
LU1: Discuss the basic and historical perspectives of Databases			
LU2: Compare different database management systems (DBMS)			
LU3: Create a database of a website in a database management system.			

Module 6: Develop Website using Client Side Scripting Languages				
Learning Units	Recommended formative assessment	Recommended Methodology	Scheduled Dates	
LU1 : Write HTML for a website				
LU2 : Implement JavaScript in a website				
LU3 : Implement Cascading Style Sheets (CSS) in a website				

Module 7: Develop Website using Server Side Scripting Languages				
Learning Units	Recommended formative assessment	Recommended Methodology	Scheduled Dates	
LU1: Develop a website using PHP				
LU2: Develop a website using ASP.NET				

Module 8: Design and Present Final Project			
Learning Units	Recommended formative assessment	Recommended Methodology	Scheduled Dates
LU1: Develop a dynamic website in ASP.Net / PHP			
LU2: Prepare a project document			

Module 9: Perform Duties and Exercise Rights at the workplace				
Learning Units	Recommended formative assessment	Recommended Methodology	Scheduled Dates	
LU1: Demonstrate Ethics and Professional Conduct				
LU2: Plan Business-process activities				
LU3: Develop awareness of Rights				

# 5. Tools and equipment

# Documents, policies and guidelines

(Class size: 20 trainees/students)

20 copies per class	Text books for this course
20 copies per class	Organisational procedures for dealing with problems
20 copies per class	Organisational guidelines for responding to and reporting accidents
1 class set	Organisational policy and procedures for performing day to day task
5 copies per class	Directories of existing businesses
1 completed class copy as example	Examples of business plans
20 blank copies	
1 completed class copy as example	Examples of financial plans
20 blank copies	
1 class set	Advertising materials for potential business premises
1 class set	Copies of job advertisements
1 class set	Information on sources of finance
1 completed class copy as example	Business planner templates
20 blank copies	
1 completed class copy as example	Start-up-costs estimator
20 blank copies	
Contact details for colleagues, supervisor	

Tools and Equipment (Class size: 20 trainees/students)

1 set	Fire equipment, including the provision of fire exits, fire doors, fire extinguishers, alarm systems, emergency lighting,
	fire safety and exit signs
1 set	Computers, Scanner, Printer, Multimedia Projector, Microphone and Speakers
1 set	Software
	<ul> <li>Visual Studio.Net (any version) OR Visual Web Developer (any version)</li> </ul>
	<ul> <li>PHP (any version)</li> <li>MySQL and SQL Server (any version)</li> <li>Macromedia Dreamweaver (any version)</li> <li>Adobe Photoshop (any version)</li> <li>Microsoft FrontPage &amp; Microsoft Publisher (any version)</li> <li>Microsoft Office (any version)</li> </ul>

# 6. List of consumables

Notebooks,

CDs,

CD/DVD Writers,

Photocopy Papers

Ball pens, Pencils, Erasers, Sharpeners,

Board Markers,

Plastic files,

Paper markers

Flip chart papers

Pin board pins

Whiteboards,

Whiteboard Erasers,

Paper knives,

Glue sticks,

Paper clips,

Scissors, and

Punching machines.

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