WEB DESIGNING AND DEVELOPMENT

Trainer Guide

National Vocational Certificate Level 3

Version 1 - July 2013















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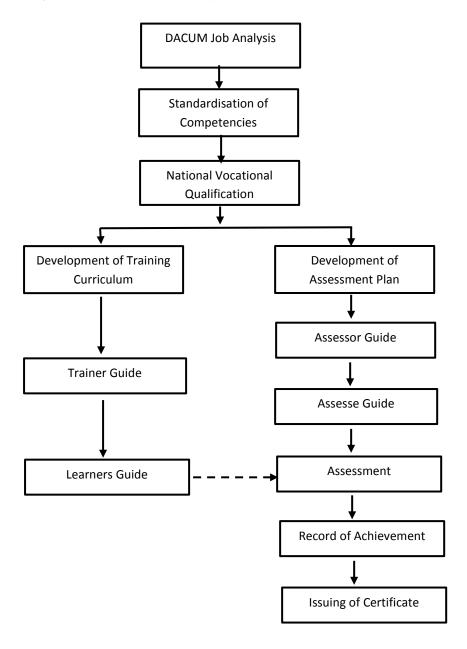
Contents	
INTRODUCTION	3
EVALUATION OF TRAINING MATERIAL	5
GUIDELINES FOR WRITING LESSON PLAN	6
DEMONSTRATION OF SKILL	. 14
OVERVIEW OF PROGRAMME	. 15
TRAINER GUIDELINES	. 18
Module 01: Explain Internet Working	. 18
Module 02: Elaborate World Wide Web	. 20
Module 03: Design a Website	. 23
Module 04: Plan Website and Explain Software Development Life Cycle for Web Applications	25
Module 05: Use Databases in Web Development	. 26
Module 06: Develop Website using Client Side Scripting Languages	. 28
Module 07: Develop Website using Server Side Scripting Languages	.30
Module 08: Design and Present Final Project	. 32
Module 09: Perform Duties and Exhibit Rights at the workplace	.33

INTRODUCTION

This Guide supports the Competency-Based Training Curricula that will enable the trainees to achieve the competency standards that have been set by the relevant industry group.

The NVQF Competency-Based Training Curricula along with the associated Training Guides and the Assessment Guides are all developed from the skill competency standards established by the Industry Advisory Group (IAG).

Figure 1 outlines the process of developing the competencies, developing the curriculum and the assessment requirements, and delivering the training program and the assessments necessary to certify achievement of the competencies.



The Trainer Guide provides guidelines and instructions to Trainers on the approaches that are required and on the organisation and delivery of the curriculum training program.

Curriculum

The Curriculum Manual is included in the Training and Learning Materials Package.

The curriculum is organised as a series of modules. Each module is broken down into a series of Learning Units. Each Learning Unit includes Learning Outcomes, Learning Elements, an estimate of the time needed, a list of materials required and the location for the learning to take place.

Learnin g Unit	Learning Outcomes	Learning Elements	Duration	Materials needed	Location

Lesson Plans

The Trainer will need to develop a coherent set of lesson plans for each module of the curriculum. This Guide includes a Lesson Plan Template. The Lesson Plans must be filed for later review if necessary.

Assessment

It is necessary to assess the knowledge and skills of the trainees at the completion of each module.

(See the Assessment Guide for further details)

Evaluation of Training Material

Trainers are invited to evaluate the Training Materials based on their experience of delivering the training. A template is provided to assist.

EVALUATION OF TRAINING MATERIAL

The trainers/instructors who implement this training material can inform NAVTTC promptly of any shortcomings in training material on the following format. Please consider it as one of your responsibilities.

Format

Trade:	Web Design and Development		
	1		
Training Material	Module Title & Module Code	Learning Unit Title & Learning Unit Code	Suggested amendments/ feedback/proposal
Trainer Guide			
Learner Guide			
Trainer Name:		Training Centre:	
Signature of Trainer:		Date:	

GUIDELINES FOR WRITING LESSON PLAN

The template for lesson plan has been provided at next page. These guidelines are for trainers for writing their own lesson plans which are as follows:

- 1. Introduce yourself and the Learning Unit, and state the Learning Outcomes of the session clearly to activate attention of learners.
- 2. In **Introduction** part of lesson plan state the Learning Objectives of the lesson. This allows the learners to organize their thoughts on what they will learn and to perform. Also state some questions to recall prior knowledge of learners to arouse their interest and motivation.
- 3. In **Body** part of lesson plan present the new information or material that is to be learned. Demonstration of a skill relevant with the Learning Unit is also stated here. Also mention the teaching and learning methods for each leaning element from *Trainer Guidelines*, the relevant media including handouts, power-point slides, videos, white board and time duration for each activity in the relevant columns.
- 4. In **Conclusion** part list the strategies used for summarizing and reviewing the lesson delivered. Also mention the strategies for formative assessment to ensure that the transfer of knowledge and skill has been achieved.

Lesson Plan - 1		
Module: 1	Explain Internet Working	
Learning Unit: 1	Discuss the history evolution of internet	

At the end of the session the learners will be able to:

- Define internet
- Understand the working of internet
- Understand history and evolution of internet

• Onderstand mist	• Onderstand history and evolution of internet				
Methods	Key Notes	Media	Time		
	Introduction				
Illustrative talk	Introduce the learning unit. Motivate the learner to create interest by asking some questions. Tell them about the following learning objectives: • Learn definition of internet • Comprehend working of internet • Understand history and evolution of internet	White board Multi media	10 Minutes		
	Main Body				
Illustrative talk	 Explain following Definition of internet working of internet History and evolution of internet 	Learner Guide	2 Hours and 40 Minutes		
Conclusion					
Illustrative talk Question and answer	Summarize the lesson by reviewing important facts. Ask questions to ensure that the learners acquire relevant knowledge.		10 Minutes		
		Total time:	03 Hours		

Lesson Plan - 2		
Module: 1	Explain Internet Working	
Learning Unit: 2	Define and differentiate software and hardware	

At the end of the session the learners will be able to:

- · Give detail of the working of software
- Explain different types of software
- Elaborate the role of software in a computer system
- 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

Methods	Key Notes	Media	Time			
	Introduction					
Illustrative talk	Introduce the learning unit. Motivate the learner to create interest by asking some questions. Tell them about the following learning objectives: Define of software Understand history of software Identify types of software Practice installation of a software Experience working of software Study role of software in a computer system Define hardware Understand history of hardware Identify types of hardware Understand role of hardware in a computer system Identify different hardware components in a computer Examine hardware of a network Compare software and hardware	White board Multi media	10 Minutes			

Main Body				
Illustrative talk	 Explain following learning elements: Software History of software Types of software Working of software Role of software in a computer system Definition of hardware History of hardware Types of hardware Role of hardware in a computer system Different hardware components in a computer Hardware of a network Compare software and hardware 	Learner Guide	2 Hours 40 Minutes	
Practice Session	Demonstrate the procedure of installation of a software Demonstrate working of software Ask learners to practice in small groups.		3 Hours	
Conclusion				
Illustrative talk Question and answer	Summarize the lesson by reviewing important facts. Ask questions to ensure that the learners acquire relevant knowledge.		10 Minutes	
		Total time:	06 Hours	

Lesson Plan - 3		
Module: 1	Explain Internet Working	
Learning Unit: 3	Elaborate the working of different Computer Networks	

At the end of the session the learners 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

Illustrate the working of a computer network					
Methods	Key Notes	Media	Time		
Introduction					
Illustrative talk	Introduce the learning unit. Motivate the learner to create interest by asking some questions. Tell them about the following learning objectives: 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	White board Multi media	10 Minutes		
Main Body					
Illustrative talk	 Explain the following learning element: Network History of networks Network topologies such as bus topology, ring topology, star topology, 	Learner Guide	40 Minutes		

	 mesh topology Basic components of a computer network Working of a computer network. 		
Practice Session	Demonstrate the Network topologies. Demonstrate components of a computer network Ask learners to practice in small groups.		3 Hours
	Conclusion		
Illustrative talk Question and answer	Summarize the lesson by reviewing important facts. Ask questions to ensure that the learners acquire relevant knowledge.		10 Minutes
	1	Total time:	06 Hours

Lesson Plan - 4		
Module: 1	Explain Internet Working	
Learning Unit: 4	Differentiate different types of networks	

At the end of the session the learners will be able to:

- List down the different network types in order of scale
- 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

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Illustrative talk	Give illustrative talk on the following learning element: Personal Area Network Local Area Network Campus Area Network Metropolitan Area Network Wide Area Network Virtual Private Network Difference among network types	Learner Guide	6 Hours 40 Minutes
Practice Session	Demonstrate the working of different Networks Ask learners to practice in small groups.		3 Hours
	Conclusion		
Illustrative talk Question and answer	Summarize the lesson by reviewing important facts. Ask questions to ensure that the learners		10 Minutes
	'	Total time:	10 Hours

DEMONSTRATION OF SKILL

Demonstration or modelling a skill is a powerful tool which is used in vocational training. The instructions for trainers for demonstration are as under:

- 1. Read the Procedure mentioned in the Learner Guide for the relevant Learning Unit before demonstration.
- 2. Arrange all tools, equipment and consumable material which are required for demonstration of a skill.
- 3. Practice the skill before demonstration to learners, if possible.
- 4. Introduce the skill to learners clearly at the commencement of demonstration.
- 5. Explain how the skill relates with the skill(s) already acquired and describe the expected results or show the objects to learners.
- 6. Carry out demonstration in a way that it can be seen by all learners.
- 7. Perform each step slowly and read out each step of the Performance Guide loudly so that all learners can hear and understand.
- 8. Identify critical or complex steps, or steps that involve safety precautions to be followed.
- 9. Explain theoretical knowledge where applicable and ask questions to learners to test their understanding.
- 10. Repeat critical steps in demonstration, if required.
- 11. Summarize the demonstration by asking questions to learners.

OVERVIEW OF PROGRAMME

Course: Web Designing and Development

Course Overview:

Introducing students to the web development process and imparting knowledge that will enable the learner to explain the internet and computer networks, World Wide Web with its history and architecture. It will also enable the learner to differentiate web protocols, types of websites and web threats. Develop the skills, knowledge and understanding of

- Designing a website using any web designing software.
- Project planning for a website design
- Implementing the software development lifecycle for any web project.
- Creating a database of a website in any Database Management System.
- Using JavaScript, html and cascading style sheets in a website System.
- Developing a website in PHP
- Developing a dynamic web application in any of the taught web development technology.

Module	Learning Unit	Duration
Module 1:	LU1: Discuss the history evolution of internet	
	LU2: Define and differentiate software and hardware	
Explain Internet Working	LU3: Elaborate the working of different Computer Networks	25 hours
	LU4: Differentiate different types of networks	
Module 2: Elaborate World Wide Web	LU1 : Discuss different Eras of Web	
	LU2 : Compare Static Websites with Dynamic Websites	
	LU3 : Elaborate and differentiate different web browsers	
	LU4: Compare different types of websites	65 hours
	LU5: Identify different Web Threats and explain their security measures	
	LU6: Highlight the process of Domain Registration and Web Hosting	

	LU7: Discuss shopping carts and E-commerce	
	LU1: Explain the basics of web designing	
Module 3: Design a Website	LU2: Analyze different software to design website	135 hours
	LU3: Apply appropriate Website Templates in your Website	
Module 4: Plan Website and	LU1: Devise Website Project Plan	
Explain Software Development Life Cycle for Web Applications	LU2: Utilize the Software Development Life Cycle in a web project	50 hours
Module 5: Use	LU1: Discuss the basic and historical perspectives of databases	
Databases in Web	LU2: Differentiate different Database Management Systems (DBMS)	75 hours
Development	LU3: Create database of a website in a Database Management System	
Module 6: Develop	LU1 : Write HTML code for a Website	
Website using Client Side Scripting	LU2 : Use JavaScript in a website	100 hours
Languages	LU3 : Implement Cascading Style Sheets (CSS) in a website	
Module 7: Develop Website using	LU1: Develop a website using PHP	
Server Side Scripting Languages	LU2: Develop a website using ASP.Net	200 hours
Module 8: Design and Present Final	LU1: Develop a dynamic website in ASP.Net / PHP	100 hours
Project	LU2: Prepare a project document	
Module 9: Perform Duties and Exhibit	LU1: Demonstrate Ethics and Professional Conduct	30 hours
Rights at the	LU2: Plan Business-Process	

workplace	Activities	
	LU3: Develop awareness of rights	

TRAINER GUIDELINES

Module 01: Explain Internet Working

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Discuss the history and evolution of internet	Give illustrative talk on the following learning elements: • Internet • working of internet • History and evolution of internet Summarize the lecture. Arrange Question/Answer Session.	Class Room	Learner's Guide
LU2: Define and differentiate software and hardware	Give illustrative talk on the following learning elements:	Class Room/ Computer Lab	Learner's Guide
LU3: Elaborate the working of different Computer Networks	Give illustrative talk on the following learning element: Network History of networks Network topologies such as bus topology, ring topology, star topology, mesh topology	Class Room/ Computer Lab	Learner's Guide

	 Basic components of a computer network Working of a computer network. Summarize the lecture. Arrange Question/Answer Session. 		
LU4: Differentiate different types of networks	Give illustrative talk on the following learning element: Personal Area Network Local Area Network Campus Area Network Metropolitan Area Network Wide Area Network Virtual Private Network Difference among network types Summarize the lecture. Arrange Question/Answer Session.	Class Room/ Computer Lab	Learner's Guide

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Discuss different Eras of web	Give illustrative talk on the following learning element:		
	World wide web		
	 Website and webpage 		
	History of web		
	 Web 1.0 (read web), 		
	 Web 2.0 (social web), and 	Class Basin /	Learner's
	 Web 3.0 (semantic web) 	Class Room/ Computer Lab	Guide
	 Comparison of web 1.0, web 2.0 and web 3.0 		
	 Examples of web 1.0, web 2.0 and web 3.0 		
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU2: Compare Static websites with Dynamic websites	Give illustrative talk on the following learning element:		

Static website Dynamic website

websites

LU3: Elaborate and

differentiate

different web

browsers

Demonstrate procedure to design

Demonstrate procedure to design

architecture of a static website

Workflow of a dynamic website Differentiation between static

Examples of static and dynamic

and dynamic websites

Class Room/

Computer Lab

Learner's

Guide

	Internet Explorer		
	Demonstrate procedure to install and use Mozilla Firefox		
	Demonstrate procedure to install and use Google Chrome		
	Demonstrate procedure to install and use Safari		
	Study features/options of different web browsers		
	Compare different web browsers		
	Study cross browser compatibility of websites		
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU4: Compare different types of websites	Give illustrative talk on the following learning element:		
Websites	 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. Examples of different types of websites Summarize the lecture. 	Class Room/ Computer Lab	Learner's Guide, Handouts, Computer, Multimedia.
LU5: Identify	Arrange Question/Answer Session. Give illustrative talk on the following		
different Web Threats and explain their security measures	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. Security measures for different web threats Demonstrate procedure to install an antivirus software Demonstrate procedure to use antivirus to scan a computer for viruses and removal of viruses. Ask learners to practice in small groups.	Class Room/ Computer Lab	Learner's Guide, Handouts, Computer, Multimedia.

	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU6:Highlight the process of domain registration and Web Hosting	Give illustrative talk on the following learning element: • Internet service providers (ISPs) • Web hosting process • Domain registration process Demonstrate procedure to get the web hosting package from the ISP Demonstrate procedure to get domain registration package from the ISP Demonstrate procedure to upload a website to the web server / web space provided by the ISP Demonstrate procedure to test the uploaded website on a web browser Demonstrate procedure to make selection of any ISP for the website Ask learners to practice in small groups. Summarize the lecture. Arrange Question/Answer Session.	Class Room/ Computer Lab	Learner's Guide, Handouts, Computer, Multimedia.
LU7: Discuss	Explain E-commerce		Learner's
shopping carts and ecommerce	Explain some common business applications of E-commerce	Class Room/ Computer Lab	Guide, Handouts, Computer,
	Summarize the lecture.	Computer Lab	Multimedia.
	Arrange Question/Answer Session.		

Module 03:	Desig	n a	Website
Learning U	nit		Sugge

Learning Unit	Suggested Teaching/	Delivery	Media
	Learning Activities	Context	, , , , , , , , , , , , , , , , , , ,
LU1: Explain the basics Website designing	Give illustrative talk on the following learning element:		
acsigiming	 website designing 		
	 history of website designing 		
	 types of Design 		
	 basic elements of design 		
	 Web Design Standards and Principles 		Learner's Guide,
	 Difference between web design and web development 	Class Room/ Computer Lab	Handouts, Computer,
	 difference between web design and graphics designing 		Multimedia.
	Demonstrate procedure to exhibit understanding of the importance of design in a website		
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU2: Analyze different software to design a website	Demonstrate the procedure of installation of different software to design a Website.		
design d website	Demonstrate the procedure to design in designing software like Adobe Photoshop, Macromedia Dreamweaver, Microsoft FrontPage, Microsoft Publisher, Adobe Flash etc.	Computer Lab	Learner's Guide, Handouts, Computer, Multimedia.
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU3: Apply appropriate website	Explain a website template		
Templates in your website	Demonstrate the procedure to search free and paid website templates on internet		Learner's
	Demonstrate the procedure to download website templates to a computer	Class Room/ Computer Lab	Guide, Handouts, Computer, Multimedia.
	Demonstrate the procedure to test website templates using any web browser	Computer Lab	
	Demonstrate the procedure to execute editing of different website templates in any web editor such as Macromedia		

Dreamweaver	
Ask learners to practice in small groups.	
Summarize the lecture.	
Arrange Question/Answer Session.	

Module 04: Plan Website and Explain Software Development Life Cycle for Web Applications

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Devise Website Project Plan	Demonstrate the procedure to arrange and manage project meetings		
	Demonstrate the procedure to gather and implement the project requirements		
	Demonstrate the procedure to execute storyboarding		
	Demonstrate the procedure to develop timelines		Learner's
	Demonstrate the procedure to carry out financial evaluation (budgeting and costing)	Computer Lab	Guide, Handouts, Computer, Multimedia.
	Explain differences between functional requirements and non-functional requirements		
	Explain the significance of client management		
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU2: Utilize the software development life	Demonstrate the procedure to recount software development life cycle:		
cycle in a web project	Project analysis phaseDesign phase		Learner's Guide,
	Implementation phase Tasting phase	Computer Lab	Handouts, Computer, Multimedia.
	Testing phaseMaintenance and support phase		
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Discuss the basic and historical perspectives of databases	Demonstrate 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. Explain basic database concepts such as Row Column Table Polytonships		Learner's
	Row, Column, Table, Relationships, Quires, Normalization, Denormalization, Database, Relational Database Management System, Primary Key, Foreign Key, indexing, Entity Relationship Diagram etc.	Class Room/Computer Lab	Guide, Handouts, Computer, Multimedia.
	Explaim differences between free database and licensed database		
	Explain the role of database in web applications		
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU2: Differentiate different Database Management	Explain Options/Features of different database management systems		
Systems (DBMS)	Demonstrate the procedure of installation of different database management systems on a computer		Learner's
	Demonstrate the procedure to examine the features and options of different database management systems like Microsoft Access, Microsoft SQL Server and MySQL	Computer Lab	Guide, Handouts, Computer, Multimedia.
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU3: Create a database of a website in a database management system.	Demonstrate the procedure of database designing of a web project		Learner's Guide,
	Demonstrate the procedure to create Tables, Draw Entity Relationship Diagram	Computer Lab C	Handouts, Computer,
	Demonstrate the procedure to carry out Normalization / De-normalization of the Entity Relationship Diagram		Multimedia.
	Demonstrate the procedure to implement		

indexing and cascading to the database	
Ask learners to practice in small groups.	
Summarize the lecture.	
Arrange Question/Answer Session.	

Module 06: Develop Website using Client Side Scripting Languages				
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media	
LU1: Write HTML code for a Website	Explain Hypertext Mark-up Language (HTML) Demonstrate the procedure of implementation of HTML concepts such as	Context		
	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.	Class Room/ Computer Lab	Learner's Guide, Handouts, Computer, Multimedia.	
	Demonstrate the procedure to employ HTML in Macromedia Dreamweaver / Microsoft FrontPage.			
	Ask learners to practice in small groups.			
	Summarize the lecture.			
	Arrange Question/Answer Session.			
LU2: Use JavaScript in a website	Give illustrative talk on the following learning element:			
	client side scripting languageJavaScript			
	Demonstrate the procedure to implement the basic JavaScript concepts such as JavaScript Statements, Objects, Output, Comments, Variables, Data Types, Functions, Operators, Comparisons, Conditions, Switch, For Loop, While Loop, Breaks, Errors and Validation.	Class Room/ Computer Lab	Learner's Guide, Handouts, Computer, Multimedia.	
	Ask learners to practice in small groups.			
	Summarize the lecture.			
	Arrange Question/Answer Session.			
LU3: Implement Cascading Style Sheets (CSS) in a website	Give illustrative talk on the following learning element:			
	client side scripting languageCascading Style Sheets (CSS)		Learner's Guide,	
	Demonstrate the procedure to implement 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.	Class Room/ Computer Lab	Handouts, Computer, Multimedia.	

Demonstrate the procedure to employ CSS using Macromedia Dreamweaver / Microsoft FrontPage	
Ask learners to practice in small groups. Summarize the lecture. Arrange Question/Answer Session.	

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Develop a website using ASPNET	Give illustrative talk on the following learning element:	Class Room/ Computer Lab	Learner's Guide, Handouts, Computer, Multimedia.
LU2: Develop a website using PHP	Give illustrative talk on the following learning element: PHP PHP Editor PHP Environment and Syntax Dynamic web pages in PHP Demonstrate the procedure to install PHP	Class Room/ Computer Lab	Learner's Guide, Handouts, Computer, Multimedia.

Editor such as: Macromedia Dreamweaver

Demonstrate the procedure to employ the PHP Environment and Syntax

Demonstrate the procedure to implement the:

- PHP Variable Types
- PHP Constants
- Operator Types
- PHP Decision Making
- PHP Loop Types
- PHP Arrays
- PHP Strings
- PHP GET and POSTPHP Files
- PHP Functions
- PHP Cookies and Sessions
- PHP Sending Emails
- PHP File Uploading
- PHP Coding Standard
- PHP Predefined Variables
- PHP Regular Expressions
- PHP Error Handling
- PHP Built-in Functions

Demonstrate the procedure to install and configure MySQL database with a PHP website

Demonstrate the procedure to create dynamic web pages in PHP

Ask learners to practice in small groups.

Summarize the lecture.

Arrange Question/Answer Session.

Learning Unit	Suggested Teaching/	Delivery	Media
	Learning Activities	Context	
LU1: Develop a dynamic website in ASP.Net / PHP	Demonstrate the procedure of designing an interface in designing software.		
,	Demonstrate the procedure of development of a static or dynamic website in a web development software		Learner's Guide, Handouts,
	Demonstrate the procedure of practicing Software Development Life Cycle (SDLC) phases in a web project	Computer Lab	Computer, Multimedia.
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU2: Prepare a project document	Demonstrate the procedure to create Web project's Analysis document		Learner's Guide,
	Demonstrate the procedure to create web project's Design document		
	Demonstrate the procedure to create Web project's Implementation document		
	Demonstrate the procedure to create Web project's Testing document		
	Demonstrate the procedure to create Web project's Deployment document	Computer Lab	Handouts, Computer,
	Demonstrate the procedure to create Web project's Maintenance and Support document		Multimedia.
	Demonstrate the procedure to create Web project's User Manual		
	Ask learners to practice in small groups.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		

Module 09: Perform Duties and Exhibit Rights at the workplace			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Demonstrate Ethics and Professional Conduct	Give illustrative talk on the following learning elements:		
	 Responsibility 		
	 Respect 		Learner's
	 Fairness 	Class Room	Guide
	 Honesty 	Class Noom	
	Ask learners to perform a class activity related to responsibility.		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU2: Plan Business- Process Activities	Give illustrative talk on the following learning elements:		
	 Provide due assistance to in-line manager 		
	 Define activities 		Learner's
	 Estimate time, 	Class Room	Guide
	 Achieve work breakdowns 		
	 Resource levelling due to work load 		
	Summarize the lecture.		
	Arrange Question/Answer Session.		
LU3: Develop awareness of rights	Give illustrative talk on the following learning element:		
	 Inform ourselves and uphold the workplace policies. 		
	 Report Illegal Conduct to Appropriate Management. 	Class Room	Learner's Guide
	 Protect proprietary or confidential information. 		
	Summarize the lecture.		
	Arrange Question/Answer Session.		

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