PROGRAM OUTLINE

Program
VISIONTraining

Module 1
Training Analyst

Course 1
Vision Data Entry and Retrieval

Lesson 1
Accessing Vision - Lesson

Objectives:

From memory, explain how to access and exit VISION database.

From memory, describe method to obtain password and user ID.

Given access to a computer connected to VISION server, explain how to access VISION database such that datbase functions can be performed.

From memory, explain method to change password.

From memory, explain method to exit VISION program.

Lesson 2
Accessing Vision - Practical

Objectives:

Given a computer connected to the VISION server, access VISION Database such that database functions may be performed.

Given access to system administrator, obtain password and user ID.

Given access to VISION server, Launch VISION database such that login may be achieved.

Give access to a launched VISION database, login into Database such that data may be entered.

Given access to an open VISION database, change User Password

Given access to an open VISION database, exit VISION using "X" at top right of VISION's main window.

Lesson 3
Setting Up VISION Work Areas -Lesson

Objectives:

From memory, explain how to use VISION functions to set up VISION work areas.

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From memory, explain the functions necessary to view user privelages.

From memory, explain the use of   functions necessary to set up VISION preferences.

From memory, explain the use of functions necessary to change VISION projects.

From memory, explain the use of functions necessary to use VISION NAVIGATOR.

From memory, explain the use of functions necessary to open a workbench.

From memory, explain the functions necessary to open areas within a workbench.

From memory, explain the method to access "Instructional Advisor" and "Help" button.

From memory, explain the functions necessary to component color attributes.

From memory, explain the functions necessary to change workbench fonts.

Lesson 4
Setting Up VISION Work Areas - Practical

Objectives:

Given an open VISION database, set up VISION work areas.

Given an open VISION database, view User Privelages.

Given an open VISION database, set preferences.

Given an open VISION database, change projects.

Given an open VISION database, use VISION NAVIGATOR.

Given an open VISION database, open a Workbench using main toolbar.

Given an open VISION database, open Analysis, Objective, and Program work areas within a workbench.

Given an open VISION database, access ADVISOR and HELP windows.

Given an open VISION database, change Color Attributes.

Given an open VISION database, change workbench fonts.

Lesson 5
Creating Tables - Lesson

Objectives:

Given an open VISION database, explain the functions necessary to populate tables.

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Lesson 6
Creating Tables - Practical

Objectives:

Given an open VISION database, populate (add data to) a table.

Create Tables

Enter Date into table.

Lesson 7
Using the Text Editor - Lesson

Objectives:

Given an open VISION database, explain the functions used to edit text.

From memory, explain the functions that affect the entire document.

From memory, explain the functions to undo and redo actions.

From memory, explain the functions that affect selected text.

From memory, explain the functions used to paste text.

From memory, explain the functions necessary to search and replace text.

From memory, explain the functions necessary to move curssor.

From memory, explain the functions associated with HTML.

From memory, explain functions associated that have show/hide attributes.

From memory, explain the functions necessary to change text fonts.

From memory, explain the functions associated with spacing.

From memory, explain the functions used to group text.

From memory, explain the functions associated with tabs.

From memory, explain the functions associated with special characters.

From memory, explain the functions associated with spelling, help, and background color.

Lesson 8
Using the Text Editor - Practical

Objectives:

Given an open text window, use Text Editor to edit text.

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Close Text Editor.

Save a document.

Print a document.

Print preview a document.

Undo a document action.

Redo a document action.

Select entire document content.

Copy document content.

Cut document content.

Paste content into document.

Perform special paste function.

Search forward for a character, word, or phrase.

Search backward for a character, word, or phrase.

Replace a character, word, or phrase.

Move cursor to beginning of line.

Move cursor to end of line.

Move cursor to beginning of document.

Move cursor to end of document.

Move cursor to beginning of next word.

Move cursor to beginning of previous word.

Move cursor up one line.

Move cursor down one line.

Link Section (HTML).

Edit Section (HTML).

Clear Link (HTML).

Preview HTML.

Mark PARA as Raw HTML.

View hidden code (HTML).

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Show/Hide Toolbar.

Show/Hide Ruler.

Show/Hide Status Bar.

Show/Hide paragraph markers.

Show/Hide hidden text.

Adjust display magnification.

Insert a non-breaking space.

Insert a non-breaking hyphen.

Change font to/from normal.

Change font to/from Bold.

Change font to/from Italic.

Change font to/from Underline.

Change font to/from Underline.

Change font to/from Double Underlline.

Change font to/from Strikethrough.

Change font to/from Boxed.

Change font to/from All Caps.

Change font to/from Small Caps.

Change font to/from Superscript.

Change font to/from Subscript.

Change character spacing.

Change document text color.

Change document background color.

Change paragraph to/from Normal.

Increase Indent Left.

Increase Indent Right.

Increase Heading Indent.

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Keep selected text together.

Keep item with text.

Prevent Widows/Orphans.

Set a tab.

Clear a tab.

Clear all tabs.

Edit borders.

Edit Shading.

Edit paragraph spacing.

Edit background color.

Insert bulleted text.

Insert numbered text.

Auto check for spelling errors in document.

Find help using Text Editor "Help" function.

Lesson 9
Populating the Analysis Hierarchy - Lesson

Objectives:

From memory, explain the functions necessary to add data to (populate) an analysis hierarchy.

From memory, explain the functions necessary to insert a component into an hierarchy.

From memory, explain the functions use to create an analysis component using the Workbench toolbar.

From memory, explain the consequences of moving a component.

From memory, explain the functions associated with linking analysis components.

From memory, explain the functions necessary to edit analysis component data.

Lesson 10
Populating the Analysis Hierarchy - Practical

Objectives:

Given an open VISION database, add data to (populate) an analysis hierarchy.

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Insert an analysis component as a child using "Workbench" toolbar.

Insert an analysis component above a sibling using "Workbench" toolbar.

Insert an analysis component below a sibling using "Workbench" toolbar.

Insert an analysis component using the "Right Click" method.

Create an "Organization" component using "Workbench" toolbar.

Create a "Job Position" component using "Workbench" toolbar.

Create a "Responsibility" component using "Workbench" toolbar.

Create a "Function" component using "Workbench" toolbar.

Create a "Phase" component using "Workbench" toolbar.

Create a "Task" component using "Workbench" toolbar.

Create an "Element" componen using "Workbench" toolbar.

Create a "Skill/Knowledge" component using "Workbench" toolbar.

Drag and drop an analysis component from one location to another.

Drag and drop an analysis component from one location to another as a copy.

Drag and drop an analysis component from one location to another as a shared component.

Change level name of an analysis component.

Unlink analysis component.

Delete an analysis componernt.

Break an analysis component link to objective.

View objective link to an analysis component.

View parent(s) of analysis component.

View, interpret, and change analysis "Organaizer", "Job Position", "Responsibility", "Function", "Phase", or "Skill/Knowledge" "General" data.

View, interpret, and change analysis "Task" or "Element" "General" data.

View, interpret, and change analysis component "Selection" data.

View, interpret, and change analysis component "Conditions" data.

View, interpret, and change analysis component "Standards" data.

View, interpret, and change component Cross Reference data.

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View, interpret, and change "Task" component "Analysis" data.

View, interpret, and change "Task"   and objective component "Revision" data.

View, interpret, and change component "Documient Links" data.

View, interpret, and change "Element" component "Procedure" data.

Lesson 11
Populating the Objective Hierarchy - Lesson

Objectives:

From memory, explain the functions necessary to add data to (populate) a VISION objective hierarchy.

From memory, explain the functions necessary to create objective components using "Workbench" toolbar.

From memory, explain the functions necessary to edit objective component data.

Lesson 12
Populating the Objecdtive Hierarchy -Practical

Objectives:

Given access to an open VISION database, add data to (populate) an Objective hierarchy.

Insert an objective component as a child using "Workbench" toolbar.

Insert an objective component above a sibling using "Workbench" toolbar.

Insert an objective component below a sibling using "Workbench" toolbar.

Insert an objective component using the "Right Click" method.

Create an "Organizer" component using "Workbench" toolbar.

Create an "Cognitive Enabler" component using "Workbench" toolbar.

Create an "Cognitive Terminal" component using "Workbench" toolbar.

Create an "Performance Enabler" component using "Workbench" toolbar.

Create an "Performance Terminal" component using "Workbench" toolbar.

View, interpret, and change objective "General" data.

View, interpret, and change objective "Training" data.

View, interpret, and change objective "Content" data.

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View, interpret, and change objective "Consolidation" data.

View, interpret, and change objective "Question" data.

Lesson 13
Populating the Program Hierarchy - Lesson

Objectives:

From memory, explain the functions necessary to add data to (populate) a program hierarchy.

From memory, explain the functions necessary to edit program component data.

Lesson 14
Populating the Program Hiearchy - Practical

Objectives:

Given an opoen VISION database, add data to (populate) a program hierarchy.

Insert and program component as a child using "Workbench"toolbar.

Insert a program component abovea sibiling using "Workbench" toolbar.

Insert a program component below a sibling using "Workbench" toolbar.

Insert a program component using "Right-Click" method.

View, interpret, and change program "General" data.

View, interpret, and change program "Introduction" data.

View, interpret, and change program "Trainig Info" data.

Course 2
Vision Data Base Administrator

Course 3
Report Script Writer and Developer