Deputy of training

Plan and curriculums office

Competency Training standard

Title

Microsoft Certified Solutions Associate Configuring Windows 8.1

Occupational group

Information Technology (IT)

International code

2523-53-108-1

Date of standard compilation: 2015/10/15

Control of board on content compilation and accreditation: Plan and curriculums office

National code: 2523-53-108-1

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Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

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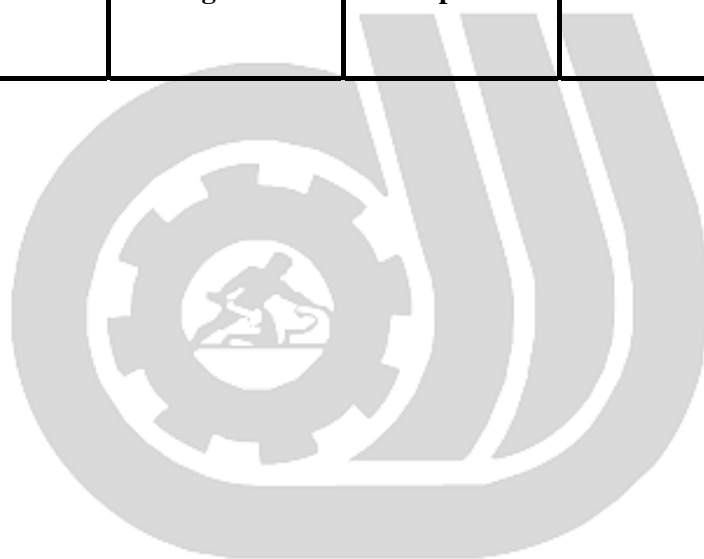
Definitions:

Job standard:

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes "The Occupational standard"

Training standard:

The Training Map for achieving the Job's subset Competencies.

Job title:

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

Job description:

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job's relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

Course duration:

The minimum of time which is required to achieve the training objects.

Admission requirements:

The minimum of competencies and abilities which are obligatory for a potential admission.

Evaluation:

The process of collecting evidence and judgment about wetter a competency is achieved or not. Include: written examination, practical examination

Required Qualifications for Trainers:

The minimum of Trainer's technical and vocational abilities which the trainer is required to have.

Competency:

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

Skill:

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

Attitude:

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

Safety:

The cases which doing or not doing something can cause harm or accident

Environmental Consideration:

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

competency title:	

Microsoft Certified Solutions Associate - Configuring Windows 8.1

competency description:

Get expert instruction and hands-on practice administering and configuring Windows 8.1 in this 5-day Microsoft Official Course. This course is designed for experienced IT professionals who have knowledge and experience administering Windows PCs and devices in a domain environment with managed access to the Internet. You will learn the skills you need to administer Windows 8.1 in a Windows Server domain environment and also provide secure, managed access to users from their non-domain joined Windows devices. You will learn how to install and customize Windows 8.1 operating systems and apps, integrate and control access to domains and cloud services, and migrate and synchronize settings across multiple devices. In addition, you will learn how to implement mobile security and customize configurations using Windows management tools including Group Policy and Windows PowerShell cmdlets. You will also learn how to configure user settings and profiles, local and remote network connectivity, Client Hyper-V, virtual apps, and Internet Explorer 11. Finally, you will learn how to optimize security and provide controlled access from Windows 8.1 PCs and devices to specified resources through Workplace Join services and Work Folders. This course is also designed to prepare certification candidates for Exam 70-687, Configuring Windows 8.1. As part of the learning experience, you will perform hands-on exercises in a virtual lab environment. NOTE: This course is based on Windows 8.1 Enterprise Edition with domain services provided by Windows Server 2012 R2.

admission requirements:

minimum degree of education: Post first year of high school
minimum physical and mental ability:-
Prerequisite skills: CompTIA network+ certification

Course duration:

Course duration: 40 hours

Course Evaluation :(%)

Exam 70-687

Windows

Published: September 17, 2012
Languages: English, Chinese (Simplified), French, German, Japanese, Portuguese (Brazil)
Audiences: IT professionals
Technology: Windows 8.1
Credit toward certification: MCP, MCSA, MCSE

IRANTVTO Evaluation :(%)

Written Examination:25%
Practical Examination:65%
Ethics:10%

Required Qualifications for Trainers:

Microsoft Certified Solutions Expert (MCSE) - Microsoft Certified IT Professional (MCITP) degree holders with 2 years experiences

competency training standard tasks	
1	Windows 8.1 in an Enterprise Environment
2	Installing and Deploying Windows 8.1
3	Tools Used for Configuring and Managing Windows 8.1
4	Managing Profiles and User State in Windows 8.1
5	Managing Disks and Device Drivers
6	Configuring Network Connectivity
7	Configuring File Access and Printers on Windows 8.1 Clients
8	Implementing Network Security
9	Configuring Resource Access for Domain-Joined Devices and Devices That Are Not Domain Members
10	Securing Windows 8.1 Devices
11	Configuring Applications for Windows 8.1
12	Optimizing and Maintaining Windows 8.1 Computers
13	Configuring Mobile Computing and Remote Access
14	Recovering Windows 8.1
15	Configuring Client Hyper-V

Training standard

Contents analysis form

Title:	time			
	theoretical	practical	total	
Windows 8.1 in an Enterprise Environment	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: - Managing Windows 8.1 in an Enterprise Environment - Overview of Windows 8.1	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Installing and Deploying Windows 8.1**	time			
	theoretical	practical	total	
	Determined by the instructor			

Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: - Preparing to Install and Deploy Windows 8.1 - Installing Windows 8.1 - Customizing and Preparing a Windows 8.1 Image for Deployment - Volume Activation for Windows 8.1	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title:	time			
Tools Used for Configuring and Managing Windows 8.1	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From **Microsoft**
- Tools Used to Perform Local and Remote Management of Windows 8.1				
- Using Windows PowerShell to Configure and Manage Windows 8.1				
- Using Group Policy to Manage Windows 8.1				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

Title: **Managing Profiles and User State in Windows 8.1**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: - Managing User Profiles - Configuring User State Virtualization - Migrating User State and Settings	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title:	time			
Managing Disks and Device Drivers	theoretical	practical	total	
	Determined by the instructor			

Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From **Microsoft**
- Managing Disks, Partitions, and Volumes				
- Maintaining Disks, Partitions, and Volumes				
- Working with Virtual Hard Disks				
- Installing and Configuring Device Drivers				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Configuring Network Connectivity**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Configuring IPv4 Network Connectivity - Configuring IPv6 Network Connectivity - Implementing Automatic IP Address Allocation - Implementing Name Resolution - Implementing Wireless Network Connectivity	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Configuring File Access and Printers on Windows 8.1 Clients**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Managing File Access - Managing Shared Folders - Configuring File Compression - Configuring File Access - Managing Printers	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

<table>
<tr>
<td rowspan="3">Title:

Implementing Network Security</td>
<td colspan="3">time</td>
<td rowspan="2"></td>
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<tr>
<td>theoretical</td>
<td>practical</td>
<td>total</td>
</tr>
<tr>
<td colspan="3">Determined by the instructor</td>
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<tr>
<td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td>
<td>Equipment's ,tools, materials ,books</td>
</tr>
<tr>
<td rowspan="6">Knowledge and Skill:

- Overview of Threats to Network Security
- Configuring Windows Firewall
- Securing Network Traffic by Using IPsec
- Guarding Windows 8.1 Against Malware</td>
<td colspan="3">Determined by the instructor</td>
<td rowspan="6">From Microsoft</td>
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<tr>
<td colspan="4">Attitude:

Speed and accuracy in doing the right thing

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<tr>
<td colspan="4">Health & Safety:

Compliance with safety protection in the workplace

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<td></td>
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<tr>
<td colspan="4">Environmental Consideration:

Compliance with environmental protection</td>
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</table>

Training standard

Contents analysis form

Title: **Configuring Resource Access for Domain-Joined Devices and Devices That Are Not Domain Members**	time			
	theoretical	practical	total	
	Determined by the instructor			

Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Configuring Domain Access for Windows 8.1 Devices - Configuring Resource Access for Devices That Are Not Domain Members - Configuring Workplace Join - Configuring Work Folders	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Securing Windows 8.1 Devices**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Authentication and Authorization in Windows 8.1 - Applying Security Settings by Using Group Policy - Securing Data with EFS and BitLocker - Configuring and Testing UAC	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Configuring Applications for Windows 8.1**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Application Deployment Options in Windows 8.1 - Managing Windows Store Apps - Configuring Internet Explorer Settings - Configuring Application Restrictions	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

<table>
<tr><td rowspan="3">Title:

Optimizing and Maintaining Windows 8.1 Computers</td><td colspan="3">time</td><td rowspan="3"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="3">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipment's ,tools, materials ,books</td></tr>
<tr><td rowspan="6">Knowledge and Skill:

- Optimizing Performance in Windows 8.1
- Managing the Reliability of Windows 8.1
- Managing Software Updates in Windows 8.1</td><td colspan="3">Determined by the instructor</td><td rowspan="6">From Microsoft</td></tr>
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<tr><td></td><td></td><td></td></tr>
<tr><td colspan="4">Attitude:

Speed and accuracy in doing the right thing</td><td></td></tr>
<tr><td colspan="4">Health & Safety:

Compliance with safety protection in the workplace</td><td></td></tr>
<tr><td colspan="4">Environmental Consideration:

Compliance with environmental protection</td><td></td></tr>
</table>

Training standard

Contents analysis form

Title:	time			
Configuring Mobile Computing and Remote Access	theoretical	practical	total	
	Determined by the instructor			

Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From **Microsoft**
- Configuring Mobile Computers and Device Settings				
- Overview of Direct Access				
- Configuring VPN Access				
- Configuring Remote Desktop and Remote Assistance				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Recovering Windows 8.1**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Backing Up and Restoring Files in Windows 8.1 - Recovery Options in Windows 8.1	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

Title: **configuring Client Hyper-V**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Overview of Client Hyper-V - Creating Virtual Machines - Managing Virtual Hard Disks - Managing Checkpoints	Determined by the instructor			From **Microsoft**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software…) form

*Required quantity for each 15 Trainees

From: Microsoft