Deputy of training

Plan and curriculums office

Competency Training standard

Title

IC3

Occupational group

Information Technology(IT)

International code

2513-53-101-1

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National code: **2513-53-101-1**

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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.

job/competency title:
IC3

Job/competency description:
In today's high-tech world, digital literacy is a requirement. The best way to stand out in the crowd is to have the IC3 Digital Literacy Certification credential on your resume. Every job and career, every field of study, and even our social and personal lives are increasingly impacted by technology. The IC3 Digital Literacy Certification certification helps teachers prepare students to enter the next phase of life, whether it is in the workforce or in high-education. For both the student and the job-seeker IC3 provides the foundation of knowledge needed for success, and it is a well-respected and internationally-recognized credential that reflects the most relevant skills needed in today's academic and business environments. Regardless of your career or education goals, computers and technology will most likely play and important role. To make sure you are prepared for success, get the most up-to-date and globally recognized digital literacy certification available, IC3. Benefits of IC3 Certification Validate the digital literacy skills required in today's academic and work environments Recognized globally as the standard for digital literacyEstablishes a strong foundation for additional certifications

admission requirements:
minimum degree of education: Post first year of high school minimum physical and mental ability:- prerequisite skills:-

Course duration:
Course duration : 9 hours

Course Evaluation :(%)
Exams Offered Through the Curriculum Labs: Each Lab demonstrates the procedures learned in the Training Session and allows you to perform the tasks yourself. If you make an incorrect move, the challenge banner appears, giving you the option to try again. Testing Session: A Pre-Test and Post-Test are available to help you determine your goals and map your progress. These Testing Sessions determine your proficiency with the software application being taught. Testing formats include Simulations, True and False, Fill-in-the-Blank, Multiple Choice, and Keyboard Shortcuts. After each Testing Session, you can generate a performance-based progress report. You'll have immediate feedback to pinpoint your specific strengths and weaknesses**.**

IRANTVTO Evaluation :(%)
Written Examination:25% **Practical Examination:65%** **Ethics:10%**
IC3 degree holders with 2 years experience

competency training standard

tasks

Row	Title
1	**Computing Today**
2	**PC Components**
3	**Performance Factors**
4	**Computer Software**
5	**Basic Networking**
6	**Microsoft Windows**
7	**Work Environment**
8	**Working with Files and Folders**
9	**World Wide Web**
10	**Working with the Internet**
11	**E-mail**
12	**Networks and the Internet**
13	**Software Applications**
14	**Working in Word**
15	**Formatting Tools**
16	**Tables and Printing**
17	**Working in Excel**
18	**Manipulate Data**
19	**Charts and Printing**
20	**Making Presentations**

Training standard

Contents analysis form

Title: Session 1 Computing Today	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Introduction	Determined by the instructor			From **IC3**
Types of Computers				
Macintosh vs. IBM				
Input/Processing				
Processing Cycle				
Storage/Output				
PC Components				
Computer System				
Motherboard				
Ports and I/O Devices				
Memory				
CPU				
Storage System				
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			
Performance Factors	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: CPU and RAM	Determined by the instructor			From **IC3**
Storage and VRAM				
Component Problems				
Purchasing Decisions				
Software/Warranties				
Computer Maintenance				
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			
Computer Software	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Software Type	Determined by the instructor			From **IC3**
How Software Works				
Operating Systems				
Windows OS				
Application Software				
Graphics Programs Utility Programs Software Selection				
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: Basic Networking	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Fundamentals Risks Benefits Usage Network Navigation	Determined by the instructor			From **IC3**
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: Microsoft Windows	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Desktop	Determined by the instructor			From **IC3**
Mouse				
Window Elements				
Start Button/Menus				
System Properties				
Folders/Icons				
Shortcuts				
Shutdown/Restart				
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			
Work Environment	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Control Panel Date/Time Display Settings Add Programs Verify Installation	Determined by the instructor			From **IC3**
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: **Session 2** Working with Files and Folders	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Windows Explorer Folder/File Structure View Options Manipulating Files Copy/Rename Manipulating Folders Search for File Save File/Backup	Determined by the instructor			From **IC3**
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			
World Wide Web	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Access the Internet	Determined by the instructor			From **IC3**
Internet Explorer				
Addresses				
Domains				
Favorites				
Home Page				
Links				
View Offline				
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			
Working with the Internet	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 **IC3**
Information Services				
Consumer Services				
Search Engines				
Refine Searches				
Save Elements				
Boolean Searches				
Search Arguments				
Web Site Content				
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			
E-mail	theoretical	practical	total	
	Determined by the instructor			

Knowledge ,skill ,attitude ,safety, Environmental Consideration	Equipments ,tools, materials ,books
Knowledge and Skill: Outlook Express	Determined by the instructor	From **IC3**

Knowledge and Skill:	Determined by the instructor		From **IC3**
Outlook Express			
View/Open E-mail			
Reply/CC			
Attachments			
Create E-mail			
Organize			
Unsolicited Mail			
Access Methods			
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			
Networks and the Internet	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: How Data is Moved	Determined by the instructor			From **IC3**
Network Components				
WANs/LANs/Firewalls				
Connections				
Transmitting Data				
Risks				
Benefits				
Network Access				
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="2">Title:
Session 3
Software Applications</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>Equipments ,tools, materials ,books</td></tr>
<tr><td rowspan="6">Knowledge and Skill:
Overview
 Work Practices
 Launch MS Word
 Create Word Document
 Navigation/Views
 Insertion
 Copy/Paste
 Help</td><td colspan="3">Determined by the instructor</td><td rowspan="6">From IC3</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
<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: Working in Word	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Multiple Documents Select/Copy/Paste Apply Line Spacing Apply Font Formats Apply Text Effects Bulleted List Page Breaks Page Number	Determined by the instructor			From **IC3**
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			
Formatting Tools	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 **IC3**
Add Graphics				
Using Styles				
Add Borders/Shading				
AutoText				
Tab				
Modify Tab				
AutoFormat				
Indents				
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: Tables and Printing	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Create Table Add Data Modify Table Manipulate Tables Add Object Finalize Document Printing	Determined by the instructor			From **IC3**
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: Working in Excel	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Excel Worksheets Create New Workbook Adjust Column/Row Fill Cells Adjust Worksheet Customize Worksheet	Determined by the instructor			From **IC3**
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: Manipulate Data	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Overview Enter Formulas Absolute vs. Relative AutoSum Sorting Insert Worksheet Formatting Create Styles	Determined by the instructor			From **IC3**
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: Charts and Printing	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Using Data Create a Chart Modifying Charts Saving Print Setup Page Breaks Print Area	Determined by the instructor			From **IC3**
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: Making Presentations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Design Principles Add Slides Add Pictures Add Tables Apply Design Elements Finalize Presentation	Determined by the instructor			From **IC3**
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 IC3