Deputy of training

Plan and curriculums office

Competency Training standard

Title

Word 2010

Occupational group

Information Technology (IT)

International code

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- Iran Information Technology Development Co
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- Chaharmahal and Bakhtiari Technical and Vocational Training Organization

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:	
Word 2010	
competency description:	
Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily.	
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	
Evaluation :(%)	
Exam 77-881 Office Published: June 30, 2010 Languages: English Audiences: Information workers Technology: Microsoft Office 2010 suites Credit toward certification: Microsoft Office Specialist	
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	**Sharing and maintaining documents**
2	**Formatting content**
3	**Appling page layout and reusable content**
4	**Including illustrations and graphics in a document**
5	**Proofreading documents**
6	**Appling references and hyperlinks**
7	**Performing mail merge operations**

Training standard

Contents analysis form

Title:	time			
	theoretical	practical	total	
Sharing and maintaining documents	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Apply different views to a document	Determined by the instructor			From **Microsoft**
Apply protection to a document				
Manage document versions				
Share documents				
Save a document				
Apply a template to a document				
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: Formatting content	time			
	theoretical	practical	total	
	Determined by the instructor			

Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Apply font and paragraph attributes Navigate and search through a document Apply indentation and tab settings to paragraphs Apply spacing settings to text and paragraphs Create tables Manipulate tables in a document Apply bullets to a document	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			
Appling page layout and reusable content	theoretical	practical	total	
	Determined by the instructor			

Knowledge ,skill ,attitude ,safety, Environmental Consideration	Equipments ,tools, materials ,books
Knowledge and Skill: Apply and manipulate page setup settings Apply themes Construct content in a document by using the Quick Parts tool Create and manipulate page backgrounds Create and modify headers and footers	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: **Including illustrations and graphics in a document**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Insert and format pictures in a document Insert and format shapes, WordArt, and SmartArt Insert and format Clip Art Apply and manipulate text boxes	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: **Proofreading documents**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: Validate content by using spelling and grammar checking options Configure AutoCorrect settings Insert and modify comments in a document	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: **Appling references and hyperlinks**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: Apply a hyperlink Create endnotes and footnotes in a document Create a table of contents in a document	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: **Performing mail merge operations**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Setup mail merge - Execute mail merge	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 16 Trainees

From: Microsoft