



Ministry of cooperatives
Labour and Social Welfare



Iran Technical and Vocational
Training Organization

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Excel 2013

Occupational group

Information Technology (IT)

*Iran Technical and Vocational
Training Organization*

International code

2513-53-158-1

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Cooperator Specialized organizations for compiling the training standard:

- Chaharmahal and Bakhtiari Technical and Vocational Training Organization
- Hormozgan 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 whether 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:**Excel 2013****competency description:**

Access desktop databases can help you store and track just about any kind of information, such as inventory, contacts, or business processes. Let's take a walk through the paths you can take to create an Access desktop database, add data to it, and then learn about next steps towards customizing and using your new database.

admission requirements:

minimum degree of education: Post first year of high school

minimum physical and mental ability:-

Prerequisite skills: ICDL 2

Course duration:

Course Duration : 40 Hours

-Theoretical: 10 Hours

-Practical: 30 Hours

-Apprenticeship: ... Hours

-Project: ... Hours

Evaluation : (%)

Exam 77-420



Published: February 28, 2013

Languages: English

Audiences: Information workers

Technology: Microsoft Office 2013 suites

Credit toward certification:
Microsoft Office Specialist

IRAN TVTO Evaluation : (%)

Written:25%

Practical:65%

Work 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 task	
1	Create and manage worksheets and workbooks
2	Create cells and ranges
3	Create tables
4	Apply formulas and functions
5	Create charts and objects



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Training standard
Contents analysis form

Title: Create and manage worksheets and workbooks	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: - Create worksheets and workbooks. - Navigate through worksheets and workbooks. - Format worksheets and workbooks. - Customize options and views for worksheets and workbooks. - Configure worksheets and workbooks to print or save.	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: Create cells and ranges	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: - Insert data in cells and ranges. - Format cells and ranges. - Order and group cells and ranges.	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: Create tables	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: - Create a table. - Modify a table. - Filter and sort a table.	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: Apply formulas and functions	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: - Utilize cell ranges and references in formulas and functions. - Summarize data with functions. - Utilize conditional logic in functions. - Format and modify text with functions.	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: Create charts and objects	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Create a chart. - Format a chart. - Insert and format an object.	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