



Ministry of cooperatives
Labour and Social Welfare



Iran Technical and Vocational
Training Organization

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Microsoft Access2016

Occupational group

INFORMATION TECHNOLOGY (IT)

International code

2519-53-104-1

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Cooperator Specialized organizations for compiling the training standard :

- Hormozgan Technical and Vocational Training Organization
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Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

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7	<i>Iran Technical and Vocational Training Organization</i>					
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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:

Microsoft Access 2016

Competency Description:

Microsoft Access is a DBMS (also known as Database Management System) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. It is a member of the Microsoft Office suite of applications, included in the Professional and higher editions or sold separately.

Microsoft Access stores data in its own format based on the Access Jet Database Engine. It can also import or link directly to data stored in other applications and databases

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: 70 hours

-Theoretical :20 Hours

-Practical :50 Hours

-Apprenticeship:... Hours

-Project:... Hours

Evaluation :(%)

Iran Technical and Vocational

IRANTVTO Evaluation :(%)

Written Examination:25%

Practical Examination:65%

Ethics:10%

Required Qualifications for Trainers:

Computer engineer with 3 years experience

Competency Training Standard

Competencies

	Title
1	Quick Overview of the Access User Interface
2	Approaches to Database Design
3	Tables and Their Views
4	Tables
5	Table Functions
6	Queries
7	Forms
8	Advanced Forms
9	

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Training standard

Contents analysis form

Title: Quick Overview of the Access User Interface	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Access Ribbon <ul style="list-style-type: none"> ▪ FILE ▪ Save a Database as a Template ▪ HOME ▪ CREATE ▪ EXTERNAL DATA ▪ DATABASE TOOLS ▪ Contextual Tabs • Quick Access Toolbar • Object Navigation Pane • Access Work Surface • Access Options Dialog Box • Object Overview <ul style="list-style-type: none"> ▪ Tables ▪ Queries ▪ Forms ▪ Reports ▪ Macros and Modules • Process Overview • Create a Database Using a Wizard 	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: Approaches to Database Design	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Top-Down Database Design • Bottom-Up Database Design • Reality • Gather Information • Data Mapping • Sample Data Map • Normalization • First Normal Form • Second Normal Form • Third Normal Form • Table Relationships • Relationship Types 	Determined by the instructor			From
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 Their Views	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Definition and Purpose • Datasheet View <ul style="list-style-type: none"> ▪ Selection Tools ▪ Table Layout Tools ▪ Sorting and Filtering Tools ▪ Print Records ▪ Record Navigation ▪ Working in Datasheet View • Design View <ul style="list-style-type: none"> ▪ Open a Table in Design View ▪ Design View Layout 	Determined by the instructor			From
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	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Creating an Access Database • Data Types • Create a Table in Design View <ul style="list-style-type: none"> ▪ Delete a Field ▪ Rename a Table 	Determined by the instructor			From
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: Table Functions	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Importing Data • Linking Tables from External Sources • Import tables from other Databases • Tables from Templates and Application Parts 	Determined by the instructor			From
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: Queries	time			
	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
<ul style="list-style-type: none"> • Queries • Definition and Purpose • Types • Views • Select Queries • Select Queries with Criteria • Logical Operators • Group and Total with Queries • Totals Row with Group By • Query Design View • Review of Select Queries • Review of Select Queries with Criteria • Logical Operators • Parameter Queries • Action Queries • Make Table Queries • Append Queries • Update Queries • Delete Queries • Creating Crosstab Queries • Delete a Query • Rename a Query 				

<p>Attitude:</p> <p>Speed and accuracy in doing the right thing</p>	
<p>Health & Safety:</p> <p>Compliance with safety protection in the workplace</p>	
<p>Environmental Consideration:</p> <p>Compliance with environmental protection</p>	

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

*Required quantity for each 16 Trainees

From: Microsoft



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Training standard
Contents analysis form

Title: Forms	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Forms • Definition and Purpose • Views • Alter a Form • Form Record Navigation • Layout View and Design View • One-Click Forms • Basic Data Entry Form • Basic Multi-Record Form • Datasheet Form • Split Form • Form Wizard • Create a Form with the Form Wizard 	Determined by the instructor			From
	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: Advanced Forms	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Design View <ul style="list-style-type: none"> ▪ Form Sections ▪ Adding a Header and Footer ▪ Adding a Logo to the Header ▪ Adding a Title to the Header ▪ Adding Fields to a Form ▪ Arranging Fields on a Form ▪ Spacing Objects on a Form • Formatting • Tab Order <ul style="list-style-type: none"> ▪ Setting Properties on a Form ▪ Controls • Create Forms with Application Parts • Creating a Subform • Alter a Form <ul style="list-style-type: none"> ▪ Delete Forms ▪ Remove Form Controls ▪ Format a Form 	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: Relationships	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Review • Referential Integrity • Relationships <ul style="list-style-type: none"> ▪ Data Types and Relationships ▪ Formalize the Relationship between Tables • A Few Words about Naming Conventions 	Determined by the instructor			From
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: Macros	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Macro Basics <ul style="list-style-type: none"> ▪ Open a Table, Form, and Report ▪ Run a Query ▪ Print a Report • Running a Macro 	Determined by the instructor			From
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: Completing the Desktop Application	time			
	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
<ul style="list-style-type: none"> • The Navigation Form • Running Macros from a Navigation Form • Setting the Navigation Form as the Default Form • Splitting the Database • Encrypt with a Password • Distributing the Front-End Database • Database Maintenance • Compact and Repair • Backup/Recover a Database • Maintain Backward Compatibility 				
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: Advanced Forms	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Design View <ul style="list-style-type: none"> ▪ Form Sections ▪ Adding a Header and Footer ▪ Adding a Logo to the Header ▪ Adding a Title to the Header ▪ Adding Fields to a Form ▪ Arranging Fields on a Form ▪ Spacing Objects on a Form • Formatting • Tab Order <ul style="list-style-type: none"> ▪ Setting Properties on a Form ▪ Controls • Create Forms with Application Parts • Creating a Subform • Alter a Form <ul style="list-style-type: none"> ▪ Delete Forms ▪ Remove Form Controls ▪ Format a Form 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				