



*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 Visio2016

Occupational group

INFORMATION TECHNOLOGY (IT)

International code

2519-53-106-1

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- Hormozgan Technical and Vocational Training Organization
- IT Training Centre in Bandar Abbas

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:

Microsoft Visio 2016

Competency Description:

Microsoft Visio (/ ˈ vɪ zɪ.ou / VIZ-zee-oh) (formerly Microsoft Office Visio) is a diagramming and vector graphics application and is part of the Microsoft Office family. The product was first introduced in 1992, made by the Shapeware Corporation. It was acquired by Microsoft in 2000.

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: 50 hours

-Theoretical :20 Hours

-Practical :30 Hours

-Apprenticeship:... Hours

-Project:... Hours

Evaluation :(%)**IRANTVTO Evaluation :(%)**

Written Examination:25%

Practical Examination:65%

Ethics:10%

Required Qualifications for Trainers:

Computer engineer with 3 years experience

Competency Training Standard

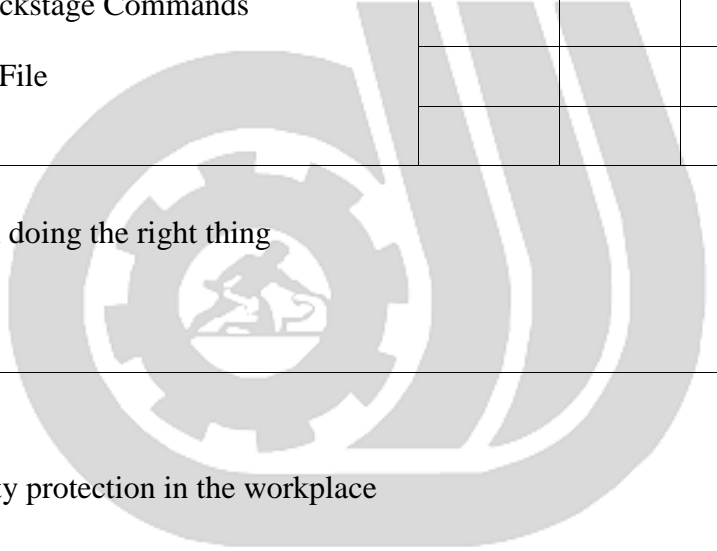
Competencies

	Title
1	Getting Started with Visio 2016
2	Creating a Workflow Diagram
3	Creating an Organization Chart
4	Making a Floor Plan
5	Creating a Cross-Functional Flowchart
6	Creating a Network Diagram
7	Styling a Diagram
8	Creating a Custom Shape
9	Designing a Custom Stencil
10	Designing Styles and Templates
11	Designing a Floor Plan
12	Representing External Data in Visio
13	Sharing Your Drawings

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Training standard
 Contents analysis form

Title: Getting Started with Visio 2016	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"> • Navigate the Visio Environment • Use Backstage Commands • Save a File 	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: Creating a Workflow Diagram	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"> • Use Drawing Components • Modify a Drawing • Callouts and Groups 	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: Creating an Organization Chart	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"> • Create a Basic Organization Chart • Modify an Organization Chart 	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: Making a Floor Plan	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"> • Make a Basic Floor Plan • Model a Room Layout 	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: Creating a Cross-Functional Flowchart	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"> • Create a Cross-Functional Flowchart • Format a Cross-Functional Flowchart 	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: Creating a Network Diagram	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"> • Network Diagrams • Use Shape Data • Use Layers 	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

Training standard

Contents analysis form

Training standard
Contents analysis form

Title: Styling a Diagram	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"> • Shape and Connector Styles • Themes and Variants • Use Containers 	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: Creating a Custom Shape	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"> • Draw Basic Shapes • Enhance Basic Shapes 	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: Designing a Custom Stencil	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"> • Create a Custom Stencil • Customize a Stencil Master 	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: Designing Styles and Templates	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"> • Define a New Style • Create a Template 	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: Designing a Floor Plan	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"> • Create an Office Layout • Work with Layers 	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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Contents analysis form

Title: Representing External Data in Visio	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"> • Generate a PivotDiagram • Create an Organization Chart from External Data • Import Project Plan Data into Visio • Link to a Database • Import Excel Data 	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: Sharing Your Drawings	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"> • Link a Visio Drawing to Other Applications • Convert a Visio Drawing to Other File Formats • Print a Visio Drawing 	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				