



*Ministry of cooperatives
Labour and Social Welfare*



*Iran Technical and Vocational
Training Organization*

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Power Point 2013

Occupational group

Information Technology (IT)

*Iran Technical and Vocational
Training Organization*

International code

2513-53-160-1

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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:**Power point 2013****competency description:**

PowerPoint presentations work like slide shows. To convey a message or a story, you break it down into slides. Think of each slide as a blank canvas for the pictures, words, and shapes that will help you build your story.

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 77-422



Published: October 14, 2008

Languages: English

Audiences: IT professionals

Technology: Microsoft Office 2013 suites

Credit toward certification: Microsoft Office Specialist (MOS)

IRAN TVTO Evaluation :(%)

Written:25%

Practical:65%

Work ethics:10%

Required Qualifications for Trainers:

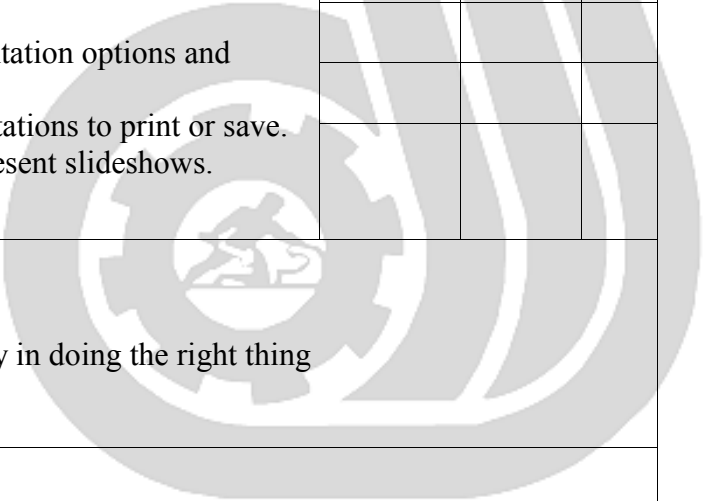
Microsoft Certified Solutions Expert (MCSE) - Microsoft Certified IT Professional (MCITP)
degree holders with 2 years experiences

competency training standard task	
1	Create and manage presentations
2	Insert and format shapes and slides
3	Create slide content
4	Apply transitions and animations
5	Manage multiple presentations



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Training standard
Contents analysis form

Title: Create and manage presentations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: - Create a presentation. - Format a presentation using slide masters. - Customize presentation options and views. - Configure presentations to print or save. - Configure and present slideshows.	Determined by the instructor			From Microsoft
Attitude: Speed and accuracy in doing the right thing				 <i>Iran Technical and Vocational Training Organization</i>
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Insert and format shapes and slides	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: -Insert and format slides. -Insert and format shapes. -Order and group shapes and slides.	Determined by the instructor			From Microsoft
Attitude: Speed and accuracy in doing the right thing				<i>Iran Technical and Vocational Training Organization</i>
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Create slide content	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: -Insert and format text. -Insert and format tables. -Insert and format charts. -Insert and format SmartArt. -Insert and format images. -Insert and format media.	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			
	theoretical	practical	total	
	Apply transitions and animations	Determined by the instructor		
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From Microsoft
-Apply transitions between slides				
-Animate slide content.				
-Set timing for transitions and animations.				
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			
	theoretical	practical	total	
	Manage multiple presentations	Determined by the instructor		
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From Microsoft
-Merge content from multiple presentations.				
-Track changes and resolve differences.				
-Protect and share presentations.				
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