



*Ministry of cooperatives  
Labour and Social Welfare*



*Iran Technical and Vocational  
Training Organization*

Deputy of training  
Plan and curriculums office

# Competency Training standard

**Title**

**Word 2013**

**Occupational group**

**Information Technology (IT)**

*Iran Technical and Vocational  
Training Organization*

**International code**

2513-53-167-1

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- Chaharmahal and Bakhtiari Technical and Vocational Training Organization
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**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:****Word 2013****competency description:**

Microsoft Word 2013 is a word-processing program designed to help you create professional-quality documents. Word helps you organize and write your documents more efficiently.

**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 77-418



Published: February 28, 2013

Languages: English

Audiences: Information workers

Technology: Microsoft Office 2013 suites

Credit toward certification: 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 tasks	
<b>1</b>	<b>Create and manage documents</b>
<b>2</b>	<b>Format text, paragraphs, and sections</b>
<b>3</b>	<b>Create tables and lists</b>
<b>4</b>	<b>Apply references</b>
<b>5</b>	<b>Insert and format objects</b>



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Training standard  
Contents analysis form

Title: Create and manage documents	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> -Create a document. -Navigate through a document. -Format a document. -Customize options and views for documents. -Configure documents to print or save.	Determined by the instructor			From <b>Microsoft</b>
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: Format text, paragraphs, and sections	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b>  -Insert text and paragraphs. -Format text and paragraphs. -Order and group text and paragraphs.	Determined by the instructor			From <b>Microsoft</b>
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

<b>Title:</b> Create tables and lists	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b>  -Create a table. -Modify a table. -Create and modify a list.	Determined by the instructor			From <b>Microsoft</b>
<b>Attitude:</b>  Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b>  Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

Training standard  
Contents analysis form

Title: Apply references	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b>  -Create endnotes, footnotes, and citations. -Create captions.	Determined by the instructor			<b>From Microsoft</b>
<b>Attitude:</b>  Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b>  Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

Training standard  
Contents analysis form

Title: Insert and format objects	time			Equipment's ,tools, materials ,books
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				
<b>Knowledge and Skill:</b>  -Insert and format building blocks. -Insert and format shapes and SmartArt. -Insert and format images	Determined by the instructor			<b>From Microsoft</b>
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**