



*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 publisher 2016**

**Occupational group**

**INFORMATION TECHNOLOGY (IT)**

**International code**

2519-53-105-1

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Control of board on content compilation and accreditation: Plan and curriculums office  
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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:**

Microsoft Publisher 2016

**Competency Description:**

Microsoft Publisher is an entry-level desktop publishing application from Microsoft, differing from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing.

**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 :(%)**

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**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	<b>Getting Started with Microsoft Publisher 2016</b>
2	<b>Adding Content to a Publication</b>
3	<b>Formatting Text in a Publication</b>
4	<b>Editing Text in a Publication</b>
5	<b>Adding and Formatting Graphics in a Publication</b>
6	<b>Preparing a Publication for Sharing and Printing</b>
7	
8	
9	
10	
11	
12	
13	

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Training standard  
Contents analysis form

<b>Title:</b>  <b>Getting Started with Microsoft Publisher 2016</b>	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"> <li>• Explore the Interface</li> <li>• Customize the Publisher Interface</li> <li>• Create a Publication</li> </ul>	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

<b>Title:</b>  <b>Adding Content to a Publication</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• Add Text to a Publication</li> <li>• Organize Text Boxes and Picture Placeholders in a Layout</li> <li>• Control the Display of Content in Text Boxes</li> <li>• Apply Building Blocks</li> </ul>	Determined by the instructor			From microsoft
<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

<b>Title:</b> <b>Formatting Text in a Publication</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• Format Text and Paragraphs</li> <li>• Apply Paragraph Styles</li> <li>• Apply Schemes</li> </ul>	Determined by the instructor			From microsoft
<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

<b>Title:</b> <b>Editing Text in a Publication</b>	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"> <li>• Edit Text in a Publication</li> <li>• Present Content in Tables</li> <li>• Insert Symbols and Special Characters</li> </ul>	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

<b>Title:</b> <b>Adding and Formatting Graphics in a Publication</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• Add Graphical Objects to a Publication</li> <li>• Manipulate the Appearance of Pictures</li> </ul>	Determined by the instructor			From microsoft
<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

<b>Title:</b>  <b>Preparing a Publication for Sharing and Printing</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
<b>Knowledge ,skill ,attitude ,safety, Environmental Consideration</b>				<b>Equipments ,tools, materials ,books</b>
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• Save a Publication</li> <li>• Run Design Checker</li> <li>• Preview and Print a Publication</li> <li>• Share a Publication</li> </ul>	Determined by the instructor			From microsoft
<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				

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

\*Required quantity for each 16 Trainees

From: Microsoft

Training standard

Contents analysis form