Deputy of training

Plan and curriculums office

Competency Training standard

Title

Access 2010

Occupational group

Information Technology (IT)

International code

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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 wetter 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:
Excel 2010
competency description:
Sometimes you need a relational database to track such information — a storehouse of data that has been separated into smaller collections of data (called tables) to eliminate redundancy, and then related together based on common bits of information (called fields). For example, an event planning relational database might contain a table with customer information, a table with vendor information, and a table with event information. The table with event information might have a field to relate it to the customer table, and a field to relate it to the vendor table. That way, for example, if a vendor's phone number changed, the information could be changed once in the vendor table, instead of in every event that involved the vendor
admission requirements:
minimum degree of education: Post first year of high school minimum physical and mental ability:- Prerequisite skills: CompTIA network+ certification
Course duration:
Course duration: 40 hours
Evaluation :(%)
Exam 77-885 ▢ Office Published: February 9, 2011 Languages: English Audiences: Information workers Technology: Microsoft Office 2010 suites Credit toward certification: MOS: Access 2010
Required Qualifications for Trainers:
Microsoft Certified Solutions Expert (MCSE) - Microsoft Certified IT Professional (MCITP) degree holders with 2 years experiences

competency training standard tasks	
1	Manage the Access environment
2	Build tables
3	Build forms
4	Create and manage queries
5	Design reports

Training standard

Contents analysis form

Title: Manage the Access environment	time			
	theoretical	practical	total	
	Determined by the instructor			

Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Create and manage a database Configure the Navigation pane Apply Application Parts	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: Build tables	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Construct cell data	Determined by the instructor			From **Microsoft**
Create and modify fields Sort and filter records Set relationships Enter and format text Import data from a single data file				
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: Build forms	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Create forms Apply Form Design Tab options Apply Form Arrange Tab options Apply Form Format Tab options	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			
Create and manage queries	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Construct queries Manage source tables and relationships Manipulate fields Calculate totals Generate calculated fields	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: Design reports	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: Create reports Apply Report Design Tab options Apply Report Arrange Tab options Apply Report Format Tab options Apply Report Page Setup Tab options Sort and filter records for reporting	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: Presenting data visually	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: Create charts based on worksheet data Apply and manipulate illustrations Apply and manipulate illustrations Apply Sparkline's	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 worksheet data with other users	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: Share spreadsheets by using Backstage Manage comments	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: Analyzing and organizing data	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: Filter data Manage comments Sort data Apply conditional formatting	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