

معاونت پژوهش، برنامه‌ریزی و سنجش مهارت

دفتر پژوهش، طرح و برنامه‌ریزی درسی

## استاندارد آموزش شایستگی

Microsoft publisher ۲۰۱۶

### گروه شغل

### فناوری اطلاعات

کد ملی آموزش شایستگی

|         |   |   |   |           |            |           |   |   |               |   |   |      |   |   |
|---------|---|---|---|-----------|------------|-----------|---|---|---------------|---|---|------|---|---|
| ۳       | ۵ | ۱ | ۱ | ۳         | ۰          | ۵         | ۳ | ۱ | ۰             | ۴ | ۰ | ۰    | ۸ | ۱ |
| ISCO-۰۸ |   |   |   | سطح مهارت | شناسه گروه | شناسه شغل |   |   | شناسه شایستگی |   |   | نسخه |   |   |

۲۰۱۹-۰۳-۱۰۵-۱

تاریخ تدوین استاندارد: ۲۰۱۶/۳/۵



*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**

**Date of Standard Compilation: 2016/03/05**

Control of board on content compilation and accreditation: Plan and curriculums office  
National code: 2519-53-105-1

Member of Specialized commission IT Curriculum development:

- **Ali Mosavi: Director Manager of Iran TVTO Curriculum Development Office**
- **Cirrus Soltani nejad (Head of the General Department of Vocational Hormozgan)**
- **Ramak Farahabad(Deputy for Planning and Training)**
- **Golzar nazari gazi(Vice Minister of the General Administration of professional technical and Hormozgan)**
- **fatemeh taheri (Expert technical and vocational education, the Department of Hormozgan)**
- **Asma Karimi: Director of Information Technology Training Center in Bandar Abbas**
- **mohamamd reza kanjeh moradi: Director Manager of Iran TVTO Curriculum Development Office**
- **Shahram Shokofian: Manager of Iran TVTO IT Curriculum Development**

Cooperator Specialized organizations for compiling the training standard :

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

**Revision Process:**

- **Scientific content**
- **According to market**
- **Equipment**
- **Tools**

Plan & Curriculum Office  
97, nosrat avenue –Tehran, Iran

Tel:+98-21-66569900-9

Fax: +98-21-66944117

E-mail:Barnamehdarci@yahoo.com

|   | Name & family name             | Academic document | field                   | Job & post | Relevant experiences   | Add & Tel & Email                                      |
|---|--------------------------------|-------------------|-------------------------|------------|------------------------|--|
| 1 | Esmat lashkari<br>bandari poor | B. SC             | Software<br>engineer    | Trainer    | 5year                  | Post Box NO :<br>7916853689,<br>Bandarabbass ,<br>Iran |
| 2 | Morteza Moradi                 | B. SC             | accounting              | Expert     | Thermal power<br>plant | Post Box NO :<br>7916853689,<br>Bandarabbass ,<br>Iran |
| 3 | Asma Karimi                    | B.S               | Electronics<br>Engineer | Trainer    | 9 Years                | Post Box NO :<br>7916853689,<br>Bandarabbass ,<br>Iran |
| 4 | Fatemeh vakili                 | B. SC             | Software<br>engineer    | Trainer    | 10 year                | Post Box NO :<br>7916853689,<br>Bandarabbass ,<br>Iran |
| 5 |                                |                   |                         |            |                        |  |
| 6 |                                |                   |                         |            |                        |  |
| 7 |                                |                   |                         |            |                        |  |
| 8 |                                |                   |                         |            |                        |  |

## **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 :(%)**

*Iran Technical and Vocational  
Training Organization*

**IRANTVTO Evaluation :(%)**

Written Examination:25%

Practical Examination:65%

Ethics:10%

**Required Qualifications for Trainers:**

Computer engineer with 3 years experience

## Competency Training Standard

### Competencies

| No | 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 |   |

*Iran Technical and Vocational  
Training Organization*

Training standard  
Contents analysis form

|   |                              |           |       |   |
|---|------------------------------|-----------|-------|---|
| <b>Title:</b><br><br><b>Getting Started with Microsoft Publisher 2016</b>   | time                         |           |       |   |
|   | theoretical                  | practical | total |   |
|   | Determined by the instructor |           |       |   |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration   |                              |           |       | Equipments<br>,tools, materials<br>,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<br>Microsoft                         |
|   |                              |           |       |   |
|   |                              |           |       |   |
|   |                              |           |       |   |
| Attitude:<br>Speed and accuracy in doing the right thing  |                              |           |       |   |
| Health & Safety:<br><br>Compliance with safety protection in the workplace  |                              |           |       |   |
| Environmental Consideration:<br>Compliance with environmental protection  |                              |           |       |   |



Training standard  
Contents analysis form

|  |                              |           |       |                                     |
|--|------------------------------|-----------|-------|-------------------------------------|
| <b>Title:</b><br><br><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><br>Speed and accuracy in doing the right thing  |                              |           |       |                                     |
| <b>Health &amp; Safety:</b><br>Compliance with safety protection in the workplace  |                              |           |       |                                     |
| <b>Environmental Consideration:</b><br>Compliance with environmental protection  |                              |           |       |                                     |

Training standard  
Contents analysis form

|  |                              |           |       |   |
|--|------------------------------|-----------|-------|---|
| <b>Title:</b><br><b>Formatting Text in a Publication</b>   | time                         |           |       |   |
|  | theoretical                  | practical | total |   |
|  | Determined by the instructor |           |       |   |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration  |                              |           |       | Equipments<br>,tools, materials<br>,books |
| Knowledge and Skill: <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                            |
|  |                              |           |       |   |
|  |                              |           |       |   |
|  |                              |           |       |   |
| Attitude:<br>Speed and accuracy in doing the right thing   |                              |           |       |   |
| Health & Safety:<br>Compliance with safety protection in the workplace   |                              |           |       |   |
| Environmental Consideration:<br>Compliance with environmental protection   |                              |           |       |   |

Training standard  
Contents analysis form

|  |                              |           |       |                                     |
|--|------------------------------|-----------|-------|-------------------------------------|
| <b>Title:</b><br><br><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 |
| <b>Knowledge and Skill:</b> <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                      |
|  |                              |           |       |                                     |
|  |                              |           |       |                                     |
|  |                              |           |       |                                     |
| <b>Attitude:</b><br>Speed and accuracy in doing the right thing  |                              |           |       |                                     |
| <b>Health &amp; Safety:</b><br>Compliance with safety protection in the workplace  |                              |           |       |                                     |
| <b>Environmental Consideration:</b><br>Compliance with environmental protection  |                              |           |       |                                     |

Training standard

Contents analysis form

|  |                              |           |       |   |
|--|------------------------------|-----------|-------|---|
| <b>Title:</b><br><b>Adding and Formatting Graphics in a Publication</b>  | time                         |           |       | Equipments<br>,tools, materials<br>,books |
|  | theoretical                  | practical | total |   |
|  | Determined by the instructor |           |       |   |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration  |                              |           |       |   |
| Knowledge and Skill: <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                            |
|  |                              |           |       |   |
|  |                              |           |       |   |
|  |                              |           |       |   |
| Attitude:<br>Speed and accuracy in doing the right thing   |                              |           |       |   |
| Health & Safety:<br>Compliance with safety protection in the workplace   |                              |           |       |   |
| Environmental Consideration:<br>Compliance with environmental protection   |                              |           |       |   |

Training standard  
 Contents analysis form

|  |                              |           |       |                                     |
|--|------------------------------|-----------|-------|-------------------------------------|
| <b>Title:</b><br><br><b>Preparing a Publication for Sharing and Printing</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>• 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><br>Speed and accuracy in doing the right thing  |                              |           |       |                                     |
| <b>Health &amp; Safety:</b><br>Compliance with safety protection in the workplace  |                              |           |       |                                     |
| <b>Environmental Consideration:</b><br>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