



*Ministry of cooperatives
Labour and Social Welfare*



*Iran Technical and Vocational
Training Organization*

Deputy of training
Plan and curriculums office

Competency Training standard

Microsoft Certified Solutions Associate-Windows 7 Configuring

Occupational group
INFORMATION TECHNOLOGY

International code

2523-53-110-1

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- Charmahal and Bakhtiari Technical and Vocational Training Organization
- Shahrekor Center Technical and Vocational Training Organization
- Borujen Center 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:

Microsoft Certified Solutions Associate-Windows 7 Configuring

competency description:

Windows 7 configuration certification training boot camp in Washington, DC is will prepare candidates to operate in computing environments that use Microsoft Windows 7 as a desktop operating system for enterprise. At course end students will take the MCTS: Windows 7 Configuring 70-680 exam and IT professionals will be able to demonstrate their technical expertise in the functions and features of Windows 7. Candidates should have at least one year of experience in the IT field, as well as experience implementing and administering any Windows client operating system in a networked environment.

admission requirements:

minimum degree of education: Post first year of high school

minimum physical and mental ability: Complete physical and mental health

prerequisite skills:CompTIA network+

Course duration:*Course duration: 60hour***Course Evaluation :(%)**

Exam 70-680



Published: April 1, 2009

Languages: English, Chinese (Simplified),
French, German, Japanese, Portuguese
(Brazil), Russian, Spanish, Turkish

Audiences: IT professionals

Technology: Windows 7

Credit toward certification: MCP, MCSA

IRANTVTO Evaluation :(%)

Written Examination:25%

Practical Examination:65%

Ethics:10%

Configuring Windows 7 degree holders with 2 years experiences

job/competency training standard
competencies /tasks

	Title
1	Upgrade Paths, Requirements And Migration Strategies
2	Installing Windows 7
3	Security And Networking
4	Control Panel – User Accounts And Profiles
5	Super Bar (Task Bar)
6	File Security And Encryption
7	Maintaining Windows 7
8	Windows Backup
9	Other New Windows 7 Features
10	Devices And Printers
11	Computer Management
12	Ipv4 And Ip6
13	Outlook Express Where Are You
14	Netsh Command

Training standard

Contents analysis form

Title:	time			
	theoretical	practical	total	
	Upgrade Paths, Requirements And Migration Strategies	Determined by the instructor		
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: -Windows 7 Starter , Windows 7 Home Basic , Windows 7 Home Premium Windows 7 Professional , Windows 7 Enterprise , Windows 7 Ultimate -Upgrading From Windows Vista To Windows 7 -Improved Security -Multiple Active Firewall Policies -Direct Access -Improved Windows Search -Aero Snap Desktop Feature -Windows Xp Mode And Windows Virtual Pc -Driver And Hardware Support -Windows 7 32-Bit Vs. 64-Bit	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: Installing Windows 7	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Windows Preinstallation Environment (Windows Oe) -Windows Pe Tools -Bcdboot -Bcdedit -Deployment Image Servicing And Management -Diskpart -Oscdimg -Creating Dvd Images -Upgrade To Windows 7 Upgrade Option From Xp -Upgrade To Windows 7 Upgrade Option From Vista -Using Windows Easy Transfer -Configuring A Virtual Hard Disk (Vhd) -Installing A Vhd-Boot Machine -Creating A Vhd				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: Security and Networking	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -System And Security -Action Center -Windows Firewall Configuration And Options -Outbound Rules -New Connection Security Rule Wizard -Firewall Monitoring -Domain, Private, And Public Profile Tabs -Ip Sec Settings Tab -Change Notification Settings -Troubleshoot Problems Menu -Configuring Network Connections	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: Control Panel – User Accounts And Profiles	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment’s ,tools, materials ,books
Knowledge and Skill: -Advanced Sharing Settings -Linking Your Online Id’s -Joining A Domain -Personalization -Setting Backgrounds -Setting Colors And Appearance -Configuring Screen Saver Settings -Configuring Desktop Icons -Changing The Mouse Pointer Properties -Change Your Profile Picture -Change Your Display Settings -Customizing Default User Profiles -Copy A User Profile To A Network Default User Profile	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: Super Bar (Task Bar)	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: -Customizing The Superbar Properties -Show Desktop Button -Using The Superbar Customize Feature -Windows Aero Overview -Troubleshooting Windows Aero -Other Superbar Features And Customizations -Group Policy Editor Customizations -Application Progress Bars -Pin And Unpin Applications To The Superbar -Customizing The Superbar With The Taskbar And -Start Menu -Properties Taskbar Tab -Windows Key Shortcuts	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: File Security And Encryption	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Applocker -User Access Control (Uac) -Bitlocker -Encrypting Your Thumb Drive -Setting Up Your Homegroup -Encrypting Ntfs Using The Cipher Tool	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: Maintaining Windows 7	time				
	theoretical	practical	total		
	Determined by the instructor				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books	
Knowledge and Skill: -System Security With Windows Updates -Defragmenting Disks -Running Disk Defragmenter -Windows Check Disk (Chkdsk) And (Chkntfs) -Chkdsk -Chkntfs -Disk Cleanup -Remote Assistance -Create A Remote Assistance Sessions -Powershell	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: Windows Backup	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Configuring A Backup -Create System Image -Backing Up The Registry -Create A System Recovery Disc	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: Other New Windows 7 Features	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Federated Search -Snip Tool -Sticky Notes -Personal Character Editor -Jump Lists -Readyboost -Branch Cache -Configure Branch Cache Server -Branchcache Client Configuration -Internet Explorer 10 -Quick Tabs -Improved Search -Inprivate Browsing	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: Devices And Printers	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Installing A Printer Or Device -Printer Properties	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: Computer Management	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Schedule A Task -Event Viewer -Administrative Events -Security-Related Events -Local Users And Groups -Performance Monitor -Device Manager -Disk Management -Shrink Volume -Creating A Partition Or Volume -Extend Volume -Delete Volume -Change Drive Letter -Administrative Tools -Direct access Overview	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: Outlook Express Where Are You	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Configuring Microsoft Outlook For Email -Pop Yahoo! Mail Plus With Microsoft For - Outlook 2007 -Configuring Microsoft Outlook '98-2007 -Schedule A Recurring Appointment -Schedule A Meeting -Create An Event -About Archive And Auto Archive -Set Auto Archive Properties For A Folder -Create A Personal Distribution List -Add A Name To A Personal Distribution List -Create A Folder For Items -Give Permission To Others To Access My Folders -Set Sharing Permissions For A Delegate -Import A Contact List Or A File -Troubleshooting Outlook	Determined by the instructor			From Microsoft
	1	2	3	
	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: IPV4 AND IP6	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Broadcast Domains -SUBNETS -Subnet Mask Role -IP VERSION 6 -Anycast -Address Dissection -Prefix -Configuring a IPv6 Address	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: Netsh Command	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Commands For Wired Interface -Configuring Ipv6 In Using Netsh	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 15 Trainees

From: Microsoft