

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Computer Application (JAWS Software)

Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Computer Application (JAWS Software)
Objectives and Expectations	Employable skills and hands-on practice in Computer Application <i>As an instructor of Computer Application, there are several strategies you can employ to motivate your trainees. Here are some suggestions:</i>

Entry-level of trainees	BSCS/Intermediate / Matric Science
Learning Outcomes of the course	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate ideas through artworks by selecting and applying media techniques and processes, subject matter, and themes <input type="checkbox"/> Demonstrate a verbal-working use of the vocabulary relating to Care Worker <input type="checkbox"/> Develop an understanding of the properties and the preparation of composition <input type="checkbox"/> Respond aesthetically to artworks based upon their personal experience and cultural values <input type="checkbox"/> Understand the role and functions of care worker.
Course Execution Plan	<p>The total duration of the course: 3 months (12 Weeks) Class hours: 3 hours per day Theory: 20% Practical: 80% Weekly hours: 15 hours per week Total contact hours: 180 hours</p>
<p>Companies offering jobs in the respective trade</p> <ol style="list-style-type: none"> 1. transcription Pakistan association of blind, 2. Pakistan blind resource foundation 3. National books foundation of Pakistan 4. Punjab and KPK brail Press. 5. Special education department 6. Social welfare ministry Pakistan 7. HEIs 8. OPDs 9. International organization 	
No of Students	25
Learning Place	Classroom / Lab

Scheduled Weeks	Module Title	Days	Learning Units	
Week 1	Introduction to JAWS	Day 1	Introduction to JAWS	
		Day 2	its Importance	
		Day 3	Installing	
		Day 4	Configuring JAWS	
		Day 5	Revision	

Week 2	Basic Navigation	Day 1	Basic Navigation Commands
		Day 2	Navigating the Windows Desktop
		Day 3	File Explorer

		Day 4	Introduction to Text Editing and Document Navigation using Microsoft Word with JAWS
		Day 5	<i>Revision and reporting</i>
Week 3	Intermediate Skills	Day 1	Intermediate Navigation Techniques
		Day 2	Advanced Text Editing

		Day 3	Formatting in Microsoft Word with JAWS
		Day-4	Email Communication with JAWS using Microsoft Outlook
		Day-5	<i>Revision</i>
Week 4	Internet Browsing	Day 1	Introduction to Web Browsing with JAWS
		Day 2	Accessing Online Information and Resources
		Day 3	Accessing Online Information and Resources

		Day 4	<i>Printing material</i>
		Day 5	<i>Revision</i>
Week 5	Advanced Features	Day 1	Exploring Advanced JAWS Features
		Day 2	Exploring Advanced JAWS Features
		Day 3	Customizing JAWS Settings for Efficiency
		Day 4	<i>Relevant review</i>
		Day 5	<i>Revision</i>
Week 6	Productivity Tools	Day 1	Introduction to Productivity Tools for JAWS Users, including Microsoft Excel and PowerPoint

		Day 2	Practical Applications in Employment and Education
		Day 3	Review
		Day 4	Practice Sessions
		Day 5	<i>Revision</i>
Week 7	Specialized Applications	Day 1	Introduction to Specialized Applications for JAWS Users
		Day 2	Exploring OCR and Speech Settings in JAWS

		Day 3	Advanced Practice Sessions with Microsoft Office Applications
		Day 4	<i>Revision</i>
		Day 5	
Week 8	Tools Day	Day 1	Accessing and Using Assistive Technology Tools
		Day 2	Integration with Braille Displays
		Day 3	Other Devices
		Day 4	<i>Revision</i>

		Day 5	<i>Review</i>
Week 9	Accessibility in the Digital World Day	Day 1	Understanding Accessibility Standards
		Day 2	Guidelines
		Day 3	Designing and Testing Accessible Documents
		Day 4	<i>Revision</i>
		Day 5	<i>Report</i>
Week 10	Accessibility in the Digital World Day	Day 1	Websites using Microsoft Office Applications

		Day 2	Exploring Accessible Mobile Applications
		Day 3	Devices
		Day 4	Practical Exercises on Accessible Design and Testing
		Day 5	<i>Revision</i>
Week 11	Final Projects	Day 1	Group Projects on Real-World Scenarios using Microsoft Office Applications
		Day 2	Final Assessments

		Day 3	Skills Evaluation
		Day 4	Skills Evaluation
		Day 5	Skills Evaluation
Week 12	Certification Day	Day 1	Certification Ceremony for Successful Participants
		Day 2	Closing Remarks
		Day 3	Future Support Options