National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"

Course Contents / Lesson Plan

Course Title: Computer Application & Office Management

Duration: 3 Months

Revised Edition

Course Title	Computer Application &Office Management
Trainer Name	
Objectives and Expectations	**Employable skills and hands-on practice for Graphic Designing and video editing** This course offers a broad, cross-disciplinary learning experience for students looking to pursue careers in Computer Application and Office Management, to name a few — all disciplines that focus on effective office management with fine interpersonal skills in the daily office work. In this course, students are introduced to key aspects of the design process, from research/strategy, creative brief development, and campaign development to teamwork and presentation and content creation so that they can enter the design market as strong candidates for beginner to intermediate level design jobs. **Main Expectations:** In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion. This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training. i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document. ii. To materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the latter part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also form a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country. iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior at the workplace in the line

(ii) Success Stories

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehendible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

The suggestive structure and sequence of a sample success story and its various shapes can be seen in Annexure III.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value.

The Trainees should be required and supervised to carefully analyze the cases.

For the purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation.

Case studies can be implemented in the following ways: -

A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute)

ii. Health &Safety case studies (2 cases regarding safety and

	industrial accidents must be arranged by the training institute)

	Field visits(At least one visit to a trade-specific major industry/ site must be arranged by the training institute)
Entry-level of trainees	**Matriculation or equivalent 10-year education with good language proficiency**
Learning Outcomes of the course	By the end of this course, students will be able to: Communicate ideas through artworks by selecting and applying media techniques and processes, subject matter, and themes Demonstrate a verbal-working use of the vocabulary relating to design Develop an understanding of the properties and the preparation of official documents. Students will produce a portfolio of office document(s) using a variety of office management tools with effective design techniques, styles, and presentations.
Course Execution Plan	The total duration of the course: **6 months (13 Weeks)** Class duration: **4 hours per day** Theory: **20%** Practical: **80%** Weekly hours: **20 hours per week (5 days)** Total contact hours: **240 hours**
Companies offering jobs in the respective trade	NGO Marketing firms Government Offices Freelancing Book/magazine publishers Newspaper publishing Social media Independent creators
Job Opportunities	Computer Application & Office Management is a twin fold training thus hold a high rate of employability in various capacities across various industries. As long as social media, marketing visual and communication space, digital design, and interaction landscape are alive and functioning, this training will always have a pivotal role in handling the day to the day management task. The following are some of the roles that are present and or may become available. • Hospitals ⬜ Factories. • Educational institutes • Academics & Administration • Firms • Traveling Agencies • Construction & Buildings
No of Students	20

Learning Place	Lab
Instructional Resources	General Office Skill https://www.pitman-training.pk/course-category/office-skills/ https://www.excite.com/education/courses/office-management-courses www.pexels.com Free Font Downloads
	www.dafont.com Free Photoshop Brushes and Patterns www.brushing.eu www.brusheezy.com Free Vectors and Assets www.freepik.com Best Examples of Typography Website - http://www.awwwards.com/websites/typography/ Photoshop tutorials https://en.wikipedia.org/wiki/Visual_design_elements_and_principles Blog (teacher resource) on Cultural Influences in Design - http://www.core77.com/posts/21455/Does-CultureMatter-for-Product-Design History of Graphic Design Website - http://www.designhistory.org/ History of Graphic Design Website - http://www.historygraphicdesign.com Blog on Cultural Influences in Graphic Design – Photoshop Tutorials - https://helpx.adobe.com/photoshop/tutorials.html PDF from Getty Center (Principles of Design) - https://www.getty.edu/education/teachers/building_lessons/principles_design.p df Social Media Sizing Guidelines File Format Glossary https://helpx.adobe.com/photoshop/tutorials.h tml Digital Portfolio Best Practices resource - https://www.roberthalf.com/blog/writing-a-resume/3-digital-portfolio-bestpractices-how-to-make-a-portfolio-that-pops Royalty-Free Photos

Modules

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 1	Explore Office 2016,	**Day1**	Motivational Lecture (For further detail please see page No: 3 & 4) • Course Introduction • Institute/Work Ethics • Internet • Teleconferencing	**• Home Assignment** **• Task 1** **• Task 2** **• Task 3** *Details may be seen at Annexure-I*
		Day2	• Cellular Phone • Digital Business and Marketing • Basics of Computer & Its Applications • Introduction to Computer System • Block Diagram of a Computer System • Devices Attached to a Computer and Their Functions (Keyboard, Mouse, CPU,	
		Day3	• Monitor) • Software and Software Components of a computer • Computer Office Automation (including MS-Word, MS-Excel, MS-PowerPoint)	
	Attributes of office professional	**Day 4**	• Work in the Office user interface • Identify app window elements • Sidebar: Tell me what you want to do • Work with the ribbon and status bar • Sidebar: Adapt exercise steps • Change Office and app options	
		Day5	• Manage account information • Customize the Quick Access Toolbar • Customize the ribbon • Manage file properties • Skills review • Practice tasks • Create and manage files • Display and edit file properties • Attributes of a good office professional	

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 2	Part of Speech & MS Word MS Word Advancement And Designing	**Day1**	Motivational Lecture (For further detail please see Page No: 3& 4) • • MS Word: Use of AutoCorrect, Find & Replace • Use of Spell & Grammar Check • Alignment of text (Left, Right, Center & Justify) • Set Line & Paragraph Spacing (Single- & double-spaced line	• **Home** Assignment • **Task 4** • **Task 5** • **Task 6**
		Day2	• spacing) • Margins • Page Setup Dialog Box • How to Operate Pulldown Menus (Cascading Menus, Double Arrows) • How to Operate Task Pane • Difference between Save & Save As • Difference between Undo & Repeat • Difference between Delete & Backspace • Difference between Cut, Paste & Copy, Drag & Drop • Principles of Organization	
		Day3	• Office systems and routine procedures and methods • Importance of System • Using Ruler • Setting Tabs, indents • Margins using Tabs	
		Day4	• Header & Footer (with all options) • Formatting Text (Bold, Underline, Italic) • Font Dialog Box (having all font options) • Bulleted & Numbered Lists • Collaborate on documents	

| | | **Day 5** | • Mark up documents
• Insert comments
• Track changes
• Display and review document markup
• Review and respond to comments
• Compare and merge documents
• Designing letterheads and certificates with MS-Word | |

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 3	**Merging Data Techniques and Developing promotional Materials**	**Day1**	Motivational Lecture (For further detail please see Page No: 3& 4) • Students are introduced to: • • • Merge data with documents and labels • Understand the mail merge process • Start the mail merge process	• **Home** Assignment • **Task 7** • **Task 8** • **Task 9**
		Day 2	• Get started with letters • Get started with labels • Get started with email messages • Choose and refine the data source • Select an existing data source	
		Day 3	• Create a new data source • Refine the data source records • Sidebar: Refresh data • Inserting Symbols • Text boxes (moving & resizing of text boxes) • Drawing Lines, Shapes, and	
		Day 4	• Objects • Create various types of brochures • The Art of writing and Effective Business • Mark up documents • nsert comments • Track changes • Display and	

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 4	**Intro of MS Excel, creating various templates in excel**	**Day1**	Motivational Lecture (For further detail please see Page No: 3& 4) • Introduction to MS Excel 2016 • Identifying basic parts of Excel Window	
		Day2	• Difference b/w a workbook & Work • Management Sheet • Saving and File Management • Converting and Encrypting Files • File Properties and Digital Signatures • File Accessibility and	• **Home**

		Day 3	• Compatibility Introduction Various Operators (Arithmetic, Logical, Comparison), etc. • Basic Excel Functions (Average, Sum, Count, Max, Min), etc. • Working with logical functions IF	**Assignment** • **Task 10** • **Task 11** • **Task 12**
		Day 4	• and Nested IF. • Working with Conditional Formatting • • Creating Result Cards, Invoices, Transcripts • Array Functions (SUMIF & AVERAGEIF) • Formula Auditing • Formulas with Absolute	
		Day5	• References • Text Functions • Working with name ranges • Creating link sheets • Create inventory/stock reports Records Management	

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 5	Intro of MS Excel, creating various templates in excel	Day1	**Motivational Lecture (For further detail please see Page No: 3& 4) • Creating Excel Tables** • Introduction • The objective of Records	

		Day 2	• Management • Feature of Records Management • Principle of Records Management • Essential of Records Management • Benefits of Records	**• Home Assignment • Task 13 • Task 14 • Task 15**
		Day 3	• Management • Office Stationery • Working with Records and Filters • Advanced Filter • Data Crunching and Analysis • Create automated invoices • Text to Columns	
		Day 4	• Flash Fill • Remove Duplicates • Data Validation • Consolidate • PIVOTTABLES • Getting Started with PivotTables • Displaying Data in a PivotTable	
		Day 5	• Formatting a PivotTable • Using the Classic PivotTable Layout • Slicers • Create Static and Dynamic Dashboards • Create dynamic charts and reports Project	

Scheduled Weeks	Module Title	Days	Learning Units	Remarks

Week 6	Working with Tables, Filters, and advanced Filters, Data crunching, and consolidation	Day 1	Motivational Lecture (For further detail please see Page No: 3& 4) • • Working with Conditional Formatting	
		Day 2	• Creating Result Cards, Invoices, Transcripts • Array Functions (SUMIF & AVERAGEIF) • Formula Auditing • Formulas with Absolute	**• Home** Assignment **• Task 16** **• Task 17** **• Task 18**
		Day 3	• References • Text Functions • Working with name ranges • Creating link sheets • Create inventory/stock reports Records • Management • Introduction	
		Day 4	• The objective of Records Management • Feature of Records Management • Principle of Records Management	
		Day 5	• Essential of Records Management • Benefits of Records Management • Office Stationery	

Scheduled Weeks	Module Title	Days	Learning Units	Remarks

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 7	Working with Tables, Filters, and advanced Filters, Data crunching, and consolidation	**Day 1**	Motivational Lecture (For further detail please see Page No: 3& 4) • • Creating Excel Tables • Working with	• **Home** Assignment • **Task 19** • **Task 20** • **Task 21**
		Day 2	• Records and Filters • Advanced Filter • Data Crunching and Analysis • Create automated invoices • Text to Columns • Flash Fill • Remove Duplicates	
		Day 3	• Data Validation • Consolidate • • PIVOTTABLES • Getting Started with PivotTables • Displaying Data in a PivotTable	
		Day 4	• Formatting a PivotTable • Using the Classic PivotTable Layout • Slicers	
		Day 5	• Create Static and Dynamic Dashboards • Create dynamic charts and reports • Project • Midterm project • • • •	

Week 9	Creating simple database for a small retail store	Day 1	Success stories (For further detail please see Page No: 3& 4) • Students are introduced to:	• **Home** **Assignment** • **Task 25** • **Task 26** • **Task 27**
		Day2	• Introduction to database • Types of database • Key elements of a database • Introduction of ERD and DFD • Types of relationship	
		Day3	• Creating a simple table through the wizard • Creating Forms from the table through the wizard	
		Day4	• Creating reports through the wizard • Creating a table in Design Mode • Creating Form in Design Mode • Introduction to queries	
		Day5	• Creating Reports through queries and forms Creating database users (admin & Clients)	

Scheduled Weeks	Module Title	Days	Learning Units	Remarks

Week 10	Employable Project/Assignment (6 weeks i.e. 21-26) besides regular classes. **OR** On the job training (2 weeks	**Day1**	Motivational Lecture (For further detail please see Page No: 3& 4) ● Export All Your Google Apps Data ● (Anyone) ● Import Your Gmail Emails	
		Day 2	● Import Your Google Contacts ● Import Your Google Calendars ● Import Your Google Drive files ● Automatically Back Up Your Google Data ● Guidelines to the Trainees for	● **Home Assignment** ● **Task 28** ● **Task 29** ● **Task 30**
		Day 3	● selection of student's employable project like final year project (FYP) ● Assign Independent project to each Trainee ● A project-based on trainee's aptitude	
		Day 4	● and acquired skills. ● Designed by keeping in view the emerging trends in the local market as ● well as across the globe.	

		Day 5	● The project idea may be based on entrepreneurs. ● Leading to successful employment. ● The duration of the project will be 6 weeks ● Ideas may be generated via different sites such as: https://1000projects.org/	

scienceand-engineering-cse-project-topics-ideas-forstudents/

- Final viva/assessment will be conducted on project assignments.
- At the end of the session, the project will be presented in a skills competition
- The skill competition will be conducted on zonal, regional, and National levels.

  The project will be presented in front of Industrialists for commercialization
- The best business idea will be placed in the NAVTTC business incubation center for commercialization.

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 11		**Day1**	Success stories (For further detail please see Page No: 3& 4) Students are introduced to: **OR** **On the job training for 2 weeks:**	
		Da 2	• Aims to provide 2 weeks of industrial training to the Trainees as part of the overall training program • Ideal for the manufacturing trades • As an alternative to the projects that involve expensive equipment	• **Home Assign ment** • **Task 31** • **Task 32** • **Task 33**
		Day 3	• Focuses on increasing Trainee's motivation, productivity, efficiency, and quick learning approach. • Students are introduced to: • Build a Team Intranet in Google Sites	
		Day 4	• What are Google Sites? • Build Your First Google Sites Website Publish and Share Your Google Site. • Find Files, Emails, Contact Info, and More in G Suite • Automatically Find Info with Google	
		Day 5	• Cloud Search • Find Any File with Google Drive Advanced Search • Use Zapier to Find Google Drive Files from • Anywhere	

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 12	**Working with Google Suite**	**Day 1**	Motivational Lecture (For further detail please see Page No: 3 & 4) ● Students are introduced to: •Find Files, Emails, Contact Info, and More in G Suite ● Automatically Find Info	**• Home Assignment** **• Task 34** **• Task 35** **• Task 36**
		Day 2	● with Google Cloud Search ● Find Any File with Google Drive Advanced Search Use Zapier to Find Google Drive Files from Anywhere	
		Day 3	● Students are introduced to: •Office Report & Precis Writing •Introduction ● Meaning •Function ● Types	
		Day 4	● Practices of writing questions ● Practices of writing letters, applications, emails, memo, and minutes of	

		Day 5	● meeting ● Public speaking practices of the current environment and importance	

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 13	**Entrepreneurship and Final Assessment in project**	**Day 1**	● Success stories (For further detail please see Page No: 3& 4) Students are introduced to: ● Job Market Searching ● Self-employment	**Home Assignment** **Task 37** **Task 38** **Task 39**
		Day 2	● Freelancing sites ● Introduction ● Fundamentals of Business Development ● Entrepreneurship ● Startup Funding	
		Day 3	● Business Incubation and Acceleration ● Business Value Statement ● Business Model Canvas ● Sales and Marketing Strategies	

| | | **Day 4** | ● How to Reach Customers and Engage
● CxOs
● Stakeholders Power Grid
● RACI Model, SWOT Analysis, PEST
● Analysis | |
| | | **Day 5** | ● SMART Objectives
● OKRs
● Cost Management (OPEX, CAPEX, ROCE, etc.)
● Final Assessment | |

Tasks For Computer Application & Office Management

Task No	Task	Description	Week
1	**Search Top Pakistani Freelancers**	Search any three freelancing sites(Fiverr, Upwork, Guru, etc.) and list down the top 5 profiles related to your course	**Week-1**
2	**Find the career path**	Prepare a career path related to your course and also highlight the emerging trends in the local as well as international market	
3	**Work Ethics**	Generate a report on Institute work ethics and professionalism related to your course	

4	**Use MS Office Software**	• Download MS Office • Install MS Office • Enable the software using the product key • Create the document and save it with a customized name	**Week-2**
5	**Use MS Word Application Software Save**	• Set the related tools on the ribbon • Save the file with the standard file extension. • Save the file with PDF extension	
6	**MS Word View**	• Explore the different file view modes (read, web/print) • Set the zoom adjustments as per comfortable view • Set the file protection using file properties	
	File Properties	☐ List the key attribute of a good office professional	
7	**MS Word Editing**	☐ Identify the shortcut key for spelling and grammar check	**Week-3**
8	**Management**	☐ Mention the routine procedure of office management	
9		☐ Define manual management for record-keeping	
10	**Document Handling**	☐ List the use of Header and footer in documents	**Week- 4**
11		☐ Mention the text formation tools uses in the word processing software.	
12		☐ Define the use of document comparison function	

13	**Label & Mail merge**	☐ Highlight the importance and use of labels in documents	**Week 5**
14		☐ Perform the mail merge on the given document	
15		☐ Develop a visiting card/ brochures with a logo using various drawing tools	
16	**Office written communication**	☐ Highlight the key feature of an effective business/office letter	**Week-6**

17		☐ List different types of business/office related letters	
18		☐ List the 7 'Cs' of communication with example in written communication	
19	**MS Excel**	☐ Define the use of digital signature	**Week-7**
20		☐ Define the logical comparison functions	
21		☐ Define the syntax of the IF function	
22	**Excel Functions**	☐ Define the IF function with conditional formatting	**Week-8**
23		☐ Define record management for a payroll	
24		☐ Define the worksheet linkage	
25		☐ Define the filter function for data searching	**Week-9**
26		☐ Define the process of duplication removal	
27		☐ Define the process of data validation	
28		☐ Define the use of the Pivot table	**Week-10**
29		☐ Define the term Slicer	
30		☐ Define report generation process	
31	**PowerPoint**	☐ Define custom animation.	**Week-11**
32		☐ Define PowerPoint slide high lighter	
33		☐ Define the slide design arrangement	
34	**DataBase**	☐ Define the purpose of Wizard	**Week-12**
35		☐ Enright the use of the primary key in the database	
36		☐ Define the importance of Form development in databases	
37		☐ Define queries	
38		☐ Define the database admin and clients	
39		☐ Name different file extensions of Databases	
40	**Design & Graphics**	☐ Define key attribute of Adobe illustrator	**Week-14**
41		☐ Define key attribute of Adobe Photoshop	
42		☐ Mention key attributes for a good graphic designer work.	

42A	**Build your CV**	Download professional CV template from any good site (https://www.coolfreecv.com or relevant) • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links	
	Term Exam	EXAM week	**Week-15**

42B	**Create an account profile on Fiverr (at least two gigs) and Upwork**	Create an account by following these steps: **Step 1:** Personal Info **Step 2:** Professional Info **Step 3:** Linked Accounts **Step 4:** Account Security	**Week 15 onwards**
43~46	**Illustrator/Photoshop**	☐ Differentiate between Photoshop & illustrator	**Week-16**
47		☐ Explain the use of layers in the Adobe Illustrator	
48		☐ Mention the steps in table creation in Adobe Illustrator	
49		☐ Name the selection tools used in Photoshop	**Week-17**
50		☐ Define the use of Histogram and Hue	
51		☐ Define the Layer function of Adobe Photoshop	
52		☐ Define the term Typography	**Week-18**
53		☐ Define the templets of Photoshop	
54		☐ Explain the Red Eye Removal process	
55	**Working with Google suite**	☐ How to manage the G Suite Account	**Week-19**
56		☐ Define account creation and management	
57		☐ Name the application include in G Suite	
58		☐ Mention the use of Google calendar	**Week-20**
59		☐ Describe the use of sharing goggle contact	
60		☐ Name the feature of Google Meet	
61	**Project Assignment**	☐ Employee Project Assignment for 6 weeks(Week 21 till week 26)	**Week-21**
62		☐ Perform OJT for 2 weeks	

63		☐ Project-based on Entrepreneur activity	

63A	**How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)**	• Browse the following website and create an account on each website
		    ▪ Bayt.com – The Middle East Leading Job Site
		    ▪ Monster Gulf – The International Job Portal
		    ▪ Gulf Talent – Jobs in Dubai and the Middle East
		• Find the handy 'search' option at the top of your homepage to search for the jobs that best suit your skills.
		• Select the job type from the first 'Job Type' drop-down menu, next, select the location from the second dropdown menu.
		• Enter any keywords you want to use to find suitable job vacancies.
		• On the results page you can search	

		for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search.
		☐ Search for jobs by:
		    ▪ Company
		    ▪ Category
		    ▪ Location
		    ▪ All jobs
		    ▪ Agency
		    ▪ Industry	

64	**G Suit**	☐ Create the Website using google	**Week-22**
65		☐ Discuss the web publishing process	
66		☐ Differentiate between Google One and Google Drive	
67		☐ Discuss the advantages of using G Suit	**Week-23**
68		☐ Discuss the advantage of Cloud computing	
69		☐ How to use the Google drive	

70	**Office Report Writing**	☐ Differentiate between letter, application & office memo and proposal	**Week-24**
71		☐ List the types of formal reports	
72		☐ Mention fey features/attributes of a good office report.	
73	**Freelancing**	☐ Define the step for registering freelancing websites.	**Week-25**
74		☐ Mention the services offered by a freelancer	
75		☐ Define the Importance of Portfolio in freelancing	
76	**Entrepreneurship**	☐ Mention the key points for market need analysis	**Week-26**
77		☐ Discus the business expansion/diversification strategy	
78		☐ Discuss the key marketing tool for business sustainability	

Annexure-II:

Computer Application & Office Management

From A Sweeper To Owing 11 Factories |
https://www.youtube.com/watch?v=5J6yF3JIE8Q

From 'No One' to Assistant Commissioner | Success Stories In Pakistan
https://www.youtube.com/watch?v=SBVx0SanAis

Annexure-II

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE.

Mentor

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, gameplay sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

Session- 1 (Communication):

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session's activity.

Session- 1 OVERVIEW
Aims and Objectives:
- To introduce the communication skills and how it will work   - Get to know mentor and team - build rapport and develop a strong sense of a team   - Provide an introduction to communication skills   - Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving   - Gain an understanding of participants' own communication skills rating at the start of the program

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good			
communication skills mean			
Understand what skills are important for good communication skills			
Key learning outcomes:	**Resources:**		**Enterprise skills developed:**
- Understand the communication skills and how it works. - Understand what communication skills mean - Understand what skills are important for communication skills	- Podium - Projector - Computer - Flip Chart - Marker		- Communication - Self Confidence - Teamwork

Schedule	Mentor Should do
Welcome: 5 min	Short welcome and ask the **Mentor** to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
Icebreaker: 10 min	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
Introduction & Onboarding: 20mins	Provide a brief introduction of the qualification to the class and play the "Onboarding Video or Presentation". In your introduction cover the following: 1. Explanation of the program and structure. (Kamyab jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and "contact us" section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the
	platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.

Team Activity Planning: 30 minutes	MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how.
	• "IDENTIFY ENTREPRENEURS" TEAM ACTIVITY
	• "BRAINSTORMING SOCIAL PROBLEMS" TEAM ACTIVITY"
	As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen. Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this.
	Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.
Session Close: 5 minutes	MENTOR: Close the session with the opportunity for anyone to ask any remaining questions.
	Instructor:
	Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.

MOTIVATIONAL LECTURES LINKS.

TOPIC	SPEAKER	LINK
How to Face Problems In Life	Qasim Ali Shah	https://www.youtube.com/watch?v=OrQte08Ml90
Just Control Your Emotions	Qasim Ali Shah	https://www.youtube.com/watch?v=JzFs__yJt-w
How to Communicate Effectively	Qasim Ali Shah	https://www.youtube.com/watch?v=PhHAQEGehKc

Your ATTITUDE is Everything	Tony Robbins Les Brown David Goggins Jocko Willink Wayne Dyer Eckart Tolle	https://www.youtube.com/watch?v=5fS3rj6eIFg
Control Your EMOTIONS	Jim Rohn Les Brown TD Jakes Tony Robbins	https://www.youtube.com/watch?v=chn86sH0O5U
Defeat Fear, Build Confidence	Shaykh Atif Ahmed	https://www.youtube.com/watch?v=s10dzfbozd4
Wisdom of the Eagle	Learn Kurooji	https://www.youtube.com/watch?v=bEU7V5rJTtw
The Power of ATTITUDE	Titan Man	https://www.youtube.com/watch?v=r8LJ5X2ejqU
STOP WASTING TIME	Arnold Schwarzenegger	https://www.youtube.com/watch?v=kzSBrJmXqdg
Risk of Success	Denzel Washington	https://www.youtube.com/watch?v=tbnzAVRZ9Xc

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	**Self & Family background**	**Ahmed Khan,** who lives in Sialkot, works as a shopkeeper in the market. He lives with his parents and siblings. He has completed his matriculation and plan for higher studies. He is an example of how hard work, determination, and belief in ALLAH's can change the fortune. He starts working with an Estate agency as an office assistant. He is a man of commitment. He worked hard and try to learn things rapidly. Nowadays he is associated with a grad construction firm as office manager. He is earning a handsome salary and enjoying the perks offered by the company. **Computer Application & Office Management** training has refined his skills and groom him to work as an office assistant in a professional career.
2.	**How he came on board NAVTTC Training/ or got trained through any other source**	Khan's friend asked him to join the training. He selects the NAVTTC accredited Institute for Certification Computer Application & Office Management (NAVTTC partner institute) to receive quality training and learn from the experienced faculty.
3.	**Post-training activities**	Ahmed's area of expertise is writing technical, business, and correspondence letters. Taking notes and plan the schedule for day to day working. He also develops proposals and EOI letters to communicate with the government and NOGs on behalf of his organization. Initially, it was very difficult for him to work in the office as she was not well-versed with modern office needs. "I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful office professionals. It was an uphill struggle, but I didn't want to give up," he explains.
4.	**Message to others** **(under training)**	Take the training opportunity seriously Impose self-discipline and ensure regularity Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in several ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio-video recording that has to cover the above-mentioned points.
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning, etc) and narrates his/her story in the teacher's own motivational words.

List of Machinery / Equipment

Sr. No	Name of the item as per curriculum	Quantity physically available at the training location
1	Computers Minimum Corei5 ☐ LCD Display 17" with built-in speakers	25
3	DSL Internet Connection (Minimum 1 MB)	Available on every PC
4	Accessories/Devices • Connectors • Multimedia Projector • Speakers • White/SmartBoard	25 each 1 attached to a projector
5	Wires, data cables, power plugs, power supply	For every PC
6	UPS	Available
7	Generator/Solar Backup	Available
8	Air Conditioner (if in summers)	Available

Software List

Sr. No	Software Name
1.	MS Office 2016 (Installed on each PC) • MS Word • MS Excel • MS PowerPoint • MS Access
2.	Firewall (each PC)
3.	Security scanning tools including Antivirus (each PC)
4.	• G Suite • Browser (IE, Opera, Chrome)

S No	Books	Author
1	The Best Place to work	Ron Friedman Ph.D
2	WHO TOOK MY PEN . . . AGAIN?	Joan Burge, Jasmine Freeman, and Nancy Fraze
3	Shrah-e- Zandigi Par Kamyabi Ka Safar	M Bashir Jummah
4	MS Office 2016 Step by Step	Joan Lambert &Curtis Frye
5	Adobe After Effects CC Classroom in a Book	Adobe Creative Team
6	Adobe Illustrator CC: Classroom in a Book	Brian Wood
7	Producing Independent 2D Character Animation: Making & Selling A Short Film (Focal Press Visual Effects and Animation)	Mark A. Simon

1. Minimum Qualification of Teachers / Instructor

The qualification of teacher/instructor for this course should be minimum **Bachelors in Computer /Software Engineering/ Diploma in Secretarial Sciences** with a minimum of 3 years of relevant work experience in relevant trade.

2. Supportive Notes Teaching Learning Material