



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

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

<b>Week 2</b>	Basic Navigation	<b>Day 1</b>	Basic Navigation Commands
		<b>Day 2</b>	Navigating the Windows Desktop
		<b>Day 3</b>	File Explorer

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

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

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



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

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

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

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

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