

**BS Program  
Information Management (IM)**

Two General Courses Social Science

2024



**INSTITUTE OF INFORMATION MANAGEMENT  
UNIVERSITY OF THE PUNJAB  
LAHORE**

<b>Name of the Course</b>	<b>Information and Digital Literacy</b>
---------------------------	---

Course Title	Credit Hours
Information and Digital Literacy	2

<b>Credit Hours</b>	<b>2</b>
<b>Course Code:</b>	<b>SIM-211</b>
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Access and search for information efficiently and effectively using a variety of digital tools.</li> <li>2. Critically evaluate the reliability of sources for an academic context.</li> <li>3. Filter, manage and organize information from a wide variety of sources for use in academic study.</li> <li>4. Demonstrate awareness of ethical issues related to academic integrity surrounding the access and use of information.</li> <li>5. Understand how to use digital tools for referencing and attribution in order to avoid plagiarism.</li> <li>6. Understand how to disseminate and communicate information in a professional way, including managing digital identity and building networks for learning and research.</li> </ol>
<b>Contents</b>	<p><b>Unit-I Introduction to Information &amp; Digital Literacy</b></p> <ol style="list-style-type: none"> <li>1.1 Introduction of the concept &amp; background (Information Society, knowledge Society, digital transformation)</li> <li>1.2 Models/frameworks</li> <li>1.3 How to work with computers, digital gadgets/PDAs (i.e. tablets, smartphones, Kindle), social media (i.e. Facebook, YouTube, Vlog etc.)</li> </ol> <p><b>Unit-II Defining, Accessing &amp; Searching for Information</b></p> <ol style="list-style-type: none"> <li>2.1 Define the characteristics of different kinds of information</li> <li>2.2 Know where to look for information from various sources: <ul style="list-style-type: none"> <li>• Web search engines</li> <li>• Electronic theses and dissertations (ETDs)</li> <li>• HEC Digital Library/ Pakistan Research Repository</li> <li>• Free Online Electronic Resources</li> <li>• Pakistan Research Repository</li> <li>• HJRS</li> </ul> </li> <li>2.3 Develop a search strategy and filter large numbers of search results effectively</li> <li>2.4 Document and evaluate your search strategy</li> <li>2.5 Access information online</li> </ol> <p><b>Unit-III Critically Evaluating, Filtering &amp; Managing Information</b></p> <ol style="list-style-type: none"> <li>3.1 Apply criteria to critically evaluate the reliability of sources for an academic context</li> <li>3.2 Identify the factors that make a web resource reliable</li> <li>3.3 Filter information effectively</li> <li>3.4 Use appropriate strategies / software to effectively organize and store information /digital content</li> <li>3.5 Data visualization tools (VOSviewer, Biblioshiny, CiteSpace, BibExcel, HistCite software)</li> </ol> <p><b>Unit-IV Referencing, Incorporating Sources &amp; Avoiding Plagiarism</b></p> <ol style="list-style-type: none"> <li>4.1 Understand the consequences of plagiarism in the academic context; HEC plagiarism policy, Use of Turnitin software for checking, avoiding plagiarism</li> <li>4.2 Use referencing conventions to appropriately cite a variety of information sources and avoid plagiarism</li> </ol>

	<p>4.3 Understand how to incorporate ideas from sources into your work</p> <p>4.4 Be familiar with different reference management software and evaluate it for your own purposes (e.g. Endnote, Mendeley, APA, MLA)</p> <p><b>Unit-V Disseminating &amp; Communicating Information</b></p> <p>5.1 Communicate effectively in different digital modes</p> <p>5.2 Manage digital identity across different domains</p> <p>5.3 Use digital networks to manage and advance learning</p> <p>5.4 Participate safely and responsibly online</p>
<b>Recommended Reading Material</b>	<p>Alewine, M. C., &amp; Canada, M. (2017). <i>Introduction to information literacy for students</i>. Chichester: J. Wiley and Sons.</p> <p>Badke, W. (2017). <i>Research strategies</i> (6<sup>th</sup> ed.). Bloomington: iUniverse.</p> <p>Burkhardt, J. M. (2016). <i>Teaching information literacy reframed: 50+ framework-based exercises for creating information-literate learners</i>. Chicago: Neal-Schuman.</p> <p>Higher Education Pakistan (2023). <i>HEC Anti-Plagiarism Policy</i>. Available at: <a href="https://www.hec.gov.pk/english/policies/Documents/Plagiarism-Policy.pdf">https://www.hec.gov.pk/english/policies/Documents/Plagiarism-Policy.pdf</a></p> <p>Paul, R. &amp; Elder, L. (2022). <i>The foundation for critical thinking: tools for taking charge of your learning and your life</i> (4<sup>th</sup> ed.): Pearson.</p> <p>Reedy, K. &amp; Parker J. (2018). <i>Digital literacies unpacked</i>. London: Facet publications.</p> <p>Taylor, N. G., &amp; Jaeger, P. T. (2022). <i>Foundations of information literacy</i>. American Library Association.</p> <p>Wempen, F. (2015). <i>Digital literacy for dummies</i>. Hoboken: John Wiley &amp; Sons.</p>