Institute of English Studies
Faculty of Arts and Humanities
University of the Punjab, Lahore.
Course Outline

Programme	BS English Literature	Course Code	GICT-201	Credit Hours	3
Course Title	**Applications of Information and Communication Technologies**				

Course Introduction
This course is designed to provide students with an overview of practical applications of Information and Communication Technologies (ICT) and software tools in various domains. Students will gain hands-on experience with a range of software applications, learn how to leverage ICT to solve daily life problems, enhance productivity. Through individual and interactive exercises and discussions, students will develop proficiency in utilizing software for communication and creativity. They will acquire hands-on skills in MS Office (Word, PowerPoint, Excel) and learn about computer security, privacy, and ethical use of technology.

Learning Outcomes
On the completion of the course, the students will be able to: 1. Describe and explain the fundamental concepts, components, and scope of Information and Communication Technologies (ICT). 2. Identify and compare various ICT platforms and tools used for different purposes. 3. Apply and demonstrate the use of ICT tools to solve basic problems in academic, professional, and everyday contexts. 4. Evaluate and justify ethical and legal considerations in responsible use of ICT platforms and digital resources.

Course Content		Assignments/Readings
Week 1	**Unit-I Introduction to Information and Communication Technologies.** 1.1 Components of Information and Communication Technologies 1.1.1 Basics of hardware, software, ICT platforms 1.1.2 Networks, local and cloud data storage	
Week 2	**Unit-I Introduction to Information and Communication Technologies**. 1.2 Scope of Information and Communication Technologies. 1.2.1 Use of ICT in education, business, governance, healthcare, digital media and entertainment. 1.3 Emerging technologies and future trends	
Week 3	**Unit-II Basic ICT Productivity Tools.** 2.1 Effective use of popular search engines (e.g., Google) to explore World Wide Web. 2.1.1 Formal communication tools and etiquettes (Gmail, Microsoft Outlook, etc.) 2.2 Microsoft Office Suite (Word, Excel, PowerPoint) 2.2.1 Google Workspace (Google Docs, Sheets, Slides)	**Assignment 1** (Components, Scope, and Emerging Trends in Information and Communication Technologies (ICT)
Week 4	**Unit-II Basic ICT Productivity Tools** 2.3 Cloud storage and file sharing	

	2.3.1 OneNote (Microsoft's digital notebook for capturing and organizing ideas). 2.4 Video conferencing (Google Meet, Microsoft Teams) 2.4.1 Social media applications (LinkedIn)	

Week 5	**Unit-III ICT in Education**
	3.1 Working with learning management systems.
	   3.1.1 Google Classroom.
	3.2 Sources of online education courses
	   3.2.1 Coursera
		Assignment 2
		
		(Designing a Professional Document and Presentation Using Microsoft Office)

Week 6	**Unit-III ICT in Education** 3.2 Sources of online education courses. 3.2.2 Massachusetts Institute of Technology (MIT), Virtual University (VU). 3.3 Virtual classrooms	

Week 7	**Unit-IV ICT in Health and Well-being**
	4.1 Health and fitness tracking devices and applications
	   4.1.1 Google Fit, Samsung Health.
	   4.1.2 Apple Health, RunKeeper.	

Week 8	**MID TERM EXAMINATION**	
Week 9	**Unit-IV ICT in Health and Well-being** 4.2 Telemedicine and online health consultations. 4.2.1 OLADOC, Marham.	

Week 10	**Unit-V ICT in Personal Finance and Shopping**
	5.1 Online banking and financial management tools
	   5.1.1 JazzCash,
	   5.1.2 Easypaisa	

Week 11	**Unit-V ICT in Personal Finance and Shopping**
	5.1 Online banking and financial management tools
	   5.1.3 MCB mobile, Daraz, AliExpress
	   5.1.4 Keenu Wallet.
		Assignment 3
		
		(Use of Mobile Wallets and Digital Banking Platforms in Pakistan: Jazz Cash, Easy Paisa, and Keanu Wallet)

Week 12	**Unit-VI Digital Citizenship and Online Etiquette.** 6.1 Digital identity and online reputation. 6.2 Respectful online communication**.** 6.3 Cyberbullying and online harassment	
Week 13	**Unit-VII Ethical Considerations in Use of ICT Platforms and Tools** 7.1 Intellectual property and copyright issues. 7.2 Avoiding plagiarism (Quillbot)	
Week 14	**Unit-VII Ethical Considerations in Use of ICT Platforms and Tools** 7.3 Content accuracy (ensuring that the content share through ICT platforms is free from misinformation, fake news, and manipulation)	

Week 15	**Unit-VII Ethical Considerations in Use of ICT Platforms and Tools** 7.3 Responsible Social Media Use	
Week 16	**END TERM EXAMINATION**	

Textbooks and Reading Material

1. **Textbooks**
   - Dale, N., & Lewis, J. (2020). *Computer science illuminated* (7th ed.). Jones & Bartlett Learning.
   - Campbell, J. T., Ciampa, M., Clemens, B., & Freund, S. M. (2022). *Discovering Computers 2023: Digital Technical Data Devices, Loose-Leaf Version*. Cengage.
   - Wilson, K. (2023). *Exploring Microsoft Office - 2023 Edition*. Elluminet Press.
2. **Suggested Readings**
   - Morley, D., & Parker, C. S. (2013). *Understanding Computers : Today and Tomorrow*. Cengage Learning.
   - Shelly, G. B., & Vermaat, M. (2013). *Discovering computers : Fundamentals. Student success Guide*. Course Technology.
   - Gaskin, S. (2020). *Go! with Microsoft Office 365, 2019 Edition.*.
   - Grauer, R. T., & Barber, M. (2002). *Exploring Microsoft Office XP Professional*.
   - O'leary, T. J., & O'leary, L. I. (2006). *Computing Essentials 2006*. Mcgraw-Hill Technology Education.
   - Evans, A., Martin, K., & Mary Anne Poatsy. (2010). *Go!: Technology in Action*. Pearson Prentice Hall.

Teaching Learning Strategies

- Lectures, seminars, and tutorials.
- Close reading and textual analysis of plays.
- Class discussions and audio-visual presentations.
- Dramatic readings and performance-based learning.

Assignments: Types and Number with Calendar

Assigned Readings/Assignments – There will be three (3) assignments, split in term during Week 3, 5, 11.

Quizzes – Three Quiz will be conducted during class hours – in Week 4, 7, 13.

Assessment			
Sr. No.	**Elements**	**Weightage**	**Details**
1.	Midterm Assessment	25%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	15%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
3.	Final Assessment	60%	Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.