

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



Program	BS English (Literature)	Course code	GICT-201	Credit Hours	2
Course Title	Applications of Information & Communication Technologies				
Course Introduction					
This course is designed to provide students with an exploration of the 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 learning how to leverage ICT to solve daily life problems, enhance productivity and innovate in different fields. Through individual and interactive exercises and discussions, students will develop proficiency in utilizing software for communication, 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					
This course will flourish the learner’s capabilities 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 the 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.				
	Unit-I Introduction to Information and Communication Technologies. 1.1 Components of Information and Communication Technologies. 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.				
	Unit-I				

	Introduction to Information and Communication Technologies. 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.)	Assignment 1 (New trends in Information and Communication Technologies (ICT)Ai)
	Unit-II Basic ICT Productivity Tools 2.2 Microsoft Office Suite (Word, Excel, PowerPoint) 2.2.1 Google Workspace (Google Docs, Sheets, Slides).	
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).	Quiz 1 Short Q/A
	Unit-II Basic ICT Productivity Tools 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.	Assignment 2 (Designing a Professional Document and Presentation Using Microsoft Office)
	Unit-III ICT in Education 3.2 Sources of online education courses 3.2.1 Coursera.	
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).	
	Unit-III ICT in Education 3.3 Virtual classrooms.	
Week 7	Unit-IV ICT in Health and Well-being	Quiz 2

	4.1 Health and fitness tracking devices and applications 4.1.1 Google Fit, Samsung Health.	Short Q/A
	Unit-IV ICT in Health and Well-being 4.1 Health and fitness tracking devices and applications 4.1.2 Apple Health, RunKeeper.	
Mid Term Examination		
Week 8	Unit-IV ICT in Health and Well-being 4.2 Telemedicine	
	Unit-IV ICT in Health and Well-being 4.2 Online health consultations. 4.2.1 OLADOC, Marham.	
Week 9	Unit-V ICT in Personal Finance and Shopping 5.1 Online banking and financial management tools 5.1.1 JazzCash,	
	Unit-V ICT in Personal Finance and Shopping 5.1 Online banking and financial management tools 5.1.2 Easypaisa	
Week 10	Unit-V ICT in Personal Finance and Shopping 5.1 Online banking and financial management tools 5.1.3 MCB mobile, Daraz, AliExpress	
	Unit-V ICT in Personal Finance and Shopping 5.1 Online banking and financial management tools 5.1.4 Keenu Wallet.	
Week 11	Unit-VI Digital Citizenship and Online Etiquette. 6.1 Digital identity and online reputation.	Assignment 3 (Use of Basic digital apps and Digital Banking Platforms in Pakistan: Jazz Cash, Easy Paisa, and LinkedIn)
	Unit-VI Digital Citizenship and Online Etiquette. 6.2 Respectful online communication.	
Week 12	Unit-VI Digital Citizenship and Online Etiquette.	

	6.3 Cyberbullying and online harassment	
	Unit-VI Digital Citizenship and Online Etiquette.	
	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.	
	Unit-VII Ethical Considerations in Use of ICT Platforms and Tools 7.2 Avoiding plagiarism (Quillbot)	Quiz 3 Short Q/A
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).	
	Unit-VII Ethical Considerations in Use of ICT Platforms and Tools 7.3 Responsible Social Media Use.	
	Final Term Examination	

Textbooks and Reading Material
Textbooks 1. <i>Computer Science Illuminated 2018</i> Authors: Nell Dale & John Lewis (Edition: 6th) Publisher: Jones & Bartlett Learning. 2. <i>Discovering Computers 2023: Digital Technical Data Devices (17th Edition)</i> Jennifer T. Campbell ISBN: 978-035767537. 3. <i>Exploring Microsoft Office - 2023 Edition: The Illustrated, Practical Guide to Using Office and Microsoft 365 (Exploring Tec)</i> ISBN: 978-1913151843 Charles S. Parker. Suggested Readings 1. <i>Understanding Computers: Today and Tomorrow</i> by Barbara Boyd, Course Technology (now part of Cengage Learning), 2013. 2. <i>Discovering Computers</i> by Vermaat, Shelly; Shaffer, Thomas; Freund, Misty, Cengage Learning, 2018. 3. <i>GO! With Microsoft Office Series</i> by Gaskin, Vargas, and McLellan, Pearson Education, 2016. 4. <i>Exploring Microsoft Office Series</i> by Grauer and Poatsy, Pearson, 2016. 5. <i>Computing Essentials</i> by Morley, Deborah; Parker, Charles S., McGraw-Hill Education, 2017.

6. *Technology in Action by Evans, Martin; Poatsy, Kathy; and others, Pearson, 2019.*

Teaching Learning Strategies

1. Weekly Lectures
2. Term Papers
3. Presentations
4. Book Reviews

Assignments: Types and Numbers with Calendar

Assigned Readings/Assignments – There will be three (3) assignments, split in term during Week 3,5,11 for 7% contribution in final grade.

Quizzes – Three Quiz will be conducted during class hours – in Week 4,7,13 for 8% contribution in final grade.

Assessments

SN	Elements	Weightage	Details
1.	Mid Term Examination	25%	Written Assessment at the Mid 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 Term Examination	60%	Written Examination at the End of the Semester.