Programme	BS in Sociology	Course Code		Credit Hours	Class Credits: 02; Lab Credits: 01
Course Title	Application of Information and 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, and more.

Learning Outcomes

By the end of this course, students will be able to:

1. Explain the fundamental concepts, components, and scope of information and communication Technologies (ICT)
2. Identify uses of various ICT platforms and tools for different purposes.
3. Apply ICT platforms and tools for different purposes to address basic needs in different domains of daily, academic, and professional life.
4. Understand and ethical and legal considerations in use of ICT platforms and tools.

	Course Content	Assignments/Readings
Week 1	**Unit 1: Introduction to Information and Communication Technologies** • Components of Information and Communication Technologies (basic of hardware, software, ICT platforms, networks, local and cloud data storage etc.)	Reading: Evans et al. (2021), Chapter 1 (The History of Computing). Assignment: Identify hardware and software components in a university computer lab.
Week 2	• Scope of Information and Communication Technologies (use of ICT in education, business, governance, healthcare, digital media and entertainment, etc.) • Emerging technologies and future trends.	Reading: Morley & Parker (2021), Chapter on Technology in Society. Assignment: Write a short report on the impact of ICT in the healthcare sector of Pakistan.
Week 3	**Unit 2: Basic ICT Productivity Tools** • Effective use of popular search engines (e.g., Google, Bing, etc.) to explore World Wide	Reading: Gaskin et al. (2021), Chapter on Browsing and Communication.
	Web. • Formal communication tools and etiquettes (Gmail, Microsoft Outlook, etc.)	Assignment: Perform an advanced search query using Boolean operators. Compose a formal email to a professor.
Week 4	Microsoft Office Suites (Word, Excel, PowerPoint). • Google Workspace (Google Docs, Sheets, Slides)	Reading: Grauer & Poatsy (2020), Chapters on Word and Excel. Assignment: Lab Task: Create a formatted Word document with tables and images.

Week 5	• Dropbox (cloud storage and file sharing), Google Drive (Cloud storage with Google Docs integration) and Microsoft OneDrive (Cloud storage with Microsoft integration) • Evernote (Note-taking and organization applications) and OneNote (Microsoft's digital notebook for capturing and organizing ideas)	Reading: Vermaat et al. (2018), Chapter on Cloud Computing. Assignment: Create a shared folder on Google Drive and collaborate on a document.
Week 6	Video conferencing (Google Meet, Microsoft Teams, Zoom, etc.) • Social media applications (LinkedIn, Facebook, Instagram, etc.)	Reading: Evans et al. (2021), Chapter on Digital Media. Assignment: Set up a professional LinkedIn profile.
Week 7	**Unit 3: ICT in Education** • Working with learning management systems (Moodle, Canvas, Google Classrooms, etc.)	Reading: Selected reading on E-Learning Trends. Assignment: Navigate the university LMS (if available) or a demo LMS course.
Week 8	• Sources of online education courses (Coursera, edX, Udemy, Khan Academy, etc.). • Interactive multimedia and virtual classrooms	Reading: Handout on MOOCs. Assignment: Midterm Assessment: Practical examination of MS Office tools.
Week 9	**Unit 4: ICT in Health and Well-being** • Health and fitness tracking devices and applications (Google Fit, Samsung Health, Apple Health, Xiami Mi Band, Runkeeper, etc.)	Reading: Evans et al. (2021), Chapter on Health Technology. Assignment: Review a health tracking app (e.g., Samsung Health or Google Fit).
Week 10	• Telemedicine and online health consultations (OLADOC, Sehat Kahani, Marham, etc.)	Reading: Article on Telemedicine in Pakistan. Assignment: Case study analysis: Benefits and risks of
		online health consultations.
Week 11	**Unit 5: ICT in Personal Finance and Shopping** • Online banking and financial management tools (JazzCash, Easypaisa, Zong PayMax, 1Link and MNET, Keenu Wallet, etc.)	Reading: Morley & Parker (2021), Chapter on E-Commerce and E-Business. Assignment: Compare features of JazzCash and Easypaisa.
Week 12	**Unit 6: Digital Citizenship and Online Etiquette** • Digital identity and online reputation	Reading: Ribble, R. (Digital Citizenship Handbook - Online Resource). Assignment: Audit your own digital footprint.
Week 13	• Netiquette and respectful online communication. • Cyberbullying and online harassment	Reading: Vermaat et al. (2018), Chapter on Ethics. Assignment: Discussion forum post: "How to handle cyberbullying?"

Week 14	**Unit 7: Ethical Considerations in Use of ICT Platforms and Tools** • Intellectual property and copyright issues.	Reading: Evans et al. (2021), Chapter on Ethics and Privacy. Assignment: Quiz on Copyright laws and Fair Use.
Week 15	• Ensuring originality in content creation by avoiding plagrism and unauthorized use of information sources	Reading: Handout on Plagiarism and Citations. Assignment: Submit a written assignment checked via plagiarism detection software (e.g., Turnitin).
Week 16	• Content accuracy and integrity (ensuring that the content share through ICT platforms is free from misinformation, fake news, and manipulation)	Assignment: Final Project: Presentation on "The Role of ICT in Solving a Real-World Problem."

Textbooks and Reading Material

Evans, A., Martin, K., & Poatsy, M. A. (2021). *Technology in action* (17th ed.). Pearson.

Gaskin, S., Vargas, A., & McLellan, C. (2021). *GO! with Microsoft Office 365* (2021 ed.). Pearson.

Grauer, R. T., & Poatsy, M. A. (2020). *Exploring Microsoft Office 365* (2020 ed.). Pearson.

Morley, D., & Parker, C. (2021). *Computing essentials* (2021 ed.). McGraw-Hill Education.

Vermaat, M. E., Shaffer, G., & Freund, S. (2018). *Discovering computers: Digital technology, data, and devices* (1st ed.). Cengage Learning.

Teaching Learning Strategies

1. Interactive lectures to introduce and explain key concepts
2. Guided class discussions to foster critical thinking and deeper understanding
3. Collaborative group work to encourage peer learning and practical application of concepts
4. Emphasis on active student engagement throughout the course

Practical Requirements

As part of the overall learning requirements, the course will include:

1. Guided tutorials and exercises to ensure that students are proficient in commonly used software applications such as word processing software (e.g., Microsoft Word), presentation software, (e.g., Microsoft PowerPoint), spreadsheet software (e.g., Microsoft Excel) among such other tools. Students may be assigned practical tasks that require them to create documents, presentations, and spreadsheets etc.

2. Assigning of tasks that involve creating, managing, and organizing files and folders on both local and cloud storage systems. Students will practice file naming conventions, creating directories, and using cloud storage solutions (e.g., Google Drive, OneDrive).

3. The use of online learning management systems (LMS) where students can access course materials, submit assignments, participate in discussion forums, and take quizzes or tests. This will provide students with the practical experience with online platforms commonly used in education and the workplace.