UNIVERSITY LAW COLLEGE
FACULTY OF LAW
UNIVERSITY OF THE PUNJAB, LAHORE
COURSE OUTLINE
SEMESTER-I

Programme	**Bachelor of Laws (LLB)**	**Course Code**	**GICT-201**	**Credit Hours**	**3**
Course Title	**Applications of Information and Communication Technologies**				
Domain	**General Education**				

Course Introduction

The Applications of Information and Communication Technologies module 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 security, privacy, and ethical use of technology.

Learning Outcomes

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

- Describe and explain the fundamental concepts, components, and scope of Information and Communication Technologies (ICT).
- Identify and compare various ICT platforms and tools used for different purposes.
- Apply and demonstrate the use of ICT tools to solve basic problems in academic, professional, and everyday contexts.
- 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 1.2 Basics of hardware, software, ICT platforms 1.3 Networks, local and cloud data storage	Sharafat Ali, Application of Information and technology
Week 2	**UNIT-I: Introduction to Information and Communication Technologies** 2.1 Scope of Information and Communication Technologies. 2.2 Use of ICT in education, business, governance, healthcare, digital media and entertainment. 2.3 Emerging technologies and future trends	Sharafat Ali, Application of Information and technology
Week 3	**UNIT-II: Basic ICT Productivity Tools.** 3.1 Effective use of popular search engines (e.g., Google) to explore World Wide Web. 3.2 Formal communication tools and etiquettes	**Quiz/ Presentation:** Components, Scope, and Emerging Trends in Information and

	(Gmail, Microsoft Outlook, etc.) 3.3 Microsoft Office Suite (Word, Excel, PowerPoint). 3.4 Google Workspace (Google Docs, Sheets, Slides)	Communication Technologies. Grauer, R. T., & Barber, M. (2002). Exploring Microsoft Office XP Professional
Week 4	**UNIT-II: Basic ICT Productivity Tools** 4.1 Cloud storage and file sharing 4.2 OneNote (Microsoft's digital notebook for capturing and organizing ideas).	Grauer, R. T., & Barber, M. (2002). Exploring Microsoft Office XP Professional
Week 5	**UNIT-II: Basic ICT Productivity Tools** 5.1 Video conferencing (Google Meet, Microsoft Teams) 5.2 Social media applications (LinkedIn)	Ghulam Irtaza Sheikh , Applications of Information Technology
Week 6	**UNIT-III: ICT in Education** 6.1 Working with learning management systems. 6.2 Google Classroom. 6.3 Sources of online education courses 6.4 Coursera	Ghulam Irtaza Sheikh , Applications of Information Technology Shelly, G. B., & Vermaat, M. (2013). Discovering computers: Fundamentals. Student success Guide. Course Technology.
Week 7	**UNIT-III: ICT in Education** 7.1 Sources of online education courses. 7.2 Massachusetts Institute of Technology (MIT), Virtual University (VU). 7.3 Virtual classrooms	**Assignment:** Designing a Professional Document and Presentation Using Microsoft Office. Sharafat Ali, Application of Information and technology
Week 8	**UNIT-IV: ICT in Health and Well-being** 8.1 Health and fitness tracking devices and applications	Shelly, G. B., & Vermaat, M. (2013). Discovering computers: Fundamentals. Student success Guide. Course Technology.
Week 9	**Mid Term Examination**	
Week 10	**UNIT-IV: ICT in Health and Well-being** 10.1 Google Fit, Samsung Health. 10.2 Apple Health, Run Keeper.	Evans, A., Martin, K., & Mary Anne Poatsy. (2010). Go!: Technology in Action. Pearson Prentice Hall.
Week 11	**UNIT-IV: ICT in Health and Well-being** 11.1 Telemedicine and online health consultations. 11.2 OLADOC, Marham.	Ghulam Irtaza Sheikh , Applications of Information Technology Sharafat Ali, Application of Information and technology
Week 12	**UNIT-V: ICT in Personal Finance and Shopping** 12.1 Online banking and financial management tools 12.2 JazzCash, 12.3 Easypaisa	Evans, A., Martin, K., & Mary Anne Poatsy. (2010). Go!: Technology in Action. Pearson Prentice Hall.
Week 13	**UNIT-V: ICT in Personal Finance and Shopping** 13.1 Online banking and financial management	Morley, D., & Parker, C. S. (2013). Understanding Computers: Today and

	tools 13.2 MCB mobile, Daraz, Ali-Express 13.3 Keenu Wallet.	Tomorrow. Cengage Learning.
Week 14	**UNIT-VI: Digital Citizenship and Online Etiquette.** 14.1 Digital identity and online reputation. 14.2 Respectful online communication**.** 14.3 Cyberbullying and online harassment	Evans, A., Martin, K., & Mary Anne Poatsy. (2010). Go!: Technology in Action. Pearson Prentice Hall.
Week 15	**UNIT-VII: Ethical Considerations in Use of ICT Platforms and Tools** 15.1 Intellectual property and copyright issues. 15.2 Avoiding plagiarism (Quillbot)	Shelly, G. B., & Vermaat, M. (2013). Discovering computers: Fundamentals. Student success Guide. Course Technology.
Week 16	**UNIT-VII: Ethical Considerations in Use of ICT Platforms and Tools** 16.1 Content accuracy (ensuring that the content share through ICT platforms is free from misinformation, fake news, and manipulation)	**Quiz/ Assignment:** Use of Mobile Wallets and Digital Banking Platforms in Pakistan: Jazz Cash, Easy Paisa, and Keanu Wallet. Ghulam Irtaza Sheikh , Applications of Information Technology
Week 17	**UNIT-VII: Ethical Considerations in Use of ICT Platforms and Tools** 17.1 Responsible Social Media Use	Ghulam Irtaza Sheikh , Applications of Information Technology Morley, D., & Parker, C. S. (2013). Understanding Computers: Today and Tomorrow. Cengage Learning.
Week 18	**Final Term Examination**	

Textbooks and Reading Material

1. Textbooks:

The books and reading material listed below will serve as both the primary textbooks and reference material.

2. Suggested Readings:

1. Ghulam Irtaza Sheikh , Applications of Information Technology
2. Sharafat Ali, Application of Information and technology
3. Dale, N., & Lewis, J. (2020). Computer Science Illuminated (7th ed.). Jones & Bartlett Learning
4. Campbell, J. T., Ciampa, M., Clemens, B., & Freund, S. M. (2022). Discovering Computers 2023: Digital Technical Data Devices, Loose-Leaf Version. Cengage.
5. Wilson, K. (2023). Exploring Microsoft Office - 2023 Edition. Elluminet Press
6. Morley, D., & Parker, C. S. (2013). Understanding Computers: Today and Tomorrow. Cengage Learning.
7. Shelly, G. B., & Vermaat, M. (2013). Discovering Computers: Fundamentals. Student success Guide. Course Technology.
8. Gaskin, S. (2020). Go! with Microsoft Office 365, 2019 Edition..
9. Grauer, R. T., & Barber, M. (2002). Exploring Microsoft Office XP Professional.
10. O'leary, T. J., & O'leary, L. I. (2006). Computing Essentials 2006. Mcgraw-Hill Technology Education.
11. Evans, A., Martin, K., & Mary Anne Poatsy. (2010). Go!: Technology in Action. Pearson Prentice Hall.

Teaching Learning Strategies

1. Interactive Lectures and Guided Discussions
2. Collaborative Learning
3. Research- Based Learning
4. Problem- Based Assignments
5. Short Tests and Projects

Assignments: Types and Number with Calendar

1. Quizzes
2. Presentations and Viva voce
3. Description/ Problem- Based Assignments
4. Case Study Analysis

Assessment

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	20%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	10%	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	70%	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.