

Course Code: GE 113

Course Name: Application of Information and Communication Technology

Course Learning Outcomes

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

1. Explains 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 various ICT platforms and tools for different purposes to address basic needs in other domains of daily, academic, and professional life.
4. Understand the legal and ethical considerations in use of ICT platform and tools.

Course Contents:

Introduction to Information and Communication Technologies:

Components of information and communication technologies (Basic of Hardware, Software, Types and Components of Computer Networks)

Basic ICT Productivity Tools:

Effective uses of popular search engines (Google, etc.)
Formal communication tools etiquette (Gmail, etc.)
Microsoft Office suites (Word, Excel, PowerPoint)
Google Workspace (Google: Docs, Sheets, and Slides)
Google Drive (cloud storage and Google Drive integration)
Video conferencing (Google Meet, Microsoft Teams, Zoom, etc.)
Social media applications (LinkedIn, Facebook, etc.)

Midterm Examination

ICT in Education:

Working with learning management systems (Moodle/Blackboard, Canvas, Google Classroom, etc.)
Source of online education courses (Coursera, edX, Udemy, Khan Academy, etc.)

ICT in Health and Well-Being:

Health and fitness tracking devices and applications (Google Fit, Huawei Health etc.)

Digital Citizenship and Online Etiquette:

Digital Identity and online reputation
Netiquette and respectful online communication.
Cyberbullying and online harassment

ICT in Personal Finance and Shopping:

Online banking and financial management tools (Jazzcash, EasyPaisa, UPaisa , Sadapay Etc.)
E-commerce platforms (Daraz.pk, etc.)

Ethical Considerations in the Use of ICT Platform and Tool:

Intellectual property and copyright issues
Ensuring originality(Plagiarism and unauthorized use of information sources.
Content accuracy and integrity (Identifying misinformation, fake news)

Reference Materials

1. Discovering Computers, Complete - Student Success Guide by Gary B. Shelly, ISBN: 9781133593454, Publication Date: 2012
2. Technology in Action, Complete by Alan Evans; Kendall Martin; Mary Anne Poatsy, ISBN: 9780135435199, Publication Date: 2019-02-18
3. Latest reputable Internet Sources