

Second		NC
GEN.3201	Expository Writing	3
GEN.3202	Arabic	2
GEN.3203	Introduction to Sociology	2
GEN.3204	Quantitative Reasoning-II	3
GEN.3205	Application of Information & Communication	3(2+1)
GEN.3206	Civics and Community Engagement	2
		15

1. Expository Writing

Semester 2nd

Course Code: GEN.3201

Credit Hours: 3(3-0)

Course Objectives: The course is developed with the aim to enable the students to meet their real life communication needs by

- Helping them learn and understand basic concepts of communication process
- Practically implementing theoretical aspects in the real life situations

Course Contents:

What is Communication?

- Process of communication, effective steps of communication, basic communication skills

Paragraph Writing;

- Practice in writing a good, unified and coherent paragraphs
- Paragraph writing leading towards the writing of five to seven paragraphs long essay
- Stages of writing (brain storming, researching, drafting and editing)
- Methods of writing (cause and effect, problem solutions, comparison and contrast)

Essay Writing;

- Basic structure of essay, topic sentence, supporting sentence, concluding sentence, thesis statement
- Unity and Coherence, Introduction and Conclusion

CV and Job Application;

- Preparing a Curriculum Vitae
- Writing a formal job application

Translation Skills;

- Urdu to English
(Practice at advanced level)

Study Skills;

- Skimming and scanning, intensive, extensive and speed reading
- Summary and precis writing
- Comprehension (at advanced level)
- (sQ3R and Sq4r methods)

Academic Writing;

- Letter/ Memo writing, Minutes of Meeting, use of Dictionary, Library and Internet

Presentation Skills;

- Personality development (emphasis on content, style and pronunciation)
- Preparation stage, audience analysis, handling and asking questions, managing time, handling non-verbal means, feedback

Academic Writing;

- How to write a research proposal for research paper/term paper?
- How to write a research paper/ term paper?
- (Emphasis on style, content, language, form, clarity , consistency)

Report Writing;

- Technical Report writing
- Progress report writing
- Preparation and planning

E-mail writing;

- Creating e-mail account
- Writing and sending e-mails

Preparing for Interview and Research proposal/ research paper defense

Note: Documentaries to be shown for discussion and review

Recommended Books:

Communication Skills

a) Grammar

1. Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises 2. Third edition. Oxford University Press 1986. ISBN 0 19 431350 6.

b) Writing

1. Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Françoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 435405 7 Pages 45-53 (note taking).
2. Writing. Upper-Intermediate by Rob Nolasco. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

c) Reading

1. Reading. Advanced. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1991. ISBN 0 19 453403 0.
2. Reading and Study Skills by John Langan
3. Study Skills by Richard York.

d) Speaking

4. Ellen, K. 2002. Maximize Your Presentation Skills: How to Speak, Look and Act on Your Way to the Top
5. Hargie, O. (ed.) Hand book of Communications Skills
6. Mandel, S. 2000. Effective Presentation Skills: A Practical Guide Better Speaking
7. Mark, P. 1996. Presenting in English. Language Teaching Publications

2. Arabic

Title	Description
Semesters	2 nd
Course code	GEN.3202
No. of C.Hrs.	02
Teaching weeks	18
Objectives of the Course	<p>۱۔ طلباء کو عربی زبان کی علوم اسلامیہ میں اہمیت سے آگاہ کرنا</p> <p>۲۔ طلباء کو علم صرف اور نحو کے بنیادی قواعد سے آگاہ کرنا تاکہ اسلامی علوم سے کما حقہ استفادہ کیا جا سکے</p> <p>۳۔ طلباء کو علم صرف کے بنیادی اصولوں سے آگاہ کرنا</p> <p>۴۔ قرآن مجید سے قواعد عربیہ کی عملی مشق کروانا۔</p>

Week	Lecture No.	قواعد	عملی مشق	
Week 1	Lecture 1	• اسم کی پہچان	• تعوذ اور سورۃ	

			الفاتحة (4-1)	
	Lecture 2	• هُوَ، هُمْ، ...ضمائر منفصلة	• سورة الفاتحة (5-7)، تكبير، ثناء، تسيحات	
Week 2	Lecture 3	• لِي، مِنْ، عَنْ، مَعَ-حروف جار	• تشهد، درود، دعا	
	Lecture 4	• فعل ماضى: فَعَلَ	• سورة الإخلاص	
Week 3	Lecture 5	• فعل مضارع: يَفْعَلُ	• سورة الفلق	
	Lecture 6	• فعل امر، فاعل، مفعول، فعل	• سورة النَّاس	Quiz # 01
Week 4	Lecture 7	• نَصَرَ، عَبَدَ	• سورة النصر	Assignment# 01
	Lecture 8	• ضَرَبَ، ظَلَمَ، سَمِعَ، عَلِمَ	• سورة الكافرون	
		•	•	
Week 5	Lecture 9	• كمزور أفعال: وَهَبَ، وَعَدَ	• سورة البقرة: 5-1	
	Lecture 10	• كمزور أفعال: قَالَ، زَادَ	• سورة البقرة: 6-10	
		•	•	
		• Mid Term		
Week 6	Lecture 11	• بمزه والى أفعال: أَمَرَ	• سورة البقرة: 11-13	

	Lecture 12	• يكسان حروف والى أفعال: ظَنَّ، ظَلَّ	• سورة البقرة: 14-18	
		•		
Week 7	Lecture 13	• فعل مجهول: نُصِرَ، جُعِلَ	• سورة البقرة: 19-20	
	Lecture 14	• فعل مجهول: وُعِدَ، أُمِرَ	• سورة البقرة: 21-22	
		•	•	
Week 8	Lecture 15	• مزيد في: حَاسَبَ	• سورة البقرة: 23-25	
	Lecture 16	• مزيد في: أَسْلَمَ، اِخْتَلَفَ	• سورة البقرة: 26-29	
		•		
Week 9	Lecture 17	• مزيد في: اِسْتَعْفَرَ	• سورة البقرة: 30	Quiz # 02
	Lecture 18	• مزيد في: تَدَبَّرَ، تَدَارَسَ، اِنْقَلَبَ	• سورة البقرة: 31-35	
		•	•	
Week 10	Lecture 19	• مزيد في: وَلَّى	• سورة البقرة: 36-37	Assignment# 02
	Lecture 20	• مزيد في: نَادَى، اَقَامَ	• سورة البقرة: 38-42	
		•	•	
Week 11	Lecture 21	• مزيد في: اِتَّقَى، سَنَقَمَ	• سورة البقرة: 43-46	

	Lecture 22	• مؤنث ضمائر	• سورة البقرة: 47-50
Week 12	Lecture 23	• مؤنث فعل كا تُبيل	• سورة البقرة: 51-53
	Lecture 24	• مؤنث فعل كا تُبيل، تثنيه (دو) تُبيل	• سورة البقرة: 54-57
		•	•
Week 13	Lecture 25	• فعل مجهول (مزيد في) عُلِمَ، أَنْزَلَ	• سورة البقرة: 58-59
	Lecture 26	• فعل: كَرُمَ، مَ اور فعل مضارع	• سورة البقرة: 60-61
		•	•
Week 14	Lecture 27	• لَمْ اور مضارع مزيد في افعال	• سورة البقرة: 62
	Lecture 28	• لَنْ اور فعل مضارع , اسم مكان	• سورة البقرة: 63-66
		•	•
Week 15	Lecture 29	• اسم مكان	•
	Lecture 30	• جمع تكسير ، جمله اسميه	• سورة البقرة: 67-70
		•	•
Week16	Lecturer 31	• جمله فعليہ	• سورة البقرة: 71-73
	Lecturer 32	• مضاف، مضاف اليه،	• سورة البقرة: 74

		موصوف، صفت		
		•	•	
Week 17		Terminal Examination		

نصابی کتب

نمبر شمار	نام مصنف	نام کتاب
1	عبدالستار خان	عربی کا معلم (چاروں حصے)
2	معین اللہ ندوی	تمرین صرف
3	محمد مصطفیٰ ندوی	تمرین النحو
4	مولانا عبدالماجد ندوی	معلم الانشاء
5	مولانا مختار احمد	مختار النحو

حوالہ جاتی کتب

نمبر شمار	نام مصنف	نام کتاب
1	علی جارم	النحو الواضح
2	نعیم الرحمن	اساس عربی
3	رشید الشراطوی	مبادئ العربية في الصرف و النحو
4	عبدالرحمن امرتسری	کتاب النحو
5	محمد مصطفیٰ ندوی	تمرین النحو
6	عبدالرحمن طاہر	قواعد القرآن
7	جامعۃ الملك السعود، ریاض	اللغة العربية لغير الناطقين بها
8	ڈاکٹر ابراہیم سورتی	قرآنی عربی

3. INTRODUCTION TO SOCIOLOGY

Title	Description
Semesters	2 nd
Course code	GEN.3203
No. of C.Hrs.	2
Teaching weeks	18

Objectives of the Course	The course is designed to introduce the students with sociological concepts and the discipline. The focus of the course shall be on significant concepts like social systems and structures, socio-economic changes and social processes. The course will provide due foundation for further studies in the field of sociology.
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Course Outline

1. Introduction
 - a. Definition, Scope, and Subject Matter
 - b. Sociology as a Science
 - c. Historical back ground of Sociology
2. Basic Concepts
 - a. Group, Community, Society
 - b. Associations
 - i. Non-Voluntary
 - ii. Voluntary
 - c. Organization
 - i. Informal
 - ii. Formal
 - d. Social Interaction
 - i. Levels of Social Interaction
 - ii. Process of Social Interaction
 - a) Cooperation
 - b) Competition
 - c) Conflict
 - d) Accommodation
 - e) Acculturation and diffusion
 - f) Assimilation
 - g) Amalgamation
3. Social Groups
 - a. Definition & Functions
 - b. Types of social groups
 - i. In and out groups
 - ii. Primary and Secondary group
 - iii. Reference groups
 - iv. Informal and Formal groups
 - v. Pressure groups

- 4. Culture
 - a. Definition, aspects and characteristics of Culture
 - i. Material and non-material culture
 - ii. Ideal and real culture
 - b. Elements of culture
 - i. Beliefs
 - ii. Values
 - iii. Norms and social sanctions
 - c. Organizations of culture
 - i. Traits
 - ii. Complexes
 - iii. Patterns
 - iv. Ethos
 - v. Theme
 - d. Other related concepts
 - i. Cultural Relativism
 - ii. Sub Cultures
 - iii. Ethnocentrism and Xenocentrism
 - iv. Cultural lag

- 5. Socialization & Personality
 - a. Personality, Factors in Personality Formation
 - b. Socialization, Agencies of Socialization
 - c. Role & Status

- 6. Deviance and Social Control
 - a. Deviance and its types
 - b. Social control and its need
 - c. Forms of Social control
 - d. Methods & Agencies of Social control

- 7. Collective Behavior
 - a. Collective behavior, its types
 - b. Crowd behavior
 - c. Public opinion
 - d. Propaganda
 - e. Social movements
 - f. Leadership

Recommended Books:

1. Anderson, Margaret and Howard F. Taylor. 2001. *Sociology the Essentials*. Australia: Wadsworth.
2. Brown, Ken 2004. *Sociology*. UK: Polity Press
3. Gidden, Anthony 2002. *Introduction to Sociology*. UK: Polity Press.

4. Macionis, John J. 2006. 10th Edition *Sociology* New Jersey: Prentice-Hall
5. Tischler, Henry L. 2002. *Introduction to Sociology* 7th ed. New York: The Harcourt Press.
6. Frank N Magill. 2003. *International Encyclopedia of Sociology*. U.S.A: Fitzroy Dearborn Publishers
7. Macionis, John J. 2005. *Sociology* 10th ed. South Asia: Pearson Education
8. Kerbo, Harold R. 1989. *Sociology: Social Structure and Social Conflict*. New York: Macmillan Publishing Company.
9. Koenig Samuel. 1957. *Sociology: An Introduction to the Science of Society*. New York: Barnes and Nobel..
10. Lee, Alfred Mclung and Lee, Elizabeth Briant 1961. *Marriage and The family*. New York: Barnes and Noble, Inc.
11. Leslie, Gerald et al. 1973. *Order and Change: Introductory Sociology* Toronto: Oxford University Press.
12. Lenski, Gevbard and Lenski, Jeam. 1982. *Human Societies*. 4th edition New York: McGraw-Hill Book Company.
13. James M. Henslin. 2004. *Sociology: A Down to Earth Approach*. Toronto: Allen and Bacon.

OR

Introduction to Psychology

Credit Hours: 2(2-0)

Course Objectives

To describe psychology with major areas in the field, and identification of the parameters of this discipline.

Unit I: Introduction to Psychology

- Nature and Application of Psychology with special reference to Pakistan.
- Historical Background and Schools of Psychology (A Brief Survey)

Unit II: Methods of Psychology

- Observation
- Case History Method Experimental Method
- Survey Method d. Interviewing Techniques

Unit III. Biological Basis of Behavior

- Neuron: Structure and Functions
- Central Nervous System and Peripheral Nervous System
- Endocrine Glands

Unit IV: Sensation, Perception and Attention

a. Sensation

- Characteristics and Major Functions of Different Sensations
- Vision: Structure and functions of the Eye.

- Audition: Structure and functions of the Ear.

b. Perception

- Nature of Perception
- Factors of Perception: Subjective, Objective and Social
- Kinds of Perception:
- Spatial Perception (Perception of Depth and Distance)
- Temporal Perception; Auditory Perception.

c. Attention

- Factors, Subjective and Objective
- Span of Attention
- Fluctuation of Attention
- Distraction of Attention (Causes and Control)

Unit V: Motives a. Definition and Nature b. Classification

- Primary(Biogenic) Motives

Hunger, Thirst, Defecation and Urination, Fatigue, Sleep, Pain, Temperature, Regulation, Maternal Behavior, Sex

- Secondary (Sociogenic) Motive

Play and Manipulation, Exploration and Curiosity, Affiliation, Achievement and Power, Competition, Cooperation, Social Approval and Self Actualization.

Unit VI. Emotions

- Definition and Nature
- Physiological changes during Emotions (Neural, Cardial, Visceral, Glandular), Galvanic Skin Response; Pupillometrics
- Theories of Emotion
- James Lange Theory; Cannon-Bard Theory
- Schechter –Singer Theory

Unit VII: Learning

- Definition of Learning
- Types of Learning: Classical and Operant Conditioning Methods of Learning: Trial and Error; Learning by Insight; Observational Learning

Unit VIII: Memory

- Definition and Nature
- Memory Processes: Retention, Recall and Recognition
- Forgetting: Nature and Causes

Unit IX: Thinking

- Definition and Nature
- Tools of Thinking: Imagery; Language; Concepts
- Kinds of Thinking d. Problem Solving; Decision Making; Reasoning

Unit X. Individual differences

- Definition concepts of Intelligence, personality, aptitude, achievement

RECOMMENDED BOOKS

1. Atkinson R. C., & Smith E. E. (2000). Introduction to psychology(13thed.). Harcourt Brace College Publishers.
2. Fernald,L.D.,&Fernald,P.S.(2005). Introduction to psychology. USA: WMCBrownPublishers.
3. Glassman, W. E. (2000). Approaches to psychology. Open University Press. Hayes, N. (2000). Foundation of psychology (3rd ed.). Thomson Learning. Lahey, B. B. (2004). Psychology: An introduction (8th ed.). McGraw-HillCompanies, Inc.
4. Leahey, T. H. (2003). A history of psychology: Main currents in psychological thought. New Jersey: Prentice-Hall International, Inc. (7th ed.)
5. Myers, D. G. (1992).Psychology. (3rd ed.). New York: WadsworthPublishers.
6. Ormord, J. E. (1995). Educational psychology: Developing learners. Prentice- Hall, Inc.

OR

Introduction to Management

Credit Hours: 2(2-0)

Course Description:

- Principles of management are a fundamental course of basic learning in business studies focusing on definitions, differentiation and implication of learning concepts.
- Following course facilitate the what, why, who, where and how explanations of planning, organizing, leading, controlling, corporate social responsibility and managerial ethics.

Reference Material:

- Courtland L Bovee, John V Thill, Marian Burk Wood, George P. Thill, Management, international Edition.
- Emerald Case studies for Management practice.
- Activity of “Six Thinking Hat” By Edward DeBono.
- Analytical discussions on “Seven Habits of highly Effective People” by Stephen R. Covey 1989.

Course Objectives:

- To introduce the concept of principles of management, functions of management: Planning, Organizing, leading and controlling, Practical Learning for the 21st century.
- To address the most pertinent issues likely to be encountered in Organizational life and future by professionals especially in Pakistan.

Course Outcomes:

- To enhance the primary knowledge and analytical skills as it is prerequisite for upcoming courses.
- To familiarize the current social, cultural, economical, political and global challenges of management and business world.

- To enable the students to select and pursue their area of Specialization effectively later on.

Week #	Lecture #	TOPICS TO BE COVERED
1	1.	Foundation of management. Definition Scope and Functions of Management.
	2.	Different Levels Roles and Skills of Management, Management & Organization.
2	3.	Management theories and perspectives, Evolution of Management Theories.
	4.	Scientific Management, Administrative Management, Bureaucratic Management.
3	5.	Behavioral theories, Hawthorne Studies, System Approach, Contingency Approach.
	6.	Current Trends & Issues of Management; workforce diversity, globalization.
4	7.	Organizational culture & environment: Different Views and Sources of Culture.
	8.	External & Internal Environmental Factors, Task & Mega Environment.
5	9.	Corporate social responsibility, Views on CSR, value based management
	10	Ethics in management, factors affecting ethics and improving ethical behaviors.
6	11	Decision making: Decision making process of eight steps and its Conditions.
	12	Decision Making Errors and Biases, Types of Problems & Respective Decisions.
7	13	Foundation of planning: Conceptual View of Planning and its Purpose & importance.
	14	Challenges & Types of planning, Developing Organizational Goals, Types of Goals.
		MID TERM EXAMS
		MID TERM BREAK
8	15	Strategic management: Strategic Management Process & Formulation of

		Strategies.
	16	Organizational & Environmental Analysis: SWOT & PEST analysis.
9	17	Types of Organizational Strategies: Corporate and business Strategies
	18	Types of Organizational Strategies: Functional strategies, Strategic Flexibility.
10	19	Organizing; Foundation of Organizational Structure & design. Contingency Factors.
	20	Types of Organizational Structure, Departmentalization & Chain of Command.
11	21	Span of Control & Formulization, Centralization & Decentralization, Work division.
	22	Traditional & Contemporary Designs, Mechanistic & Organic Organizations.
12	23	Leadership & management: Who are Leaders? What is Leadership?
	24	Early Leadership Theories: Trait & behavioral theories, Models of Leadership
13	25	Different Leadership Styles, Contingency Theories of Leadership. Today challenges.
	26	Foundation of Control: Importance of Control, Control Process of different steps.
14	27	Elements, Approaches & Types of Controlling, Organizational Performance
	28	Measures to Control Organizational Performance. Control Strategies for deviations.

OR

Introduction to Education

Credit Hours: 2(2-0)

Unit 1 Ideological Foundation of Education

Introduction to Education

Concepts and Aims of Education

Modes and Scope of Education

Islamic Foundations

Islamic concept of Peace

Other religions and Islam

Ideology and teachers

Unit 2 Philosophical Foundations of Education

Philosophy and Education

Main Philosophical Thoughts

Idealism

Realism

Pragmatism

Re-constructionism

Unit 3 Psychological Foundations of Education

Learning and Maturation

Individual Differences

Self-Concept

Academic Aptitude

Instructional Strategies and Psychology

Unit 4 Socio-Economic Foundations of Education

Concept of Society and Culture

Social Conditions and Education

Economic Conditions and Education

Politics and Education

Unit 5 Historical Foundations of Education in Pakistan

Pre-Pakistan Period (712 A.D. to onward)

Period from 1947-1958

Period from 1959-1971

Period from 1972-1979

Period from 1980 -1991

Period from 1992 – to date

Unit 6 Aims of Education

Aims, Goals and Objectives

Taxonomies of Objectives

Aims and Objectives of Education in Pakistan

Unit 7 Problems and Issues in Education in Pakistan

Universalization of Primary Education

Literacy

Medium of Instruction

Diversification of Education

Environmental Education

Gender and Education

Islamization of Education

Special Education

Health Education / Drug Education

HIV / Aids, STIs, Hepatitis

Recommended Books

Canestrari, A. (2009). *Foundations of Education*. New York: Sage Publications Eugene, F.P.

(2005). *Critical issues in education: Anthology of reading*. New York: Sage Publications.

Goldblatt, P.F., & Smith, D. (2005). *Cases for teacher development*. New York: Sage Publications.

Holt, L.C. (2005). *Instructional patterns: Strategies for maximizing students learning*.

Murphy, D. (2005). *Foundations/Introduction to Teaching*. USA: Allyn & Bacon, Inc. New York: Sage Publications.

Semel, S. F. (2010). *Foundations of education: The essential texts*. USA: Routledge.

OR

GEN-4401

Introduction to Anthropology

Credit Hours: 2(2-0)

. Introduction

- a. Definition of Anthropology
- b. Fields of anthropology
- c. Anthropological research methods
- d. Anthropology and other social sciences
- e. Significance of anthropology

2. Culture

- a. Definition, properties and taxonomy
- b. Evolution and growth of culture
- c. Evolution of man: religious and modern perspectives
- d. Evolution of culture

3. Language and culture

- a) Communication
- b) Structural linguistics
- c) Historical linguistics
- d) Sociolinguistics
- e) Relationship between language and culture
- f) Sapir Whorf Hypothesis

4. Economic system

- a. Economic anthropology
- b. Adaptive Strategies
 - Foraging
 - Pastoralists
 - Horticulture
 - Agriculture
 - Industrial
- c. Distribution and Exchange
 - Market exchange
 - Redistribution
 - Reciprocity (types)
 - Barter
- d. Kula Ring
- e. Pot latching

5. Marriage and family

- a. Marriage its types and functions
- b. Forms and functions of family
- c. Residence patterns
- d. Kinship and descent
- e. Descent groups; Rules and types of descent

6. Political organization

- a. Types of political organization
- b. Centralized and Un centralized political systems

- c. Membership, settlement patterns, decision making in Band Tribes and Chiefdom
- d. Leadership/Resolution of conflict in Band Tribes and Chiefdom

7. Religion and magic

- a. Definition, Basic Concepts
- b. Animism and Animatism
- c. Religious practitioners (Shamans)
- d. Rituals and its examples
 - Rites of Passage
- e. Witchcraft, Magic and sorcery
- g. Functions of religion

8. Culture change

- a. Mechanism of cultural change
- b. Repressive change
 - Acculturation and Ethnocide
 - Genocide
- c. Cultural change in the modern world
- d. Problems of cultural change in Pakistani society

9. The arts

- a. Visual Arts
- b. Verbal Art
 - Myth
 - Legend
 - Tale

Books recommended

1. Adamson, Hoebel and Everett L. Frost. (1979). Cultural and Social Anthropology, New Delhi: McGraw Hill Publishing Co.
2. Bernard, H. Russell (1994). Research Methods in Anthropology; Qualitative and Quantitative Approaches. London: Sage Publications
3. Bodley, Jhon H. (1994). Cultural Anthropology. California: Mayfield Publishing Co.
4. Clammer, John R. (1983). Modern Anthropological Theory, New Delhi, Cosmo
5. Ember, Carol R. and Ember, Melvin (1990). Anthropology. (6th ed. Englewood Cliffs: Prentice Hall Inc.
6. Harris, Marvin (1987). Cultural Anthropology, New York: Harper and Row.
7. Harris, Morven (1985). Culture, People, Nature; An Introduction to General Anthropology. London: Harper and Row.

GEN-4303

Quantitative Reasoning-II Credit Hrs: 3(3-0)

Objectives: This course will enhance their ability to deal with scenarios involving quantitative reasoning skills in a logical manner which they can face in their practical lives.

QUANTITATIVE REASONING (II)

UGE Policy V 1.1 : General Education Course

Credits: 03
Pre-Requisite: Quantitative Reasoning (I)
Offering: Undergraduate Degrees (including Associate Degrees)
Placement: 2 - 4 Semesters
Type: Mandatory
Fields: All

DESCRIPTION

Quantitative Reasoning (II) is a sequential undergraduate course that focuses on logical reasoning supported with mathematical and statistical concepts and modeling / analysis techniques to equip students with analytical skills and critical thinking abilities necessary to navigate the complexities of the modern world. The course is designed to familiarize students with the quantitative concepts and techniques required to interpret and analyze numerical data and to inculcate an ability in students the logical reasoning to construct and evaluate arguments, identify fallacies, and think systematically. Keeping the pre-requisite course of Quantitative Reasoning (I) as its base, this course will enable students further their quantitative, logical and critical reasoning abilities to complement their specific major / field of study.

COURSE LEARNING OUTCOMES

By the end of this course, students shall have:

1. Understanding of logic and logical reasoning;
2. Understanding of basic quantitative modeling and analyses;
3. Logical reasoning skills and abilities to apply them to solve quantitative problems and evaluate arguments;
4. Ability to critically evaluate quantitative information to make evidence based decisions through appropriate computational tools.

SYLLABUS

1. **Logic, Logical and Critical Reasoning**
 - Introduction and importance of logic;
 - Inductive, deductive and abductive approaches of reasoning;
 - Propositions, arguments (valid; invalid), logical connectives, truth tables and propositional equivalences;
 - Logical fallacies;
 - Venn Diagrams;
 - Predicates and quantifiers;
 - Quantitative reasoning exercises using logical reasoning concepts and techniques.
2. **Mathematical Modeling and Analyses**
 - Introduction to deterministic models;
 - Use of linear functions for modeling in real-world situations;
 - Modeling with the system of linear equations and their solutions;
 - Elementary introduction to derivatives in mathematical modeling;
 - Linear and exponential growth and decay models;
 - Quantitative reasoning exercises using mathematical modeling.
3. **Statistical Modeling and Analyses**
 - Introduction to probabilistic models;
 - Bivariate analysis, scatter plots;

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5. Application of Information & Communication Technologies

Title	Description
Semesters	2 nd

Course code	GEN.3205
No. of C.Hrs.	3(2+1)
Teaching weeks	18
Objectives of the Course	To familiarize the students with the practical applications of Information and Communication Technologies (ICT) across various sectors

APPLICATIONS OF INFORMATION AND COMMUNICATION TECHNOLOGIES

UGE Policy V 1.1 : General Education Course

Credits: 03 (Class Credits: 02; Lab Credits: 01)
Pre-Requisite: Nil
Offering: Undergraduate Degrees (including Associate Degrees)
Placement: 1 - 4 Semesters
Type: General Education
Fields: All

DESCRIPTION

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.

COURSE 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 the ethical and legal considerations in use of ICT platforms and tools.

SYLLABUS

1. **Introduction to Information and Communication Technologies:**
 - Components of Information and Communication Technologies (basics of hardware, software, ICT platforms, networks, local and cloud data storage etc.).
 - Scope of Information and Communication Technologies (use of ICT in education, business, governance, healthcare, digital media and entertainment, etc.).
 - Emerging technologies and future trends.
2. **Basic ICT Productivity Tools:**
 - Effective use of popular search engines (e.g., Google, Bing, etc.) to explore World Wide Web.
 - Formal communication tools and etiquettes (Gmail, Microsoft Outlook, etc.).
 - Microsoft Office Suites (Word, Excel, PowerPoint).
 - Google Workspace (Google Docs, Sheets, Slides).
 - Dropbox (Cloud storage and file sharing), Google Drive (Cloud storage with Google Docs integration) and Microsoft OneDrive (Cloud storage with Microsoft Office integration).
 - Evernote (Note-taking and organization applications) and OneNote (Microsoft's digital notebook for capturing and organizing ideas).
 - Video conferencing (Google Meet, Microsoft Teams, Zoom, etc.).
 - Social media applications (LinkedIn, Facebook, Instagram, etc.).
3. **ICT in Education:**
 - Working with learning management systems (Moodle, Canvas, Google Classrooms, etc.).
 - Sources of online education courses (Coursera, edX, Udemy, Khan Academy, etc.).
 - Interactive multimedia and virtual classrooms.

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4. ICT in Health and Well-being:

- Health and fitness tracking devices and applications (Google Fit, Samsung Health, Apple Health, Xiaomi Mi Band, Runkeeper, etc.).
- Telemedicine and online health consultations (OLADOC, Sehat Kahani, Marham, etc.).

5. ICT in Personal Finance and Shopping:

- Online banking and financial management tools (JazzCash, Easypaisa, Zong PayMax, ILLINK and MNET, Keenu Wallet, etc.).
- E-commerce platforms (Daraz.pk, Telemart, Shophive, etc.)

6. Digital Citizenship and Online Etiquette:

- Digital identity and online reputation.
- Netiquette and respectful online communication.
- Cyberbullying and online harassment.

7. Ethical Considerations in Use of ICT Platforms and Tools:

- Intellectual property and copyright issues.
- Ensuring originality in content creation by avoiding plagiarism and unauthorized use of information sources.
- Content accuracy and integrity (ensuring that the content shared through ICT platforms is free from misinformation, fake news, and manipulation).

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.

SUGGESTED INSTRUCTIONAL/READING MATERIALS

1. "Discovering Computers" by Vermaat, Shaffer, and Freund.
2. "GO! with Microsoft Office" Series by Gaskin, Vargas, and McLellan.
3. "Exploring Microsoft Office" Series by Grauer and Poatsy.
4. "Computing Essentials" by Morley and Parker.
5. "Technology in Action" by Evans, Martin, and Poatsy.

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6. Civics & Community Engagement

Title	Description
Semesters	2 nd
Course code	GEN.3206
No. of C.Hrs.	02
Teaching weeks	18
Objectives of the Course	To explore the fundamental concepts of civics, citizenship, and community engagement.

CIVICS AND COMMUNITY ENGAGEMENT

UGE Policy V 1.1 : General Education Course

Credits:	02
Pre-Requisite:	Nil
Offering:	Undergraduate Degrees (including Associate Degrees)
Placement:	1 - 4 Semesters
Type:	General Education
Fields:	All

DESCRIPTION

This course is designed to provide students with fundamental knowledge about civics, citizenship, and community engagement. In this course, the students will learn about the essentials of civil society, government, civic responsibilities, inclusivity, and effective ways to participate in shaping the society which will help them apply theoretical knowledge to the real-world situations to make a positive impact on their communities.

COURSE LEARNING OUTCOMES

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

1. Demonstrate fundamental understanding of civics, government, citizenship and civil society.
2. Understand the concept of community and recognize the significance of community engagement for individuals and groups.
3. Recognize the importance of diversity and inclusivity for societal harmony and peaceful co-existence.

SYLLABUS

1. **Civics and Citizenship:**
 - Concepts of civics, citizenship, and civic engagement.
 - Foundations of modern society and citizenship.
 - Types of citizenship: active, participatory, digital, etc.
2. **State, Government and Civil Society:**
 - Structure and functions of government in Pakistan.
 - The relationship between democracy and civil society.
 - Right to vote and importance of political participation and representation.
3. **Rights and Responsibilities:**
 - Overview of fundamental rights and liberties of citizens under Constitution of Pakistan 1973.
 - Civic responsibilities and duties.
 - Ethical considerations in civic engagement (accountability, non-violence, peaceful dialogue, civility, etc.)
4. **Community Engagement:**
 - Concept, nature and characteristics of community.
 - Community development and social cohesion.
 - Approaches to effective community engagement.
 - Case studies of successful community driven initiatives.
5. **Advocacy and Activism:**
 - Public discourse and public opinion.
 - Role of advocacy in addressing social issues.
 - Social action movements.
6. **Digital Citizenship and Technology:**
 - The use of digital platforms for civic engagement.
 - Cyber ethics and responsible use of social media.