**Course outline**

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| Title  | **Computer Applications** |
| Course Code  | **IS-135** |
| Resource Person: | Fatima Nawaz  |
| Email:  | Fatima.nawaz@umt.edu.pk |
| Contact Hours: |  |
| Office Address: |  |
| Program | Cohort |
| Section: | C7 |
| Semester: | S2024 |
| Course Pre-requisites: | N/A |
| Credit Hours: | 3 |
| Course Type: | Lab |
| Venue/Day/Time: |  |
| Course URL (if any): |  |

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| **Course Description:** |
| Computer Applications is a comprehensive course in business office practices with emphasis on industry standard computer operation and applications.  The course is designed for adult learners and uses computer based instruction with individualized or cooperative work/study groups. |

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| **Course Teaching Methodology:** |
| Lecture, hands-on training, practical assignments, group work, and presentations |

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| **Programme Educational Objectives (POs):** |
| PO-1 | To provide our graduate with a broad-based education that will form the basis for personal growth and life-long learning with a qualitative technical education. |
| PO-2 | To get the unique knowledge and experience of both Information Systems and Business. |
| PO-3 | To provide students clout on best use of Information Systems for cutting the cost, time and resources in order to amplify the revenue by restructuring the business processes and by engaging conceptual, analytical and managerial competencies transformed by outcome based learning experience. |
| PO-4 | To put knowledge and skills into practice on a real-life Problem. |

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| **Programme Learning Outcomes (PLOs):****After completing this degree programme, students shall be able to:** |
|  | **Mapping the PLOs with POs** |
| PLO-1 | Student must feel comfortable with the basic terminologies of computer and understand the basics of computer hardware. |  |
| PLO-2 | Students must learn to use collaboration tools to share information |  |
| PLO-3 | Students are expected to work within MS Windows environment without facing problems. |  |
| PLO-4 | Students must be able to perform tools of MS Office in developing various business documentations, calculations, and presentations. |  |
| PLO-5 | Student must expected to perform integration of various tools. |  |

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| **Course Objectives (COs)** |
| CO-1 | Understand basics of information technology & computers |
| CO-2 | Use of collaboration tools to share information |
| CO-3 | Use of word processing to develop business documents |
| CO-4 | Use of spreadsheets for business calculations |
| CO-5 | Understand the concept of design presentation materials |
| CO-6 | Integration of various business tools for solving complex problems |

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| **Course Learning Outcomes (CLOs):****After completing this course, students shall be able to:** |
|  | **Mapping the CLOs with PLOs** |
| CLO-1 | Know about the basics of computer’s hardware, software and basic operations | CO-1, PLO-1 |
| CLO-2 | Learn the basics of operating system to perform daily routines tasks with computer | CO-1, PLO-1, PLO-3 |
| CLO-3 | Able to use basics group collaboration tools to share and collect information  | CO-2, PLO-2 |
| CLO-4 | Learn different techniques to format business documents such as letter, memo, business report, etc. in a professional way | CO3, PLO-4 |
| CLO-5 | Use of various functionalities of basic spreadsheet including setup and analyze itemized list of numbers such as the various types of budgets or financial statements | CO4, PLO-4 |
| CLO-6 | Develop an effective and professional presentation by learning different techniques of formatting, editing, and animation | CO5, PLO-4 |
| CLO-7 | Able to perform to transfer data from one application to other to develop an integrated application by using various contents available in different applications or files.  | CO6, PLO-5, PLO-3 |

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| **Assurance of Learning and Assessment Items:***Specify Assessment Items that will assure student learning through application and achieve objectives of specific PLOs / COs / CLOs* |
| **Assessment Item** | **Application/ Objectives****PLO / CO / CLO** |
| Quiz | **CLO-1, CLO-2, CLO-3, CLO-4, CLO-5** |
| Assignment/Practical | **CLO-4, CLO-5, CLO-6** |
| Presentation | **CLO-6** |
| Project | **CLO-4, CLO-5, CLO-6, CLO-7** |
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| **Assessment Structure and Grading Policy\*:** |
| **Assessment Item** | **Weight (%)** | **Execution Plan** |
| Assignment/Practical | 20 |  |
| Quiz | 10 |  |
| Mid-term exam | 10 | One-time assessment |
| Presentation | 5 |  |
| Project | 20 |  |
| Final exam | 35 | One-time assessment |
| **Total**  | **100** |  |
| **Notes – Norms and Important Class Policies:** *(such as submission guidelines, academic honesty, make-up policy, code of conduct)* **Regularity and Punctuality** Regularity and punctuality will be very strictly observed. Attendance might be taken twice in combined sessions for this purpose. * UMT’s attendance policy for six absences out of thirty sessions is strictly adhered to. This includes the leaves that you get approved from your Batch Advisor against any permissible reason.
* Regarding punctuality, you will be marked present only if you arrive in the class within five minutes of the scheduled time.
* If your group is making a presentation and you are not present, you get a zero. No make up Quizzes or Assignments are allowed.
* Deadlines are to be strictly observed for projects; however, resource person might accept a delayed report with deductions in grade.
* All submission of assignments and projects must be through LMS.

**Class Participation** Positive, healthy and constructive class participation will be monitored for each class. Particular emphasis will be given to participation during the presentation sessions. The manner in which the question is asked or answered will also be noted. Your behaviour, as business executives in the class will contribute to the class participation marks. **Presentations**After careful analysis, resource person will constitute the groups to achieve balanced heterogeneity among groups, for group assignments/projects and will have the final decision in this regard. Every member of the group is expected to be able to handle all aspects of the assignments. Groups are not allowed to choose presenters for various parts of the presentations; instead resource person will nominate them. Individuals will be judged for their understanding of the topic through question handling. Q/A section of the presentations will way heavily for grading of assignments/ projects.**Word of advice**Assignments / projects are very demanding and time consuming. Since you might be exposed to the real corporate environment, the ensuing reality checks could be demoralizing and frustrating. So you must learn to handle the intra group conflicts and any clash of interests. Unless you start working on the assignments / projects right away from the very first day you are likely to miss the deadlines. **Participant Responsibilities:**Student should be responsible enough to practice whatever they have learnt during class sessions. They should also implement it to other subjects as well. They are expected to come prepared in the class.**Honesty Policy:**Students are expected to show honesty as far as their assessments are concerned. Whatever they submit to the teacher, it should be their own effort. Any student found any kind of plagiarism will lead to a grade F for that particular assessment. The case may also be forwarded to disciplinary committee.   |

*\*Rubrics for all assessments (including mid and final exams) will be provided separately to the students.*

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| **Weekly Sessions Plan:** |
| **Week** | **Topics / Contents** | **Activity** | **Application/Objectives****PLO / CO / CLO** |
|  | Module 1: Basics |  |  |
| 1 | Computer Basics such as hardware, software, it’s working, etc. Basics of MS Windows 10 |  | CLO-1, CLO-2 |
| 2 | Basics of Web Browser, Web Browser Settings, Search Engine, Search Content using Google, Use of Gmail, Link Gmail to other email accounts, Use of Google Drive, Share documents | Assignment -1 | CLO-3 |
|  | Module 2: Documents in Business |  |  |
| 3 | Documents in MS Word, Document Types, Create Single Page Document, Using Mail Merge, Create Contact List, Using Paragraph setting, Page Margin | Quiz-1 | CLO-1, CLO-4 |
| 4 | Multi-page documents, understanding to apply heading levels, Table of Content, Insert Picture, Tables, etc. Creating Table of Figures/Tables, Header & Footer, Cover Page, Page Numbering | Practical-1 | CLO-1, CLO-4 |
|  | Module 3: Presenting Data |  |  |
| 5 | Creating Presentation in MS PowerPoint, Use of objects, such as Image, Table, Screenshots, SmartArt, etc. Slide Transition, Object Animation in slide. | Assignment-2 | CLO-6 |
| 6 | Use of Prezi, Creating presentation, Formatting & Design, Theme settings, Animation & transition effects. | Practical-2Quiz-2 | CLO-6 |
| 7 |  Google Form, Creating Form, Sharing to collect data, Download collected data.  | Project-1Presentation | CLO-3 |
| 8 | Mid Term Project Presentation |  |  |
|  | Module 4:Performing Calculations |  |  |
| 9 | Basic Concepts of MS Excel, Rows and Columns, handling workbooks, Formatting Cell, Cell Addressing, Cell Naming | Practical-3 | CLO-1, CLO-5 |
| 10 | Import data from external sources such as Text, Web, etc. CSV files, Use of delimiters, Use of Filters to search data, Data Sorting | Assignment-3Quiz-3 | CLO-3, CLO-5 |
| 11 | Basic computation in MS Excel, Use of Built-in Functions such as SUM, Count, MIN, MAX, Average. Use of IF function, understanding the logical expression and operators,Conditional formatting  | Practical-4 | CLO-5 |
| 12 | Fetch data from a dataset by using VLookUp function, Basic Understanding of the Financial functions. | Practical-5 | CLO-5 |
| 13 | Chart, Chart Types, PIE Chart, Line Chart, Bar Chart, Chart Settings, Multi-dimensional data analysis using Pivot Table and Pivot Chart | Assignment-4Quiz-4 | CLO-5 |
|  | Module 5: Advance tools for data processing  |  |  |
| 14 | Document designing using Canva, Use Template to design, Upload Content, Content setting, Share the document, Download document | Practical-6 | CLO-1 |
| 15 | Introduction about Office365, Google Docs, Sharing documents, Synchronizing documents within devices, Use of Macros to automate Microsoft Office Tasks | Pracical-7 | CLO-1, CLO-7 |
| 16 | Final Project Presentation | Project-2 Presentation |  |
| 17 | Final Term Examination |  |  |
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| **Primary Text Book (s):** |
| 1. **Microsoft Office 2019 Step by Step 1st Edition** by [Joan Lambert](https://www.amazon.com/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=Joan+Lambert&text=Joan+Lambert&sort=relevancerank&search-alias=books) (Author), [Curtis Frye](https://www.amazon.com/Curtis-Frye/e/B001IGLPPO/ref%3Ddp_byline_cont_book_2)

Discovering Computers Complete: Your Interactive Guide to the Digital World, 2016 Edition By Shelly Cashman |
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| **Reference / Supplementary Reading (s):** |
| Office 365 All-in-One For Dummies 1st Edition by Peter Weverka Hands on notes * Tool Tutorials
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| **Useful Online / Web Resources:** |
| * [Google Docs Editors Community](https://support.google.com/docs/community?hl=en)
* [Microsoft 365 Training](https://support.microsoft.com/en-us/training)
* [Quick Start Guides for Windows 10, Surface Book, and Microsoft Edge](https://support.microsoft.com/en-gb/microsoft-edge/quick-start-guides-for-windows-10-surface-book-and-microsoft-edge-4e603411-16ad-73f7-0923-5aa3d327bb59)
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| Title  | **Pakistan: Ideology, Constitution and Society**  |
| Course Code  | **POL - 121** |
| Resource Person: | Maryam Khilji  |
| Email:  | V31566@umt.edu.pk |
| Contact Hours: |  |
| Office Address: | Library Building  |
| Program | Cohort |
| Section: | C1 |
| Semester: | S2024 |
| Course Pre-requisites: | N/A |
| Credit Hours: | 3 |
| Course Type: | Theory |
| Venue/Day/Time: |  |
| Course URL (if any): |  |

**Directions:**

To maintain uniformity of the course material and evaluation criteria, it has been decided that one standard outline of the course will be followed by every cohort resource person. The midterm exam will be held in the 8th week and resource persons can set the paper of the Midterm exam according to his/her requirement; however, for the Final exam there will be one final paper for all the sections of Pakistan Studies and they will be held on the same time and same day.

**Course Description:** This multidimensional course seeks to encompass a wide range of issues pertaining to nation-building and state structure in Pakistan. This course outline has been designed to give a nuanced understanding of Pakistan to students regarding its history before partition along with a focus on the struggles the new country had to make or have been making in its constitutional, political, economic, social, and diplomatic spheres. In its journey of 75 years, many challenges rooted either in local or international contexts came along the way. One key aspect of the course is to equip students with a contextual understanding of those challenges that Pakistan found itself beset with at different points in time and also critically explore what choices were made to respond to those challenges. The course will help students make a better sense of Pakistan both in its past and present.

**Course Learning Objectives:**

1. Develop a foundational knowledge of history, society, and culture of Pakistan.
2. Understand the constitutional and political developments of Pakistan.
3. Assess constitutional challenges of Pakista
4. Analyze foreign policy and contemporary developments in Pakistan
5. Foster critical thinking and analytical skills to evaluate historical events, socio-political decisions, and legal developments in Pakistan.

**Course Learning Outcomes:**

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

1. Demonstrate a comprehensive understanding of the history, society and culture of Pakistan
2. Evaluate the socio-political and legal development of Pakistan, including constitution and ideology.
3. Analyze and discuss the constitutional challenges faced by Pakistan and effectively communicate knowledge and insights about Pakistan Studies through written and oral presentations.
4. Demonstrate an understanding of foreign policy and contemporary developments in Pakistan
5. Apply critical thinking skills to analyze and interpret historical events, socio-political decisions, and legal developments in Pakistan.

**Teaching Method:**

Course will be conducted on the lecture-based discussion models along with homework assignments and evaluations through quizzes, Midterm and Final Term examinations. To ensure class participation of the attendees, students will be encouraged to raise more and more questions during and after the lectures

**Course Duration:** It will run for one semester covering 15 weeks of teaching. Every week, there would be two classes each of one hour & 20 minutes.

1. **The following assignments are to be completed for this course**

**Term Paper:** Every student has to write one term paper which will be submitted just three weeks before the final term exam. The length of the term paper should be 12 to 15 pages with 12 fonts in size and double space between the lines. Students are supposed to send the soft copies of their papers to the resource person’s e-mail address. There will be no further extension in the submission date. Late sending or submission will automatically be marked negatively with a ratio of -1 marks per day. Every Term paper will be checked in terms of its originality and those who adopted the habit of cut-and-paste or plagiarized the material will get zero. Appreciation will be for those who work hard and produce original work.

1. **Quizzes:** You must be ready for 8 Quizzes. The purpose of these quizzes is to involve students in the learning process, to get their full concentration, and to prepare them for the mid and final exams. Recommended textbook and class notes will be sufficient for the preparation of the quizzes, and mid and final examinations.

**Mid Term and Final Term Exams:** On the university’s prescribed dates you will have Mid Term and End/Final Term Examinations

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| **Evaluation:** |
| Term Paper +Presentation | 10 Marks |
| 4 Quizzes before Mid | 4 x 2.5=10Marks |
| Mid-Term Exam (Short +Long Questions) | 30 Marks |
| 4 Quizzes after Mid | 4 x 2.5=10Marks |
| Final Exam (Short + Long Questions) | 40 Marks |
| Total | 100Marks |

**Suggested Text:**  Kazmi, M. R. (2007). *Pakistan Studies.* Lahore: Oxford University Press.

**Class Rules & Regulations:**

If any student misses’ classes more than the prescribed number of classes by the University, he or she may not be able to appear in the Final Examination, or short attendance will be treated according to the Policy of the University.

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| # | **Course Schedule** | **Suggested Material**  |
| Week 1 | Tracing the history: Colonial EraWar of Independence 1857  | Core ReadingPakistan Studies by M.R. Kazmi (Page no:34 till 51) |
| Week 2 | Tracing History: The Resurgence of Muslim Political Movement (till 1940)  | Core Reading Pakistan Studies by M.R. Kazmi (Page no:61 till 98) |
| Week 3 | Tracing History: The Muslim Struggle for Pakistan and British Response (1940-1947)  | Core Reading  Pakistan Studies by M.R. Kazmi (Page no: 103 till 120) |
| Week 4 | Ideology of Pakistan  | Core Reading  Pakistan Studies by M.R. Kazmi Chapter 24 |
| Week 5 | Pakistan: Political and Constitutional Developments  | Core Reading  Pakistan Studies by M.R. Kazmi Chapter 32 |
| Week 6 | Pakistan: Political and Constitutional Developments ( The Islamic Provisions of Successive Constitutions ) | Core Reading  Pakistan Studies by M.R. Kazmi Chapter 33 |
| Week 7 | Pakistan: Society and Culture | Core Reading Pakistan Studies by M.R. Kazmi (Page no: 246 till 261) |
| Week 7 | Economic Development in Pakistan | Core Reading  (A Concise History of Pakistan by M.R. Kazmi (Page no: 327 till 346) |
| **Week 8** | **Mid Term Examination**  |
| Week 9 | Pakistan and World Affairs( 1947-1970s)  | Core Reading  Pakistan’s Foreign Policy: An Overview 1947-2004, PILDAT Report) byDr. Hasan-Askari Rizvi |
| Week 10 | Pakistan and World Affairs( 1980s-2004)  | Core Reading  Pakistan’s Foreign Policy: An Overview 1947-2004, PILDAT Report) byDr. Hasan-Askari Rizvi |
| Week 11 | Pakistan’s National Security: External and Internal Dynamics | Core Reading  National Security Policy of Pakistan 2022-2026<https://cgss.com.pk/paper/pdf/Pakistans-National-Security-Policy-2022-2026.pdf> |
| Week 12 | Sustainable Development Goals (SDGs) in Pakistan  | Core Reading  SDGs’ Pakistan Report 2021<https://www.sdgpakistan.pk/uploads/pub/Pak_SDGs_Status_Report_2021.pdf><https://pakistan.un.org/en/sdgs>  |
| Week 13 | CPEC: Challenges and Opportunities | Core Reading  Ali, Murad. "China–Pakistan economic corridor: prospects and challenges." *Contemporary South Asia* 28, no. 1 (2020): 100-112. |
| Week 14 | Pakistan and Climate Change | Core Reading  Hussain, Mudassar, Abdul Rahman Butt, Faiza Uzma, Rafay Ahmed, Samina Irshad, Abdul Rehman, and Balal Yousaf. "A comprehensive review of climate change impacts, adaptation, and mitigation on environmental and natural calamities in Pakistan." *Environmental monitoring and assessment* 192 (2020): 1-20. |
| Week 15 | Resolution of Kashmir Issue: Challenges and Opportunities |  Core Reading Baba, Noor Ahmad. "Resolving Kashmir: imperatives and solutions." *Race & Class* 56, no. 2 (2014): 66-80. |
| **Week 16** | Revisions and Presentations  |

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| **Core Readings**  |  |
| 1. Pakistan Studies by M.R. Kazmi
2. Pakistan’s Foreign Policy: An Overview 1947-2004, PILDAT Report) by

Dr. Hasan-Askari Rizvi1. Baba, Noor Ahmad. "Resolving Kashmir: imperatives and solutions." *Race & Class* 56, no. 2 (2014): 66-80.
 |

 **Recommended Readings**

1. Khan, A. (2015). Book Review: Pakistan: Beyond the ‘Crisis State’Ms. Maleeha Lodhi, Oxford University Press, London, 2011. *ISSRA PAPERS*, *7*(II).
2. Haque, N. U. (2007). Pakistan 25 Years Hence-A Vision. PIDE Books.
3. Kasuri, K. M. (2015). Neither a hawk nor a dove: An insider's account of Pakistan's foreign relations including details of the Kashmir framework. Karachi: Oxford University Press.
4. Hussain, Ishrat, Y. Reddy, and Ms Sima Kamil. "Governing the ungovernable." *Retrieved on May* 6 (2018): 2021.
5. Trek to Pakistan by Ahmad Saeed
6. Saeed, A., & Sarwar, M. (2009). Trek to Pakistan. Institute of Pakistan Historical Research
7. Cohen, Stephen, P. The Idea of Pakistan, Lahore. Vanguard, 2005
8. Constitutional and Political History of Pakistan by Hamid Khan
9. Pakistan and World Affairs by Shamshad Ahmad
10. Ahmad, S. (2010). Pakistan and World Affairs. Lahore: Jahangir Books.
11. Governing the Ungovernable: Institutional Reforms for Democratic Governance by Ishrat Hussain
12. Karim, Arshad, Pakistan: From Community to Nation, Karachi, Saad Publications.1978
13. Qureshi, Ishtiaq, The Struggle for Pakistan, Karachi, University of Karachi. 1987.
14. Ziring, Lawrence, Pakistan in the Twentieth Century: A Political history, Karachi, Oxford University Press. 2000
15. Wasim, Muhammad, State and Society in Pakistan, London, McMillan Publications

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