YEAR-1   SEMESTER-I

LLB 301 ENGLISH-I

ANNEXURE A

English I (Functional English)

Objectives: Enhance language skills and develop critical thinking.

Course Contents

Basics of Grammar
Parts of speech and use of articles
Sentence structure, active and passive voice
Practice in unified sentence
Analysis of phrase, clause and sentence structure
Transitive and intransitive verbs
Punctuation and spelling

Comprehension
Answers to questions on a given text

Discussion
General topics and every-day conversation (topics for discussion to be at the discretion of the teacher keeping in view the level of students)

Listening
To be improved by showing documentaries/films carefully selected by subject teachers

Translation skills
Urdu to English

Paragraph writing
Topics to be chosen at the discretion of the teacher

Presentation skills
Introduction

Note: Extensive reading is required for vocabulary building
Recommended Readings:

1.   **Functional English**
a)   Grammar
1.   A. J. Thomson and A. V. Martinet. *Practical English Grammar Exercises 1*,
        3rd edition. Oxford University Press. 1997. ISBN 0194313492
2.   A. J. Thomson and A. V. Martinet. *Practical English Grammar Exercises 2,*
        3rd edition. Oxford University Press. 1997. ISBN 0194313506

b)   Writing

1.   Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet, _Writing Intermediate,_ Fourth Impression Oxford Supplementary Skills. 1993. ISBN 0 19 435405 7 Pages 20-27 and 35-41.

c)   Reading/Comprehension

1.   Brain Tomlinson and Rod Ellis, _Reading Upper Intermediate_, Oxford Supplementary Skills. Third Impression 1992. ISBN 0 19 453402 2.

d)   Speaking

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LLB 302   PAKISTAN STUDIES

ANNEXURE – B

Pakistan Studies (Compulsory)

Introduction/Objectives

- Develop vision of historical perspective, government, politics, contemporary Pakistan, ideological background of Pakistan.
- Study the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan.

Course Outline

1.   **Historical Perspective**
a.   Ideological rationale with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-e-Azam Muhammad Ali Jinnah.
b.   Factors leading to Muslim separatism
c.   People and Land
i.   Indus Civilization
ii.   Muslim advent
iii.   Location and geo-physical features.

2.   **Government and Politics in Pakistan**

Political and constitutional phases:

a.   1947-58
b.   1958-71
c.   1971-77
d.   1977-88
e.   1988-99
f.   1999 onward

3.   **Contemporary Pakistan**
a.   Economic institutions and issues
b.   Society and social structure
c.   Ethnicity

d.   Foreign policy of Pakistan and challenges

e.   Futuristic outlook of Pakistan

Recommended Readings:

1.   Burki, Shahid Javed. *State & Society in Pakistan,* The Macmillan Press Ltd 1980.

2.   S. Zaidi Akbar, *Issue in Pakistans Economy.* Karachi: Oxford University Press, 2000.

3.   Burke S.M. and Lawrence Ziring, *Pakistans Foreign Policy: An Historical Analysis.* Karachi: Oxford University Press, 1993.

4.   Mehmood, Safdar. *Pakistan Political Roots & Development.* Lahore, 1994.

5.   Wilcox, Wayne. *The Emergence of Bangladesh,* Washington: American Enterprise, Institute of Public Policy Research, 1972.

6.   Mehmood, Safdar. *Pakistan Kayyun Toota,* Lahore: Idara-e-Saqafat-e-Islamia, Club Road, nd.

7.   Amin, Tahir. *Ethno - National Movements in Pakistan,* Islamabad: Institute of Policy Studies, Islamabad.

8.   Ziring, Lawrence. *Enigma of Political Development.* Kent England: WmDawson & sons Ltd, 1980.

9.   Zahid, Ansar. *History & Culture of Sindh.* Karachi: Royal Book Company, 1980.

10.   Afzal, M. Rafique. *Political Parties in Pakistan,* Vol. I, II & III. Islamabad: National Institute of Historical and Cultural Research, 1998.

11.   Sayeed, Khalid Bin. *The Political System of Pakistan.* Boston: Houghton Mifflin, 1967.

12.   Aziz, K. K. *Party-Politics in Pakistan,* Islamabad: National Commission on Historical and Cultural Research, 1976.

13.   Waseem Muhammad, *Pakistan Under Martial Law*, Lahore: Vanguard, 1987.

14.   Haq, Noor ul. *Making of Pakistan: The Military Perspective.* Islamabad: National Commission on Historical and Cultural Research, 1993.

       Approved by the HEC

LLB 303   INTRODUCTION TO SOCIOLOGY

Course Description

The course is designed to introduce 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 also include classical sociological theories especially the theories of August Comte dealing with positivism and law of human progress and of Herbert Spencer dealing with the concept of the law of social evolution, concept of society and laissez-faire.

Course Contents

1.   **Introduction:**
*   Sociology: The Science of Society
*   Scope and Significance
*   Fields and Application of Sociology

2.   **Social Interaction and Social Structure:**
*   Social Interaction
*   The Nature and Basis of Social Interaction
*   Social Processes
*   Social Structure (i) Status (ii) Roles (iii) Power and Authority (iv) Role Allocation

3.   Culture:
- Meaning and Nature of Culture
- Elements of Culture

 (i) Norms (ii) Values (iii) Beliefs (iv) Sanctions (v) Customs
- Culture and Socialization

(i)   Formal and Non-formal Socialization

(ii)   Transmission of Culture
- Cultural Lag
- Cultural Variation, Cultural Integration, Cultural Evolution, Cultural Pluralism
- Culture and Personality

4.   Deviance and Social Control:
- Deviance and Conformity
- Mechanisms and Techniques of Social Control
- Agencies of Social Control

5.   Social Organization:
- Social Organization: (i) Definition (ii) Meaning (iii) Forms
- Social Groups: Types and Functions of Groups
- Social Institutions: (i) Forms (ii) Nature and Inter-relationship
- Community: Definition and Forms (Urban and Rural)

6.   Social Stratification:
- Nature
- Approaches to the Study of Social Stratification
- Caste and Class
- Social Mobility: (i) Meaning (ii) Forms (iii) Factors

7.   Collective Behavior:
- Definition and Characteristics/Features
- Types: (i) Crowd (ii) Mob and Public (iii) Social Movements

8.   Mass Communication:
- Media of Mass Communication
- Propaganda
- Globalization of Mass Media
- Formation of Public Opinion

9.   Social Change:
- Processes of Social Change
- Social Change and Conflict
- Social Change and Social Problems
- Resistance to Social Change

Suggested Readings:

1.   Anderson, Margaret and Howard F. Taylor. *Sociology: The Essentials*,

(6th edn) Belmont: Wadsworth, 2011.

2. Deva, Indra, *Sociology of Law*. New Delhi: Oxford University Press, 2005.

3. Gidden, Anthony and Duneier. *Introduction to Sociology*, (7th edn), New York: Norton, 2009.

4. Macionis, John, J. *Sociology*, (13th edn), Boston: Prentice-Hall, 2010.

5. Adams, Bert N., *The Family- A Sociological Interpretation.* (2nd Edition). Chicago:
   Rand McMally College Publishing Company 1975.

6. Bertrand, Alvin L., *Basic Sociology: An Introduction to Theory and
   Method.* New York: Appletion Century Crofts 1967.

7. Davis, Kingsley., *Human Society.* Princeton University Press 1960.

LLB 304   INTRODUCTION TO ECONOMICS

Course Description

The course is designed for the beginners with either no formal background or very little acquaintance with economics. The objective is to give students a clear understanding of the basic concepts, tools of analysis and terminologies used both in micro and macro-economics. The course will cover the scope and importance of micro and macro-economics, overview of the social system and economy as integral part of the social system. The course will also deal with the major issues in Pakistan economy.

Course Contents

- Nature and scope of Economics
- Demand Theory
- Supply
- Brief overview of production theory
- Introduction to Welfare Economics
- Overview of theory of firm
- Overview of Public Finance
- Monetary and fiscal policies
- Natural income
- Concepts of consumption, investment, money, commercial banking and central banking
- Inflation, definition, defeets, pawers, and control
- Overview of international trade and balance of payments

Suggested Readings:

1. Philip Hardwick, Bahadur Khan and John Langmead, *An Introduction to Modern Economics*, Longman, 1982.
2. Paul A. Samuelson and William D. Nordhaus, *Economic,* (latest edition), New Delhi: McGraw-Hill, 1998.
3. Milton H. Spencer, *Contemporary Economics,* (latest edition), Worth
   Publishers, 1993

LLB 305   INTRODUCTION TO LAW

Course Description

This will be an introductory course for newly admitted students about the nature and sources of law, both Western and Islamic. It will cover definitions, functions and purposes of law, territorial nature of law, legal concepts of rights, property, persons etc.

Course Contents

- Definitions of law
- Sources of law (both western .i.e. Custom, Precedent, Legislation and Islamic sources i.e. Quran, Sunnah, Ijma and Qiyas)
- Functions and purposes of law
- Basic concept of administration of justice
- Basic concepts and distinction between civil and criminal law
- Basic concepts of rights, property, persons etc.
- Basic definitions and introductory concepts of Constitutional Law i.e. State, government,fundamental rights, human rights, amendment, Act, Ordinance etc

Suggested Readings:

1. Sir Jhon Salmond. *Jurisprudence,* Pakistan: PLD, 2006
2. V.D. Mahajan. *Jurisprudence,* Pakistan: Easter Law Book House, 2006
3. Denning, Lord. *The Discipline of Law.* London: Butterworths, 1979.

4. Dworkin, Ronald. *Taking Rights Seriously.* London: Duckworth, 1977.
5. Posner, Richard A. *Overcoming Law*. (reprint) Delhi: Universal, 2007.

LLB 306   COMPUTER SKILLS DEVELOPMENT

Course Description

The course is basically related to an introduction to Information Technology, Understanding Computer Systems, *e*-Commerce, Computer Graphics, Computer Security and Controls, MS Office, MS Word, MS Excel, MS Access, MS Power Point, Internet Browsers Databases, Information Systems, importance in Business, *e*-Banking etc.

Course Contents

Basic of Computer
a)   Introduction and history of Computers.
b)   Introduction to Information Technology
c)   Types of Computer
d)   Computer Organization

Computer Software
a)   Software Introduction
b)   Types of Software
c)   PC Platform.
d)   Computer Virus.

Data Processing and Storage

a)   Data Processing Techniques

b)   Data Storage (Bit, Byte, RAM, ROM, cache Memory, Secondary Storage (FDD, HDD, Tape, CD).

Windows

a)   Windows Introduction

b)   Finding Files, Installing Printers

c)   The Desktop and types of windows(application, document, dialog)

d)   Elements of an application window

e)   Understanding folders, copying, detecting and moving files

Word Processing (MS Word)

a)   Basic concepts and features

b)   Creating, saving, editing, formatting and printing documents

c)   Working with Tables

Electronic Spreadsheet (MS Excel)

a)   Basic concepts and features

b)   Creating, saving Excel sheet, editing the sheet

c)   Managing formula, formatting the sheet and printing the sheet

d)   Working on workbook

Databases

a)   MS-Access

Basics of Internet usage

a)   Introduction to networks

b)   World Wide Web, Web sites and web browsers

c)   Introduction to Internet based services and use of E-mail.

d)   Introduction to E-Commerce

Suggested Readings:

1.   Sawyer, William, Hutchinson, _Using Information Technology, (_2nd Edition), McGraw Hill, 2000.

2.   J. Glenn Brookshear, _Computer Science: An Overview,_ (8th Edition), Addison-Wesley, 2005.

3.   Timothy J. O'Leary, Linda I. O'Leary, _Computing Essentials,_ (15th Edition), McGraw-Hill's Primis, Custom Publishing, 2004.

4.   Jennifer Ackerman Kettell, _The Complete Reference Microsoft Office 2003,_ McGraw Hill Education India.

5.   Joan Preppernau, _Microsoft Windows XP Step by Step_, (2nd Edition), Microsoft Press.

6.   Jeffrey F. Rayport, _Introduction to E-Commerce_ (2nd Edition), McGraw Hill, 2007.

❖ The Universities/Institutions to develop their reading material in accordance with the course description.