**SYLLABUS BS ENGLISH LANGUAGE AND LITERATURE**

**Main Campus**



**UNIVERSITY OF SARGODHA**

## Aims

* Improve academic standards
* Bring curricula at par with national and international institutions
* Train manpower in social sciences to face the challenges of new Millennium
* Provide trained manpower to address the problems of globalization and WTO

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### COMPUTER SCIENCE Course Code: ENG-111 Credit Hrs: 3

**Aims & Objectives:**

This course aims at equipping the students with the basic concepts and skills of computer. The course will enable the students to organize their work, make classroom assignments and term papers, and prepare power point presentations. It will help them cope with demands of the new cyber world also.

### Course Contents

1. **Computer and Software**
   * Introduction, history and types of Computers
   * Introduction and types of software
   * Data processing and storage
   * Input and output CPU devices

### Windows and Internet

* + Introduction and types of windows
  + Accessories, explorer, my computer, recycle bin, printing
  + Understanding folders, copying, deleting and moving files, drag and rap
  + Internet Usage
  + Introduction
  + Internet Based Services
  + World Wide Web and Web Sites, Usage of E-mail
  + Searching on Internet

### MS-Word, MS-Excel & Power Point

* + Creating, editing, formatting, and printing the document
  + Working on multiple documents of word & workbook of Excel
  + Working on workbook: managing formula on Excel
  + Power Point slides formatting
  + Hyperlink

### Reading List

* Basic Computer Skills Programme
* Computers by Laury Long and Nancy Ling
* Discovering Computers by Gary B. Shelly & Misty E. Vermaat, Course Technology; 1st Edition (January 25, 2011)