

**SYLLABUS 2016-17**

**TOTAL HOURS: 30**

**VALUE ADDED COURSE IN  
MS-EXCEL IN DETAIL**

**UNIT 1:** Opening a Blank or New Workbook, General Organization Highlights and Main Functions: Home, Insert, Page Layout, Formulas Highlights and Main Functions: Data, Review, View, Add-Ins, Using the Excel Help Function, Customizing the Quick Access Toolbar.  
**(8 HOURS)**

**UNIT 2:** Creating and Using Templates, Working with Data: Entering, Editing, Copy, Cut, Paste, Paste Special, Formatting Data and Using the Right Mouse Click, Saving, Page Setup, and Printing.  
**(7 HOURS)**

**UNIT 3:** Using Headers and Footers, Manipulating Data using Data Names and Ranges, Filters and Sort, and Validation Lists, Data from External Sources, Using and Formatting Tables, Basic Formulas and Use of Functions, Data Analysis Using Charts and Graphs  
**(15 HOURS)**

N. T. S. Samiti's  
**Shri Shankar Arts & Commerce College, Navalgund**

**VALUE ADDED COURSE**

**2016-17 TIME TABLE FOR**

**MS-EXCEL IN DETAIL**

<b>DAY</b>	<b>THEORY CLASS</b>	<b>PRACTICAL CLASS</b>
<b>Monday</b>	<b>3.00 pm</b>	<b>4.00pm</b>
<b>Tuesday</b>	<b>3.00 pm</b>	<b>4.00pm</b>
<b>Wednesday</b>	<b>3.00 pm</b>	<b>4.00pm</b>

  
**Principal,**  
NTSS's Shri Shankar Arts &  
Commerce College, Navalgund

**SYLLABUS 2016-17**

TOTAL HOURS: 30

**VALUE ADDED COURSE IN  
SPOKEN ENGLISH AND BASIC GRAMMAR**


**UNIT 1:**

Part I- Basic Grammar 1) Parts of speech and their uses 2) Word formation 3) Tenses and their Uses 4) Articles and their uses 5) Types of sentences and sentence patterns 6] Synonyms and their uses 7) Antonyms and their uses

Part II-1) Noun 2) Pronoun 3) Adjective 4) Verb 5) Tenses 6) Preposition 7) Articles 8) Conjunction 9) Punctuation 10) Grammar usage in sentences ( 10 hours)

**UNIT II Communicative English:** 1) Greeting 2) Introducing Oneself 3) Invitation 4) Making Request 5) Expressing Gratitude 6) complimenting and Congratulating 7) Expressing Sympathy 8) Apologizing 9) Asking for Information 10) Seeking Permission 11) Complaining and Expressing Regret( 10 hours)

**Unit II : Using English in Real Life Situation :** 1) At the Bank/ post office/ College office 2) At the Green Grocer 3) At the Temple 4) At the College Canteen or Restaurant 5) At the Police station 6) At the Railway Station/ Bus Station 7) At the Medical Shop 8) At the Library 9) Interviews 10) Booking a Room ( 10 hours)

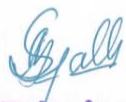
  
**Principal,**  
NTSS's Shri Shankar Arts &  
Commerce College, Navalgund

**VALUE ADDED COURSE**

**2016-17 TIME TABLE FOR**

**SPOKEN ENGLISH AND BASIC GRAMMAR”**

<b>DAY</b>	<b>THEORY CLASS</b>	<b>PRACTICAL CLASS</b>
<b>Tuesday</b>	<b>3.00 pm</b>	<b>4.00pm</b>
<b>Friday</b>	<b>3.00 pm</b>	<b>4.00pm</b>
<b>Saturday</b>	<b>3.00 pm</b>	<b>4.00pm</b>

  
**Principal,**  
NTSS's Shri Shankar Arts &  
Commerce College, Navalgund