		Apply slicers to the data in excel. Applying page layout to excel worksheet.
CO4	ANALYSING	Analysing data using advanced excel functions and techniques.
CO5	EVALUATING	Summarize the data using suitable filtering and pivot table techniques.
CO 6	CREATING	Students can visualize the data using charts and slicers.

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	3	1	1	1	
CO 2	1	1	1	2	
CO 3	1	1	3	1	
CO 4	2	1	3	1	
CO 5	1	1	2	1	
CO 6	1	1	2	3	1

Unit	Detailed Syllabus	No. of Hours of Teaching
I	**Advanced MS Excel** • Advance functions: ifs, sumif, sumifs, averageif, averageifs, lookup, vlookup and hlookup • Data Validation • Create and modify pivot tables, value field settings, Sorting and filtering pivot tables. • Charts and Slicers. • Page layouts, and page setup.	15
II	**Practical Based on Unit-I** 1. Use of advanced Excel functions: ifs, sumif, sumifs, averageif, averageifs. 2. Use of lookup, vlookup, hlookup functions 3. Creating and modifying pivot tables. 4. Use of data validations. 5. Charts and slicer	30

Suggested Reference Books:
1. Microsoft Excel: Data Analysis and Business Model, PHI, Wayne, WL, 2019.
2. Microsoft Excel Formulas and Functions Dummies, Ken Bluttman, 2020.

VAC127 Interpersonal Skills

Semester: II	Course Title: Interpersonal Skills	Credit: 2
Course Code: VAC127		Hours: 2/week

Course Outcomes: On successful completion of the course the learner will be able to

CO	COGNITIVEABILITIES	COURSEOUTCOMES
CO 1	REMEMBERING	Identify and analyze different communication styles and understand their strengths and weaknesses

CO 2	UNDERSTANDING	Demonstrate active listening skills and questioning styles to explore issues and enhance understanding
CO 3	APPLYING	Identify conflict response styles; approach and effectively mediate workplace conflicts.
CO 4	ANALYSING	Determine ways to build and maintain trust and increase your influence and eminence in the workplace
CO 5	EVALUATING	
CO 6	CREATING	

Unit	Topics	Teaching Hours

	➢ Effective Communication
	  1. Art of Listening
	    • Introduction
	    • What is listening?
	    • Benefits of active listening
	    • Factors that hamper listening
	    • Common poor listening habits.
	  2. ArtOfSpeaking
	    • Art of public speaking
	    • Importance of public speaking
	    • Public speaking tips
	    • Overcoming fear of public speaking
	  3. ArtOfWritingE-mail
	    • Introduction
	    • The mail magic
	    • Use appropriate salutations
	    • Make the subject matter significant
	    • Rereadbeforepressingthe"send"button–Bepolite,andreciprocategooddeeds
		15

II	➢ Team Building and Conflict Management
	  1. Body Language
	  2. Body language inbuilding interpersonal relations – Bodylanguage in building industrialrelations
	  3. InterpretingbodylanguageDevelopingconfidencewithcorrectbodylanguage.
	➢ Skill needed for teamwork
		15

Reference

1. Soft Skills know Yourself And Know The World, Author: Dr.K.ALEX,Publication:S.CHAND,FirstEdition:2009,Reprint:2023
2. Barnlund, Dean C. "A Transactional Model of Communication," in Foundations of Communication Theory, eds. Kenneth K. Sereno and C. David Mortensen (New York,NY:HarperandRow,1970),83–92.
3. Burleson, Brant R.Sandra Metts, and Michael W. Kirch,

"Communication in Close Relationships," in Close Relationships: A Sourcebook, eds. Clyde Hendrick andSusanS.Hendrick(ThousandOaks,CA:Sage,2000).

4. Dance, F. E. X. (1972). Speech Communication; Concepts and Behavior. New York:Holt,Rinehart,andWinston.

5. FrankE.X.DanceandCarlE.Larson,TheFunctionsofHumanCommunication:ATheoretical Approach(NewYork,NY:Holt,Reinhart,and Winston,1976)

6. Ellis, Richard and Ann McClintock, You Take My Meaning: Theory into Practice inHumanCommunication(London:EdwardArnold,1990).

7. Robert H. Gass and John S. Seiter, Persuasion, Social Influence and ComplianceGaining(Boston,MA:AllynandBacon,1999)

8. Erving Goffman, The Presentation of Self in Everyday Life (New York, NY: AnchorBooks,1959)

9. Greene,Kathryn,ValerianJ. Derlega,andAliciaMathews,"Self-DisclosureinPersonal Relationships," in The Cambridge Handbook of Personal Relationships,eds. Anita L. Vangelisti and Daniel Perlman (Cambridge: Cambridge UniversityPress,2006).

10. Hargie, Owen. Skilled Interpersonal Interaction: Research, Theory, and Practice(London:Routledge,2011).

11. NationalAssociationofCollegesandEmployers,JobOutlook2011(2010):25.