



SPSS PROGRAMME

A course initiative on SPSS Certificate program (Statistical Package for the Social Sciences) for the faculty members and PG students was organized by the PCEC from 6th September to 13th September 2014(7 days,30 hours).

The Resource Persons were

1. Dr. S. Gopala Krishnan, Asst. Librarian, Anna University, Chennai.
2. Dr. D. Gnanasekaran, Librarian, Anand Institute of Technology, Chennai.
3. Dr. S. Murugan, Campus Library.

P S ● **PATRICIAN SECRETARY** <patriciansecretary@gmail.com> 4 Aug 2014 at 1:22 pm ★
To: ahilashiv@yahoo.com, ambika.rajasekar@rediffmail.com, annvacha@hotmail.com, arunansm56@yahoo.com, cblkvs777@yahoo.co.in and 57 more...

GREETINGS TO ALL STAFF
This is regarding the initiative taken by our college PCEC for conducting a certificate course in SPSS. Earlier in the circular it was mentioned that the classes will be conducted on Saturdays and Sundays. Now on request by staff members it is decided to have only on Saturdays. So I kindly request you to state your willingness regarding the same so as to know the exact number expecting your positive reply
On behalf of our PCEC head Dr.Gnanapushpam
S.Sriram

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● **vijaykumarvijayan@gmail.com** Dear Sir, I would like to participate in it. Throw' this mail I give n 4 Aug 2014 at 9:33 pm ★

● **maheshwarivijaykumar@gmail.com** 5 Aug 2014 at 10:43 am ★
To: patriciansecretary@gmail.com, ahilashiv@yahoo.com, ambika.rajasekar@rediffmail.com, annvacha@hotmail.com, arunansm56@yahoo.com and 28 more...

Dear Sir,
I am interested in attending the SPSS training. Kindly include my name.
Regards,
Maheshwari

**SPSS PROGRAMME NAME LIST:**

S.No.	ADMSN. No	NAME OF THE PARTICIPANT
1	13PGMC02	Geetha B
2	13PGMC03	Jenifer Angelen S
3	13PGMC04	Kavitha R
4	13PGMC05	Manonmani
5	13PGMC06	Raphael Bernard
6	13PGMC07	Saravanan K
7	13PGMC08	Sushmitha S R
8	13PGMC09	Susi Monika Selles A
9	13PGMC10	Kamanuri Vijayalakshmi
10	13PGMC11	Adoni Singnar
11	13PGMC13	Naresh Kumar N
12	13PGMC14	Ancy Ashwathy K P
13	13PGMC15	Thyagarajan M
14	13PGMC16	Krishna Moorthy K
15	Asst.Prof., Department of Commerce	Unika

SPSS LEARNING MODULES**• Fundamentals of Using SPSS**

- Introduction to what SPSS can do
- Descriptive information and statistics
- An overview of statistical tests in SPSS
- Exploring data with graphics

Reading Raw Data into SPSS

- Inputting raw data into SPSS
- Inputting data directly into the SPSS Data Editor
- Reading dates into SPSS and using date variables

Basic Data Management in SPSS

- Creating and recoding variables
- Using SPSS functions for making/recoding variables



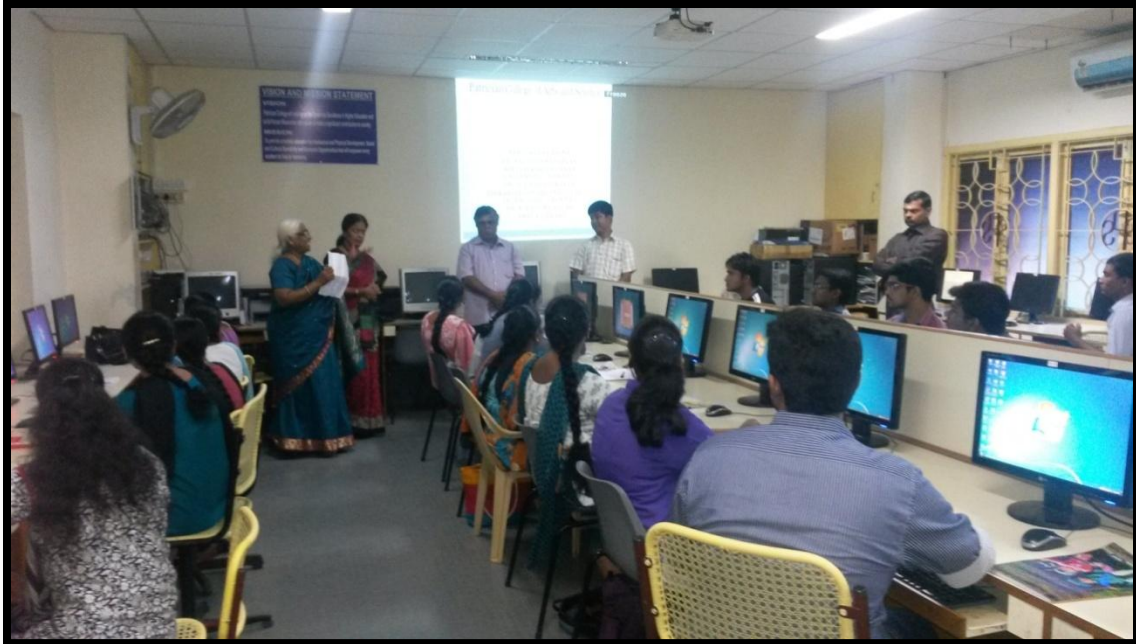
- Subsetting variables and observations
- How can I analyze a subset of my data?
- Labeling and documenting data
- SORT and SPLIT BY
- Missing data in SPSS

Intermediate Data Management in SPSS

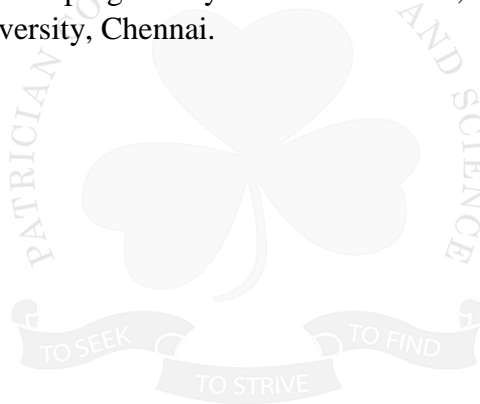
- Collapsing data across observations
- Concatenating (stacking) SPSS data files
- Merging (MATCH merging) SPSS data files
- Reshaping data from wide format to long format
- Reshaping data from long format to wide format

OUTCOME OF THE PROGRAMME

- Using SPSS as a data analysis tool
- Understand how to effectively summarize research finds using SPSS through the use of appropriate indexes and tables
- How to choose charts to successfully highlight their research results
- Easy to understand and interpret charts
- Understand the basic principles behind inferential statistics
- Easy to carry out inferential statistical analysis using SPSS



The training session in progress by Resource Person, Dr. S. Gopala Krishnan, Asst. Librarian, Anna University, Chennai.





SAMPLE CERTIFICATES



1.2 Academic Flexibility

PATRICIAN COLLEGE OF ARTS AND SCIENCE

SSR TALLY SHEET

S.No.	ADMSN. No	NAME OF THE PARTICIPANT	06/14	07/14	09/14	11/14	13/14	14/14	15/14
1	13PGMC 02	Geetha B	X	X	X	X	X	X	X
2	13PGMC 03	Jenifer Angelen S	X	X	X	X	X	X	X
3	13PGMC 04	Kavitha R	X	X	X	X	X	X	X
4	13PGMC 05	Manomani	X	X	X	X	X	X	U
5	13PGMC 06	Raphael Bernard	X	X	X	X	X	X	X
6	13PGMC 07	Saravannu K	X	X	X	X	X	X	X
7	13PGMC 08	Sushmitha S R	X	X	X	X	X	X	X
8	13PGMC 09	Suri Monika Selva A	X	X	X	X	X	X	X
9	13PGMC 10	Kammuri Vijayalakshmi	X	X	X	X	X	X	X
10	13PGMC 11	Adoni Singuar	X	X	X	U	X	X	X
11	13PGMC 13	Naresh Kumar N	X	X	X	X	X	X	U
12	13PGMC 14	Ancy Aslawathy K P	X	X	X	X	X	X	X
13	13PGMC 15	Thyagarajan M	X	X	X	X	X	X	X
14	13PGMC 16	Krishna Moothy K	X	X	X	X	X	X	X
15	Asst.Prof.	Unika	X	X	X	X	X	X	X

J. S. ...



COMMUNICATION SKILLS

Training Program on Communication Skills

To enhance the communication skills of the students, PCEC organized a **certificate program on Communication skills** from **1st September 2014 to 15th October 2014** for **26 days**. To master the art of communication the following modules were implemented

- Elements of Communication
- Listening, summarizing, in-depth questioning
- Giving and receiving feedback
- Intercultural communication
- Non-verbal communication - Body Language and Non-verbal Cues
- Using Your Strengths
- Building Confidence
- Communicating Harmoniously
- Practicing Effective Communication

TO STRIVE

The sessions included both theoretical sharing and practical sessions.

List of Participants:

S.No	Admission Number	Name of the Student	Department
1	14D007	AnbuKavidasan	I BBA
2	13G013	JeenaAgnus	II BA English
3	13G015	JijiAgnus	II BA English
4	13G008	Deepa	II BA English
5	13G007	Catherine PeppechuvaMichael	II BA English
6	14A070	Prakash	I BCA



S.No	Admission Number	Name of the Student	Department
7	13G011	Hepziba JVerdnica	II BA English
8	15F018	Gouthaman S	I BCOM CS
9	15E 048	Sarath Kumar	I BSC VC
10	15E 025	M. Parameswaran	I BSC VC
11	15G035	Ramya	I BA ENG
12	15E035	R. Vaishnavi	I BSC VC
13	15E044	A. Anadan	I BSC VC
14	15D020	Eltan Patrick E	I BBA
15	15D025	Goutham M	I BBA
16	15D030	Jamuna K	I BBA
17	15D032	John Britto G	I BBA

OUTCOME OF THE PROGRAMME

- Understand the method of communication and its effect on giving and receiving information
- Apply effective communication skills during a sort of public and interpersonal settings



Communication Skills – Participants along with the Resource Person Mrs. Joyce Pereira, SoftSkill Trainer



Deepa BA English receiving the “Communication Skills” Certificate



PATRICIAN COLLEGE OF ARTS AND SCIENCE
Canal Bank Road, Gandhi Nagar, Adyar, Chennai 600 020.

PATRICIAN COLLEGE EMPOWERMENT CELL


Saint Patrick
Patron


Bishop Daniel Delany
Founder



TRAINING CERTIFICATE

This is to certify that Mr./Ms. JEENA AGNUS CI (HBA)
has been trained in COMMUNICATION SKILLS from 13th Sept 2014
to 15th Oct 2014 successfully


DR. J. GNANAPUSHPAM
CENTER HEAD, PCEC


DR. FATIMA VASANTH
PRINCIPAL


BRO. S. AROCKIARAJ
DIRECTOR & SECRETARY



PATRICIAN COLLEGE OF ARTS AND SCIENCE
Canal Bank Road, Gandhi Nagar, Adyar, Chennai 600 020.

PATRICIAN COLLEGE EMPOWERMENT CELL

TRAINING CERTIFICATE

This is to certify that Mr./Ms. C. ANBU KAVIRASSAN I BBA
has been trained in COMMUNICATION SKILLS from 1st Sept. 2014
to 15th Oct 2014 successfully

DR. J. GNANAPUSHPAM
ENTER HEAD, PCEC

DR. FATIMA VASANTH
PRINCIPAL

BRO. S. AROCKIARAJ
DIRECTOR & SECRETARY





TALLY ERP

Certificate course on Tally ERP was conducted for students from 02/02/2015 to 28/02/2015. The objective was to enhance their basic skill sets in relation to the application of accounting software Tally ,to maintain proper accounting reports and to comprehend the new trends in the field.

Duration:02/02/2015 to 28/02/2015 - 15 days

Syllabus Of the Course

01: User Interface & Company Management

- 1.1 Introduction to Tally ERP 9
- 1.2 Installing Tally ERP 9 License Server
- 1.3 Company Creation in Tally ERP 9
- 1.4 Gateway of Tally and User Interface Module

02: Creating Tally MastersLedger

- 2.1 Understanding Ledgers and Masters
- 2.2 Creating Single Ledger
- 2.3 Creating Multiple Ledgers
- 2.4 Altering and Deleting Ledgers Module

03: Creating Accounting Groups in Tally ERP9

- 3.1 Understanding Groups
- 3.2 Creating Groups in Tally Module

04: Bill wise Debtors and Creditors

- 4.1 Practice Companies with Data
- 4.2 Bill Wise Balances in Tally
- 4.3 Tally Examples on Bill Wise Ledgers

05: Payment Entries in Tally ERP 9 & Day Book in Tally ERP 9

- 5.1 Voucher Entry in Tally ERP 9
- 5.2 Payment in Single Entry Mode
- 5.3 Double Entry Mode in Tally ERP
- 5.4 Day Book Practical in Tally Module

06: Pre Allocation of Bills in Tally ERP & Receipt Voucher in Tally ERP 9

- 6.1 Payment Settlement against Bill Balance
- 6.2 Understanding Receipt Voucher



6.3 Receipt Voucher Example in Tally ERP 9

07: Contra and Journal in Tally ERP 9 & Cheque Printing in Tally ERP 9

7.1 Banking Transactions in Tally ERP 9

7.2 Contra Entry in Tally ERP 9

7.3 Journal Entries in Tally ERP 9

7.4 CTS Cheque System Printing in Tally

Teaching Methodology: Group instruction, practical sessions.

OUTCOME OF THE PROGRAMME:

The student were imparted with knowledge on

- Use of tally skills in small and midsize businesses across several industries.
- Necessary skills in business functionalities including accounting, finance, inventory, sales, purchase, point-of-sales, manufacturing, job costing, payroll and branch management.
- How to utilize their skills in accounting, voucher management, drafting of reminder letters / bank reconciliation statements and provide a dashboard to track business ratios.

FEEDBACK

The students gave a positive feedback of the course as they were able to realize the usage of their accounting skills through software in the industry. Practical sessions gave hands-on experience to check the fluency of their tally skills and to clarify their doubts.

List of Participants

S.No	Admsn Number	Name of the Student	Department
1	12A014	Cruz Anthony Clement Rino Y	BCA
2	12A022	Dinesh Vasudevan	BCA
3	12A019	Devaraj K	BCA
4	12A039	Johnson Andrews S	BCA
5	12A010	Balaji M	BCA
6	12A042	Kamesh Kumar G	BCA



S.No	Admsn Number	Name of the Student	Department
7	12A007	Ashwin Krishna R	BCA
8	12A024	Divakar D	BCA
9	12A101	Leonard Bruno	BCA
10	12A099	Kumaran M	BCA
11	13B003	AncyThampan	BSc(CSc.,)
12	13B028	Koshy Ninan A	BSc Computer Science
13	13B006	Bipin Paul	BSc Computer Science
14	14A041	Madhan Kumar S	BCA
15	14A014	Balaji M	BCA
16	14A021	Deepak V	BCA
17	14A018	Daphne Fonceca	BCA
18	14A019	Deborah Martina R	BCA
19	14A010	Antony Merlin Jency A	BCA
20	14A074	Saravanan R	BCA

