NEHRU MEMORIAL COLLEGE (Autonomous)
(Nationally Accredited with A grade)
PUTHANAMPATTI
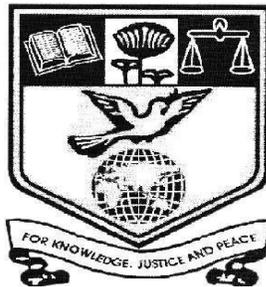
PG & RESEARCH DEPARTMENT OF MATHEMATICS

VALUE ADDED COURSES

CERTIFICATE COURSE STRUCTURE & SYLLABI (UG)

(CBCS)

(For the candidates admitted from 2019-2020 onwards)

NEHRU MEMORIAL COLLEGE (AUTONOMOUS), PUTHANMPATTI

CERTIFICATE COURSE STRUCTURE

CERTIFICATE COURSES OFFERED BY THE DEPARTMENT (OPTIONAL)

PROGRAMME	NO. OF COURSES	NO. INST. HRS.	MAX. CREDITS	REMARKS
UG	3	20 Hrs / Course	12	OPEN TO ALL UG PROGRAMMES

S.No.	Course Title	Code	Hours/ Semester	Credits	Exam Hours	Total Marks
1	LaTeX	19CER1T/L	30	4	3	100
2	Fundamentals of Accounting	19CER2	30	4	3	100
3	Fundamentals of Computerized Accounting	19CER3T/L	30	4	3	100
Total				12	-	300

Code	Course Name	Credits	Instructional Hours/ Semester
19CER1T/L	LATEX	4	20

OBJECTIVES: To learn and practice the typesetting Language LATEX

Unit I: The basics: What is LATEX-Simple typesetting-fonts-Type size-The document: Document class-page style - Page numbering - formatting lengths - Parts of a document - Dividing the document.

Unit II: Bibliography: nabib - Bibliography database: The BIBTEX program - BIBTEX style file - Creating a bibliography database.

Unit III: Table of contents, Index and Glossary: Table of contents - Index - Displayed Text: Borrowed words - Poetry in typesetting - Making list - When order matters - Description and definition.

Unit IV: Rpws and Columns: Keeping tabs - Tables - Typesetting mathematics : The basics - Custom commands- More on mathematics - mathematics miscellany - New operators - The many faces of mathematics - Symbols.

Unit V: Typesetting theorems: Theorem in LATEX-Designer theorem–The ams theorem package-Housekeeping-Several Kinds of Boxes : L R boxes-Paragraph boxes- Paragraph boxes with specific height-Nested boxes-Rulboxes.

<u>List of Practical</u>

- Typesetting
- List
- Enumeration
- Typesetting Mathematics -basics
- Several kinds of Boxes
- Coloring Text
- Inserting Picture
- Bibliography
- Typesetting Mathematics
- Book Environment
- Typesetting Theorems
- Beamer
- Graphs

<u>References</u>:

1. Leslie Lamport, 1985. LATEX—A Document Preparation System—Users Guide and Reference Manual, Addison- Wesley, Reading.

2. Donald E.Knuth,1989. Typesetting Concrete Mathematics,TUGBoat,10(1):31-36.

Code	Course Name	Credits	Instructional Hours / Semester
19CER2	Fundamentals of Accounting	4	20 Hrs.

Objectives: To understand the basic accounting methods used in Business

UNIT – 1
Definition of Accounting – meaning and objectives – basic terms used in Book Keeping – advantages of Book Keeping – Accounting Concepts and Conventions
UNIT – 2
Rules of Double Entry System – Journal – Ledger – Posting journal to ledger – balancing of ledger accounts – distinction between journal and ledger
UNIT – 3
Trial Balance – Subsidiary Books – sales book – purchase book – purchase return book – sales return book
UNIT – 4
Cash Book – single column, double column book and petty cash book
UNIT – 5
Final accounts of sole traders with simple adjustments – closing stock, outstanding expenses and incomes, prepaid expenses and incomes, depreciation

[Note: Theory 40%   Problem 60%]

References:

- Finnery H.A and Miller H.E, "Principles of Accounting" – Prentice Hall Publication

- PC.Tulasian, "Introduction of Accounting" – Pearson Edition

- M.C.Shukla T.S. Grewal, S.C Gupta "Advanced Accountancy" – S. Chand Company Limited, New Delhi

SYLLABI

CERTIFICATE COURSE ON COMPUTERIZED ACCOUNTING

Code	Course Name	Credits	Instructional Hours / Semester
19CER3T/L	Fundamentals of Computerized Accounting	4	20 Hrs.

Objectives: To enable the students

- to impart the basic knowledge of computer application in business

- to create practical knowledge in accounting aspects

UNIT – 1

Basic of Computerized Accounting – Computerized Vs. Manual Accounting – Architecture and Customization of Tally – Configuration

UNIT – 2

Tally introduction – Tally features – Tally versions – Company creation: create company, select company, alter company and delete company – Functional keys – F11 features – F12 configuration

UNIT – 3

Accounting Masters – Introduction – Groups – Primary Groups – Sub Groups – Predefined Groups – Create Groups – Create Ledgers – Reporting: Balance Sheet and Profit & Loss account – Trial Balance (view, alter and delete ledgers)

UNIT – 4

Inventory Masters – Basic function of Inventory System – Create Inventory Masters: Stock Group Creation, Stock Category Creation – Godown Creation – Units of measurement creation – Stock Item creation – Reporting: Stock Summary and Godown wise Stock Summary

UNIT – 5

Voucher and Voucher Classes – Accounting Vouchers – List of Accounting Vouchers – Creation of Voucher type – Simples classes in Accounting Vouchers – Inventory Vouchers – Reporting: Display Day Book

List of Practical

- Different types of Voucher Creation
- Preparation of Trial Balance
- Final Accounts without adjustments
- Final Accounts with adjustments
- Preparation of Cost Centre Report
- Different Vouchers creation using Inventory

References:
- "Computer Application in Business", Dr.S.V.Srinivasa Vallabhan – S.Chand & Sons Publishers, New Delhi
- "Foundation of Study Material – Accountant's Stepping Stone Phase"