

# UNIVERSITY OF CALICUT



## IT MISSION PROGRAMME

Regulations, Scheme of Evaluation Course, Structure Syllabus for  
**DIPLOMA IN WORD PROCESSING AND ACCOUNTING**  
(with effect from 2012 Admission)

### REGULATIONS

1. Duration of the course shall be 6months (One Semester). Three theory papers and one practical paper, shall be the course requirements in the semester.
2. **Selection and Eligibility for Admission :** Candidates who have passed XII or HSE or equivalent are eligible for admission .
3. **Evaluation** of all semester theory papers and practical examination will be on the basis of existing University norms.

# DIPLOMA IN WORD PROCESSING AND ACCOUNTING

(with effect from 2012 Admission)

## COURSE STRUCTURE AND SCHEME OF EVALUATION

### Semester 1

Sl.No	Course Code	Course	Duration of examination (Hrs)		Marks
			Theory	Practical	External
1	DWA1C01	Fundamentals of Computers and Operating System	3		100
2	DWA1C02	Word Processing Tools	3		100
3	DWA1C03	Computer Accounting	3		100
4	DWA1C04	Practical 1	-	3	100
	Total		-		400

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#### SYLLABUS

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# **DWA1C01 – Fundamentals of Computers and Operating System**

## **Unit - 1**

Introduction, History and Generation, Types of computers, DeskTop, Laptop, Notebook and Netbook, Concept of hardware and software, Overview of a computer system, Input / Output units, CPU, ALU, Control unit, Memory unit, Storage devices: Primary & Auxiliary memory, Software and its need, Types of software, System software, Application software, Utility programs, Programming languages: Machine languages, Assembly languages and High level languages.

## **Unit – II**

Number systems, Introduction to binary, octal, decimal and hexadecimal number systems, Introduction to ASCII and Unicode standards, Definition of data and information, Concepts of data processing, Basic data types, Representation and storage of data /Information, Computer Networks - LAN, WAN - Client – Server, Internet, Concept of Internet, Connecting to internet, ISP, WWW, HTTP, Understanding URL, Domain names, Connections - Dial-up, ISDN, DSL, WiFi, Wireless, and Satellite Communications, web servers, web browsers

## **Unit – III**

Operating System Objectives and functions: The Evolution of Operating Systems, Types of an Operating System, Serial Processing, Simple batch Systems, Multi Programmed batch Systems, Time Sharing Systems, Parallel Systems, Distributed Systems, Real time systems.

## **Unit – IV**

Basics of Windows operating system: User interfaces, Running an Application, Exploring different controls on Desktop, Explore different menus / submenus on Start Button Changing the size of various windows, Installing/Removing software, Creating Shortcuts, Adding Printers, Running MS DOS applications, Managing Files and Folders, Using various programs such as Word pad, Note pad, Calendar etc.

## **Unit – V**

Introduction of free and open source software, Introduction to GNU/Linux and basics, Linux distribution, File System Introduction, File System Hierarchies, File and Directory Management in Linux.

## **REFECENCES:**

1. Computer Fundamentals, PK Sinha, BPB Publications, 2004
2. Fundamentals of Information Technology, S. Jaiswal, Galgotia Publication, New Delhi
3. Digital fundamentals, Thomas L Floyd, Prentice Hall, 2008
4. Microsoft Windows 2000, Diana Rain, Karl Schwartz, DDC Publications, 2000
5. Introduction to Linux Installation and Programming, N. B. Venkateshwarlu (Ed); B S Publis hers Hyderabad, 2005

# **DWA1C02 – Word Processing Tools**

## **Unit - 1**

Word processing basics, Opening and closing documents, Text creation and manipulation, Editing and formatting documents, Paragraphs: spacing, indents and tabs, Table manipulation: creating, moving, editing tables, adding/deleting rows and columns, Sorting in tables and paragraphs, calculations in tables, Border and shading, Margins, Paper size and page orientation, Printing options.

## **Unit – II**

Using Tools : Spell checker, help, Use of macros, Thesaurus, word count and statistics, printing envelopes and labels, Page numbering, page breaks, column break Inserting footnotes and endnotes, Import text and graphics, Mail merge.

## **Unit – III**

Basics of presentation software, Preparation and presentation of slides, Using slide layouts, Using slide masters and working with colour schemes, Formatting slides : Bullet points, Setting tabs and indents, Paragraph spacing, Organizing charts/graphs, Adding objects, Movies and sounds, Speaker notes, Using drawing tools, Slide show, Taking printouts of presentation / handouts.

## **Unit – IV**

Elements of electronic spread sheet, Opening of spread sheet, addressing of cells, Manipulation of cells, Entering text, Number and date series, Editing worksheet data, Inserting and deleting Rows, Column, Changing cell height and width, Formulas and function, Saving workbooks, Printing of spread sheets.

## **Unit – V**

Multilingual word processing, Fonts (True Type Font & Open Type Font) for regional Languages, Multilingual data processing tools, E-mail: Getting an e-mail account, Sending and receiving e-mails, Accessing sent e-mails, Document collaboration, Instant Messaging, Forum, Blog, and Newsgroups.

## **REFECENCES:**

1. Professional Office Procedure by Susan H Cooperman, Printice Hall
2. MS-Office 2000 for Everyone by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., New Delhi
3. Absolute Beginner's Guide to Computer Basics, Michael Miller, Prentice Hall.
4. Learn Microsoft Office - Russell A.Stultz - BPB Publication.
5. Internet &World Wide Web - How to program, H.M.Deitel, P.J.Deitel, et al., Prentice Hall.

# **DWA1C03 – Computer Accounting**

## **Unit - 1**

Introduction to Accounting System, Objectives of Accounting, Accounting theory and standards, Types of business ownership, Concepts and Features of Book Keeping, Introduction of double entry system and its advantages, Concepts of Important Terminologies : Opening Stock, Closing Stock, Goods, Inventory, Assets Liabilities, Capital , Debit , Debtors ,Credit, Creditors, Income, Expenses, Loss, Profit. Accounting equation and transactions, Real account, Personal account, Nominal account, Errors in recording transactions, General journal and general ledger, Preparation of trial balance.

## **Unit – II**

Depreciation, Balance day adjustments, Closing entries, Classified Revenue Statement and Balance Sheet, Cash management, Concept and Format of Cash Book , Positing Bank Reconciliation Statement, Inventory management, Basic management reports.

## **Unit – III**

Introduction to Accounting Package, Application of Accounting , Creation of Company, Voucher Printing Entry, Alteration, Deletion of Vouchers, Types of Voucher entry (Receipt, Payment, Contra, Purchase, Sales, Journal, Physical Stock, Reversing Journal), Generating Trial Balance.

## **Unit - IV**

Maintaining Account Books & Reports, Cash Book, Bank Book, Ledger, Sales Register, Purchase Register, Day Book, Inventory Book, Stock Summary, Preparation of Trading and Profit and Loss account and Balance Sheet.

## **Unit – V**

Social responsibility & Business Ethics, Digital signature, Introduction to E-commerce, E-Commerce applications, Electronic payment systems, Digital Token-Based, Smart Cards, Credit Cards, Risks in Electronic Payment systems, m-commerce.

## **REFECENCES:**

1. Accounting for Management, Dr Jawahar Lal, Himalaya.
2. Financial Management, Dr.S.N. Maheshwari
3. Advanced Accountancy, S.P. Jain & K.L. Narang
4. Accounting for Management, S.K. Bhattacharya & John Deardon
5. E-Business and E-Commerce Management, Dave Chaffey, Third Edition, Pearson Education, 2009.

## **DWA1C04 – Practical 1**

### **List of Experiments:**

Experiments should contain the following but not limited to

1. Word processing
  - a. Creating and formatting a documents
  - b. Draft a letter and perform mail merge
  - c. Prepare a presentation for a given topic – include image, audio and video objects.
  - d. Use spread sheet to create rank list for admission to a course with various possible options
  - e. Creating an e-mail account and accessing mails
  - f. Write HTML code to develop a Web page having the background and title in different colours
  - g. Create an HTML document giving details of your name, age, telephone, number, address, aligned in proper order.
  - h. Write an HTML code to design a page containing text, in form of paragraphs giving suitable heading style.
2. Accounting
  - a. Create a Company as XYZ Ltd. with inventory management.
  - b. Posting of various entries
  - c. Trial balance generation
  - d. Preparation of balance sheet
  - e. Show the Cash book & Bank book of the company.
  - f. Show the Day book.

**General Pattern of Question Paper**

**DIPLOMA IN WORD PROCESSING AND ACCOUNTING**

(with effect from 2012 Admission)

Code:

Reg. No:

Name :

**First Semester DWPA Examination – 2012**

Course Code :

Course :

Time: 3Hours

Total Marks: 100

**PART A**

(20 Multiple Choice Questions; Answer any 15; Each Question carries 1 marks )

**PART B**

(15 Fill in the blanks Questions; Answer any 10; Each Question carries 2 marks )

**PART C**

(15 Short Answer Type Questions; Answer any 10; Each Question carries 3 marks )

**PART D**

(10 Questions; Answer any 7; Each Question carries 5 marks )