

DCA – Diploma in Computer Application Syllabus

Part 1: Course Information

Instructor Information

Instructor: Acme Collins School

Office: Delhi India

Office Hours: 24*7 (You can access the course online anytime anywhere)

Office Telephone: 9858799587

E-mail: help@acmecollinsschool.com

Course Description

This is a 6 months long computer course, divided into smaller modules to help the students gain an understanding of the Computer Applications in the theoretical and practical sense. In this course, the students will be taught to work with different kinds of computer applications and become a pro.

Textbook & Course Materials

All the course material can be accessed by online. When you successfully login to your dashboard, you need to visit to your course section and click on the course it will open you a new window with the course topics, you can study these topics anytime and anywhere.

Course Requirements

- Internet connection
- Access to Acme Collins School Student Dashboard.

Course Structure

This course will be delivered entirely online through the course management system Acme Collins School. You will use your Acme Collins School Student account to login to the course from the Acme Collins School student dashboard(<https://online.acmecollinsschool.com>).

In Acme Collins School, you will access online lessons, course materials, and resources. At designated times throughout the Module,

we will participate in a blend of self-paced and group-paced activities using Acme Collins School and alternative Internet-based technologies. Activities will consist of chat, blogs, discussion forums and email.

Acme Collins School Access

This course will be delivered partially online through a course management system named Acme Collins School.

To access this course on Acme Collins School you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari and Chrome). To ensure that you are using a supported browser and have required plug-ins.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Acme Collins School you can:

- Write at support@acmecollinsschool.com
- Live Chat Support.

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Acme Collins School for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through Acme Collins School email.

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Part 3: Topic Outline

Important Note: Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

Module 1

Topic – Introduction to Computer (Previously Known as Operating System)

Readings – Computer Fundamental, Internet, History of Computer, Generation, Difference between software and Hardware, Basic Knowledge of Computer and so on.

Module 2

Topic – Application Software

Readings – Word Processing (MS Word), Spreadsheet Package (MS Excel), Presentation Package (MS PowerPoint).

Module 3

Topic – Internet Technology and Web Design (Previously Known as Web Designing)

Readings – Introduction to Internet, TCP/IP – Internet Technology and Protocol, Internet Connectivity, Internet Network, Services on Internet, Electronic Mail, Current Trends on Internet, Web Publishing and Browsing, HTML Programming Basics, Interactivity Tools, Internet Security Management Concepts, Information Privacy and Copyright Issues.

Module 4

Topic – IT Tools & Business Systems (Previously Known as Computer Hardware)

Readings – Computer Appreciation, Computer Organization, Operating System, Database Operation, Information Technology and Society

Module 5

Topic – Financial Accounting Fundamentals (Previously Known as Accounting)

Readings – Introduction to the course and to financial accounting, Accounting Standards, The Financial Statements and Accounting Process, The Balance Sheet

Module 6

Topic – Desktop Publishing

Readings – Basics of Photoshop, CorelDRAW and PageMaker

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Part 4: Grading Policy

Graded Course Activities

Visit the **Assignments** link in Acme Collins School Students Dashboard for details about each assignment listed below. Click on **Assessments** to access quizzes and exams.

Points	Description
#	Information will be given on Student Dashboard
100	Total Points Possible

Late Work Policy

Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

Viewing Grades in Acme Collins School

Points you receive for graded activities will be posted to the Acme Collins School Grade Book. Click on the My Grades link on the left navigation to view your points.

Your instructor will update the online grades each time a grading session has been complete—typically 3-4 days following the completion of an activity. You will see a visual indication of new grades posted on your Acme Collins School Dashboard under the link to this course.

Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned after completion of assessment and are assigned as follows:

Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

Important note: For more information about grading at Acme Collins School State, visit the academic policies and grading section of the ACS catalog.

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Part 5: Course Policies

Participation

Students are expected to participate in all online activities as listed on the course calendar.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Complete Assignments

All assignments for this course will be submitted electronically through Acme Collins School unless otherwise instructed.

Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will effect the student's grade.

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider disenrolling from a course. Refer to the Acme Collins School Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if student

unable to attend the class due to severe physical/mental illness/injury. All incomplete course assignments must be completed within 5 to 7 days.

Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the Office of Services to Students with Disabilities, and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Acme Collins School and meet with an ACS counselor to request special accommodation *before* classes start.

Acme Collins School is located in Delhi India 110084 and can be contacted by email at support@acmecollinsschool.com

Commit to Integrity

As a student in this course, you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this course.

Important Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

Course policies are subject to change. It is the student's responsibility to check Acme Collins School for corrections or updates to the syllabus. Any changes will be posted in Acme Collins School.