

# Learners' Guide and Admission Form

FOR

DIPLOMA IN COMPUTER SCIENCE AND APPLICATION



SCHOOL OF SCIENCE AND TECHNOLOGY  
BANGLADESH OPEN UNIVERSITY

Bangladesh Open University

**STUDENTS' GUIDE AND ADMISSION FORM**

**For**

**DIPLOMA IN COMPUTER SCIENCE AND APPLICATION**

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**W**elcome to Open Learning system at the Bangladesh Open University. Through a wide variety of distance education programs Bangladesh Open University extends learning opportunities to people across the country. It allows you to choose your home as your campus and integrate learning into an adaptable, self-determined schedule. We hope that our commitment to distance learning will facilitate your pursuit of knowledge relevant to your life and career.

### **What is Conventional vs. Open and Distant Learning System of Education?**

In conventional education system, you are being educated in an on-campus environment where teachers deliver lectures as per regular class schedule in a face-to-face situation. That is a teacher-centered approach and you enjoy little or no flexibility in the class and examination schedules. You are being controlled closely by the institution. You have to go to the campus on every working day and attend classes regularly. You have to be a regular student and probably have to depend on others to support you. There you can enjoy frequent face-to-face contact with teachers but you have to complete specific courses in a specific time period. Whereas in Distance Education System, you need not to attend classes regularly. This off-campus system facilitates your learning at your home/work place through providing you with specially designed learning materials. Audio and video programs will help you to understand the difficult sections of your text. In near future, you will also be able to get the facilities of Tele-conferencing, e-mail, Internet, etc. In this multi-media based education system, you will be able to use your own time and devotion. You can also enjoy the benefits of tutorial services where students come to solve their problems while studying learning materials and/or while preparing assignments.

### **Bangladesh Open University**

Established in 1992 by an Act of Parliament, Bangladesh Open University (BOU) has opened up a new era in distance education in the country.

The main campus of the University is situated at Gazipur about 18 kilometers north of Dhaka. Prime objective of Bangladesh Open University is to transform the country's vast human resources into an educated and trained work force by extending them a wide range of academic programs both formal and non-formal. BOU's programs are aimed at every one, particularly working people and women and those socially disadvantaged groups who cannot enroll in traditional educational institutions.

### **School of Science and Technology**

School of Science and Technology is one of the six schools of Bangladesh Open University. To create scientific and technically skilled manpower in the country is the main objective of this school. The extended activities of this school are developing scientific awareness and degree awarding. Advance research programs for M.Phil and Ph.D are on process. SST has already launched B. Sc in Computer Science and Engineering program.

### **Diploma in Computer Science and Application Program**

School of Science and Technology offers **Diploma in Computer Science and Application**. The aims of the Diploma are to make computer professionals to meet the recent increasing demand in the field of information technology. The objectives of the programs are to develop skills in-

- ◆ using a computer and its areas of application.
- ◆ using computers for office automation, desktop publishing, computer networking, multimedia etc.
- ◆ using databases and database management systems, computer aided design and associated packages, etc.
- ◆ analyzing digital logic, computer organization, microcomputers and their maintenance and troubleshooting, etc.
- ◆ computer programming and software development.

### Program Plan

A learner should complete 35 Credits consisting of the courses listed below to receive the **Diploma in Computer Science and Application** including a project work as part of the requirement for successful completion of the diploma.

The syllabus of the program is being revised and brought up-to-date continuously. Some new courses have been included in the syllabus recently. Semester wise course distribution is given below.

### Recommended Credits Distribution

Semester	Credits
1st Semester	11
2nd Semester	12
3rd Semester	12
<b>Total</b>	<b>35</b>

### Program Design

#### 1st Semester

Course Code	Name of the Courses	Credits
DCSA 1201	Computer Basics	2
DCSA 1302	Office Automation and MS Office	3
DCSA 1303	Computer Programming	3
DCSA 1304	Visual Programming	3

#### 2nd Semester

Course Code	Name of the Courses	Credits
DCSA 2301	Digital System and Computer Organizations	3
DCSA 2302	Operating Systems	3
DCSA 2303	Internet Technology and Web Designing	3
DCSA 2304	Database Management System	3

#### 3rd Semester

Course Code	Name of the Courses	Credits
DCSA 3301	Graphics Design	3
DCSA 3302	Microcomputer Troubleshooting	3
DCSA 3303	Computer Networks	3
DCSA 3304	Project Works	3



### **Duration of the Program and Admission**

The duration of the Diploma in Computer Science and Application (DCSA) program shall ordinarily be one and half academic years divided into three (3) semesters, each of six (6) months period, **student shall, however be allowed a maximum period of five (5) academic years (i.e consecutive 10 semesters) to complete the program to obtaining her/his Diploma.**

### **What is Credit?**

One credit hour in distance education implies approximately 15 hours of study (consisting of textbooks, audio-visual supports, Laboratory works etc.).

### **What is Tutorial Service?**

In BOU system all classes are arranged in the particular institutions. An institution selected by the BOU for *counseling* is called a study center (SC). In BOU system tutorial class is optional. Students come to the study center to solve their course-related problems and to get necessary information of the program.

### **Who is a Tutor?**

According to the BOU concept, a teacher who delivers lectures and tutorial services are called a tutor. For each course, there is a tutor in a particular study center, which is selected by the BOU authority. He/she delivers lectures, tutorial service related information, evaluates assignments (TMA) and conducts the examinations.

### **How will you Contact with the Tutor?**

For any query about tutors and tutorial service, you can contact with respective Regional Center (RC) or respective SC coordinator. For any problem don't hesitate to contact with the Dean office of the School of Science and Technology (SST).

### **Is it Necessary to Attend in the Tutorial Classes?**

DCSA program is a technical and practical based program, we recommend you to attend all tutorial classes.

### **Tutorial Class Time**

The tutorial classes are conducted according to the academic calendar of the program. We recommend the learners to follow the academic calendar.

### **Will the Tutor teach us the Full Course?**

Tutor will teach you only relatively complicated topics or lessons of the course and will solve your problems of understanding anything. If you have any question or face any problem, tutor will explain and help to solve them. You must study yourself at home or in the library.

### **Tutor Evaluation Report (TER)**

The performance of a tutor is evaluated by the school at the end of each semester.

### **Method of Teaching**

Learners will be provided with printed text materials prepared in a self-learning style of distance education by Bangladesh Open University. The learning procedure also includes tutorial supported audio-visual programs.



### **Assignment: Tutor Marks Assignment (TMA)**

Learners have to submit two TMAs for each course in every semester. According to the academic calendar and class routine you have to submit them to the coordinator of your own SC. TMA submission is recommended. If a learner fails to submit TMA s/he will obtain zero for the TMA of that course. However, if a learner submits TMA but fails to appear at the examination, then s/he doesn't need to submit all TMAs again for that course before appearing examination again in the upcoming semester. Tutor will provide assignment topics and will evaluate them.



### **Attention!**

- ◆ Suppose a learner has not submitted TMA for a specific semester and have not appeared at the examination at all. S/he will not get the opportunity to register for the next semester.
- ◆ TMA must be submitted before the examination. Learners should follow the schedule. Late submission will be considered as unmarked.
- ◆ The school or tutor of the respective course will prepare questions for TMA. The tutors of respective course will evaluate TMA and sent the mark sheet to the Controller of Examination of BOU through SC coordinator.
- ◆ Coping TMA is strictly prohibited. If found the respective TMA will not be evaluated.



### **Examination**

At the end of a semester, learners will have to appear at the examination for evaluation. Examination consists of theory and practical. Evaluation will be made by the sum of marks obtained in theory, practical and TMA of a course (please see evaluation).



### **Attention!**

- ◆ You will be promoted to the next semester and allowed to register if you appear at least one of the examinations mentioned for a semester. But for awarding the degree of diploma you have to complete all the courses successfully.
- ◆ BOU authority does not consider prayer of changing examination center.
- ◆ Learners who pass the theoretical part of a course but do not pass the practical one or do not appear at the practical examination or vice versa, will be considered as fail. In that case students have to reappear at both the theoretical and the practical examinations of that course in order to pass.



### Types of Questions

All questions will consist of MCQ and essay type (short and analytical). A model exercise is given in the last section of the lesson for each course. The marks and time distributions are as follows -

Type	Marks	Time	Number of Questions
MCQ	20	20 m	40
Essay type	50	2:40 h	Short: 8 out of 10 Analytical: 5 out of 8
Practical	20	30 m (for each course)	To be informed
TMA (for each courses)	10	-	To be informed

### Distribution of Practical Marks

Experiment	10 marks
Record book	5 marks
Viva Voice	5 marks

### Evaluation of Project

**Total Marks 100**

**Pass Marks 50 (50%)**

### Distribution of Marks

(a) Real life Project report	80 marks
(b) Viva Voice	20 marks
<b>Total</b>	<b>100 marks</b>

### Evaluation Procedure

Each course will be evaluated through written test (70%), Practical (20%) and TMA (Tutor's Mark Assignment 10%). The pass marks for the practical examinations will be 10 (50% out of the total practical marks). To successfully complete a course learner must obtain a total of 40 (40% of the total marks) marks out of 100 including TMA, written test and practical examination. The results will be given in accordance with BOU's existing rules of Grade Point Average.

### **How will you know the Result?**

After publishing the result, you must contact with the SC and collect your result from the SC only. You will not be able to get the result from the SST or from the main campus of BOU.



#### **Transcript**

Learner will receive marks sheet for each semester. Learner will also be provided transcripts and provisional certificate after s/he passes all the courses.



#### **Attention!**

- ◆ If learner wants to continue the program after a break, BOU will allow for registration for the next semester on payment of all necessary fees at present rate.
- ◆ If a learner is unable to appear at the examination due to illness or any unavoidable circumstance in scheduled time, s/he will be allowed to continue the next semester by showing appropriate reason. But if s/he does not attend the classes, submit TMA and also does not appear at the examination then will not be allowed to register for the next semester. Learner must at least partially complete a semester.
- ◆ If learner unable to register within the prescribed period of registration, then s/he must apply for permission to the Dean, SST with necessary documents.



#### **Reexamination**

If you do not pass in the examination of one or more courses of a semester then BOU will allow you to sit for reexamination on payment of necessary reexamination fees at present rate.

#### **How many times a learner will be permitted to sit for the examination on a particular course?**

If a learner does not appear at the examination for anyone of the course or s/he appears, but fails then s/he will be allowed to appear in the examination

within the duration of the Program. After this s/he will be considered as unsuccessful and will not be allowed for further registration.

### **Recommendation**

#### **♦ Formation of Study Groups**

Learners are advised to form study groups among themselves for discussion of the course materials and solution of technical problems. By taking part in the activities of the study group the learners can enrich their performance.

#### **♦ E-mail to Program Coordinator**

For further query, learners are advised to contact with the program coordinator through e-mails given below.  
E-mail: mahmudul\_hasan@bou.edu.bd

For answers to the questions related to your course, please contact with the Dean of SST.

#### **♦ Quiz and Class Test**

Tutors will conduct quiz and class tests and will convey your performance periodically to the school.

### **Admission Requirements**

To be eligible for admission as a student of **Diploma in Computer Science and Application** the applicant must have passed the HSC or an equivalent examination.

### **Admission Procedure**

#### **♦ Collection of Admission Form**

Admission form and learner guide should be collected from the local Regional Center (RC) by paying necessary fees after advertisement of the program in national dailies, radio and TV.

#### **♦ Submission of Admission Form**

After filling up the prescribed form properly it should be submitted with necessary documents to the local Regional Center.

♦ **Necessary Documents**

- Attested copies of certificates and mark sheets of the SSC & HSC or equivalent examinations.
- One copy of an attested passport size photograph.

♦ **Selection of Candidates**

Candidates for the program will be selected after proper scrutiny of the application form along with the educational certificates and other relevant documents. Regarding admission BOU's decision will be considered as final. Selected candidates are to get them admitted to the program within the stipulated time by paying necessary fees to the entitled Bank prescribed by the local RC.

**Selection Criteria**

Learners will be selected on the basis of points calculated as follows–

**1. Degree**

Degree	Point		
	1st Division	2nd Division	3rd Division
S.S.C	5	3	x
H.S.C	5	3	x
Higher Degree (Undergraduate/ Postgraduate)	1 Point		

Degree	GPA 3 & above	Below GPA 3 & upto GPA 2.5	Below GPA 2.5
SSC	5	3	x
HSC	5	3	x

**2. Age**

For every 10 years of age of the learner, 1 (One) extra point will be added.

**Registration**

A list of selected applicants will be available in the local RC. Selected applicants should have to pay the course, practical and other necessary fees to the

entitled Bank as prescribed by local RC. By showing the paid receipt of the Bank to the RC a selected applicant, should have to-

- a. Collect the Registration Form.
- b. Fill up the Registration Form and deposit it to the same RC.
- c. Submit two copies of attested passport size photographs.
- d. Collect student ID card from the same RC.
- e. Collect study materials from the same RC.



**Attention !**

A learner who does not register for the successive two (2) semesters will be considered as a discontinued learner and her/his registration shall automatically be cancelled.

**Course and others Fees**

Learners' Guide and Admission Form Fee	Tk.	100/-
Academic Calendar Fee	Tk.	25/-
Registration Fee (each semester)	Tk.	100/-
Course Fee (each course)	Tk.	800/-
Laboratory Fee	Tk.	350/-
Reexamination Fee (for each course)	Tk.	200/-
Program Transcript Fee	Tk.	70/-
Testimonial		30/-
Main Certificate Fee	Tk.	200/-
Provisional Certificate Fee	Tk.	100/-

**Study Materials**

To be collected from the local RC after paying all necessary fees to the entitled Bank Account as prescribed by the RC.

**Addresses for Communication with the Regional Resource Center of BOU**

1. Regional Director  
Dhaka Regional Resource Center  
Bangladesh Open University  
(Northern side of Dhaka College)  
Dhanmondi, Dhaka-1205  
*Phone: 96 73 669;*  
*Fax: 86 16 065*  
*Email: shahabuddin@bou.edu.bd*
  
2. Regional Director  
Comilla Regional Resource Center  
Bangladesh Open University  
Dhaka Chittagong Traunk Road  
Noapara, Durgapur, Comilla  
*Phone: 081-77 557*  
*Fax: 081-63 352*  
*Email: bou\_rccom@yahoo.com*
  
3. Regional Director  
Chittagong Regional Resource Center  
Bangladesh Open University  
CRB Road, Kotoali, Chittagong  
*Phone: 031-619 633*  
*Fax: 031-633-102*  
*Email: rrcchittagong@bou.edu.bd*
  
4. Regional Director  
Sylhet Regional Resource Center  
Bangladesh Open University  
Pirijpur, Surma (S), Sylhet  
*Phone: 0821-719 523*  
*Fax: 0821-722 758*  
*Email: rrcsylhet@bou.edu.bd*
  
5. Regional Director  
Rajshahi Regional Resource Center  
Bangladesh Open University  
Nawhata, Poba, Rajshahi- 6203  
*Phone: 0721-800 008*  
*Fax: 0721-800 009*  
*Email: rrcrajshahi@bou.edu.bd*

6. Regional Director  
Barisal Regional Resource Center  
Bangladesh Open University  
Rupatoli, Barisal  
Phone: 0431-2176 282  
Fax: 88-0431- 71 371  
Email: rrcblbou@yahoo.com
7. Regional Director  
Jessore Regional Resource Center  
Bangladesh Open University  
Upashahar (Near BRTC Campus), Jessore  
Phone: 0421-68 526  
Fax: 0421-61 892  
Email: rrcjessore@bou.edu.bd
8. Regional Director  
Mymensingh Regional Resource Center  
Bangladesh Open University  
Firoza Manson, 26, C.K Ghosh Road, Mymensingh  
Phone: 091-65 298  
Fax: 88-091-61 051  
Email: rrcmymensingh@bou.edu.bd
9. Regional Director  
Bogra Regional Resource Center  
Bangladesh Open University  
Bisho Road, Banani, Bogra-5800  
Phone: 051-62 794  
Fax: 051-68 058  
Email: rrcbogra@bttb.net.bd
10. Regional Director  
Rangpur Regional Resource Center  
Bangladesh Open University  
RK Road (Near Bus Terminal), Rangpur  
Phone: 0521-63 593  
Fax: 0521-65 199  
Email: rrcrangpur@tistaonline.com
11. Regional Director  
Faridpur Regional Resource Center  
Goalchamot (Near Faridpur Bus Stand), Faridpur  
Phone: 0631-62 081  
Fax: 0631-63 228  
Email: rrcfarid@bttb.net.bd

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12. Regional Director  
Khulna Regional Resource Center  
Satkhira Road, Zero Point, Roshnebag, Khulna  
Phone: 041-731 795  
Fax: 041-810 965  
Email: [mamatin7@yahoo.com](mailto:mamatin7@yahoo.com)

For more information the learners are advised to contact with the local RC. In special case one may contact with the School of Science and Technology of Bangladesh Open University to the following address.

**Dr. K. M. Rezanur Rahman**  
Dean  
School of Science and Technology  
Bangladesh Open University  
Gazipur-1705  
Bangladesh  
Phone: 02-9291111  
Fax: 880-2-9291111  
E-mail: [drkmrezanur@yahoo.com](mailto:drkmrezanur@yahoo.com)

**For information about Program**

**A. S. M Mahmudul Hasan**  
Lecturer  
Program Co-ordinator  
E-mail: [mahmudul\\_hasan@bou.edu.bd](mailto:mahmudul_hasan@bou.edu.bd)  
Phone: 01717-499984



**District Code**

Bagerhat	34	Madaripur	15
Bandarban	31	Magura	38
Borguna	48	Manikgonj	05
Barisal	43	Meherpur	42
Bhola	46	Moulavibazar	26
Bogra	55	Munshigonj	04
Brahmonbaria	20	Mymensingh	07
Chandpur	21	Narail	39
Chittagong	18	Naryangonj	03
Chuadanga	41	Narsingdi	02
Comilla	19	Notore	51
Cox's Bazar	32	Naogaon	50
Dhaka	01	Netrokona	09
Dinajpur	62	Nilphamari	58
Faridpur	13	Noakhali	23
Feni	22	Nowabgonj	52
Gaibandha	59	Pabna	53
Gazipur	06	Panchagarh	64
Gopalganj	14	Patuakali	47
Hobigonj	27	Perojpur	44
Jamalpur	11	Rajbari	16
Jessore	36	Rajshahi	49
Jhalakati	45	Rangamati	30
Jhenaidah	37	Rangpur	57
Joypurhat	56	Sariatpur	17
Khagrachari	29	Satkhira	35
Khulna	33	Serajganj	54
Kishorgonj	08	Sherpur	12
Kurigram	60	Sunamganj	28
Kushtia	40	Sylhet	25
Lalmonirhat	61	Tangail	10
Lakshmipur	24	Thakurgaon	63

**Profession Code**

Businessman	03	Others	06
Housewife	02	Service holder	05
Job-Seeker	01	Student	04

**Program Code:** 50

**Rules for Filling up the Admission Form**

- ◆ The applicant should not write anything in RC and ID columns. It is for BOU's official use only.
- ◆ Two passport size photographs are to be submitted with student's name, father's name in the back and should be attested with the principal of the college/first class officer or equivalent.
- ◆ All columns of the form should be filled up with block letters and in each block there should be only one letter. There should be one gap after each word. For example,

S	A	B	I	N	A	Y	E	S	M	I	N
---	---	---	---	---	---	---	---	---	---	---	---

- ◆ Date of Birth: For example,

DAY		MON		YR	
0	1	1	1	7	5

- ◆ Sex: Please put tick (√) mark on relevant space.
- ◆ Religion: Please put tick (√) mark on the relevant space.
- ◆ Post Code: To be known from your nearest post office.
- ◆ District Code: Are given in the student guide.
- ◆ Profession Code: Are given in the back of the counterfoil of this sheet.
- ◆ Tutorial Center Code: The name of the tutorial center and its code number are to be collected from the local Regional Center (RC).