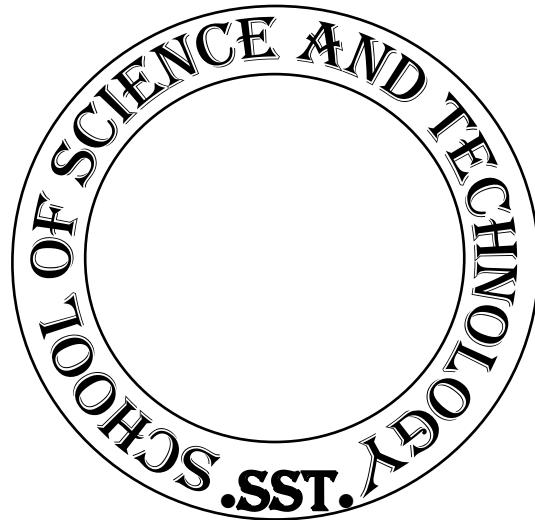


Learners' Guide and Admission Form

FOR

DIPLOMA IN COMPUTER SCIENCE AND APPLICATION



SCHOOL OF SCIENCE AND TECHNOLOGY
BANGLADESH OPEN UNIVERSITY

Bangladesh Open University

LEARNERS' GUIDE AND ADMISSION FORM

DIPLOMA IN COMPUTER SCIENCE AND APPLICATION

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Welcome 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 attend classes regularly. This off-campus system facilitates your learning at your home/workplace 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 learning management system (LMS), video-conferencing 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. The Prime objective of Bangladesh Open University is to transform the country's vast human resources into an educated and trained workforce by extending them a wide range of academic programs both formal and non-formal. BOU's programs are aimed at everyone, 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 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
Total	35

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 is 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 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?

The 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. The 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
Total	100 marks

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 and BOU website.



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 a 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 s/he 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 will a learner 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 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 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, TV and BOU website.

◆ **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 or mobile banking 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/mobile banking 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. 50/-
Registration Fee (each semester)	Tk. 200/-
Course Fee (each course)	Tk. 850/-
Laboratory Fee (each course)	Tk. 350/-
Reexamination Fee (for each course)	Tk. 250/-
Program Transcript Fee	Tk. 200/-
Testimonial	Tk. 50/-
Main Certificate Fee	Tk. 400/-
Provisional Certificate Fee	Tk. 200/-
Marks sheet	Tk. 200/-
Semester Marks sheet	Tk. 70/-

Study Materials

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

List of Study Center with center code

SL. No.	Stuy Center Name	Study Center Code
1.	Dhaka University of Engineering and Technology (DUET), Gazipur	020
2.	Institute of Science and Technology (IST)	812
3.	Institute of Science and Information Technology (ISIT), Dhaka	818
4.	Muslim Aid Institute of Technology (MAIT), Dhaka, Mirpur, Dhaka	819
5.	Rajshahi University, Rajshahi.	370
6.	International Islamic University of Chittagong (IIUC), Chittagong	890
7.	Chittagong University of Engineering and Technology (CUET), Chittagong	891
8.	Khulna University of Engineering Technology (KUET), Khulna	471
9.	Muslim Aid Institute of Technology (MAIT), Jessore	871

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_rrccom@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
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

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. Sharker Md. Numan

Professor (Medical Science)
Dean
School of Science and Technology
Bangladesh Open University
Gazipur-1705
Bangladesh
Phone: 02-9291111
Fax: 880-2-9291111
E-mail: deanSST2017@gmail.com

For information about Program

A. S. M Mahmudul Hasan

Lecturer
Program Co-ordinator
E-mail: mahmudul_hasan@bou.edu.bd
Phone: 01717-499984

Program Code: 50

Rules for Filling up the Admission Form

- ◆ The applicant should not write anything in Student 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 clearly.
- ◆ Payment Information: The applicant must write application payment information in payment column.
- ◆ Application Information:
 - ◆ Program Code and Study center Code: given in the student guide.
- ◆ Applicant's Personal Information:
 - Date of Birth: Please write your date of birth on the relevant space
 - Gender: Please put tick (√) mark on relevant space.
 - Marital Status: Please put tick (√) mark on relevant space.
 - Religion: Please write in the relevant space.
 - Postal Code: To be known from your nearest post office.
- ◆ Academic Records: Please put all academic information as per field.