



ज्ञानमंगा घरोघरी

# Yashwantrao Chavan Maharashtra Open University, Nashik

## ProspectuS July - 2009

### **Certificate and Diploma Programmes in Computer Applications**

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# For the Learner

This prospectus will serve as a guide through out the length of a computer programme that you are going to study. The space is provided below for you to write down any points, important dates or any other matter. To start with, write the details of your Study Centre.

Name of Study Centre

Address of Study Centre

Telephone :                      FAX:                      E-mail:

Name of the Co-ordinator of Study Centre:

Working hours:

## Important points to be noted

- Before you select any study centre, verify that it has been approved by YCMOU. Letter of approval has been issued to the recognised study centres
- You will not be admitted to a computer programme if you do not pay full fees.
- You can enroll for only one diploma or one certificate programme at a time .

**Table 1 : Event Calendar for Certificate/Diploma Programmes**

Event	Dates
<b>First Semester</b>	
Admission for starting date	1 <sup>st</sup> June
Last date of admission	31 <sup>st</sup> July
Last date of registration with late fee of Rs. 100/-	30 <sup>th</sup> August
Teaching Learning	1 <sup>st</sup> August to 30 <sup>th</sup> November
Home-assignments (1 <sup>st</sup> and 2 <sup>nd</sup> )	15 <sup>th</sup> October to 30 <sup>th</sup> October
Practical Examination	2 <sup>st</sup> December to 8 <sup>th</sup> December
Theory Examination	9 <sup>th</sup> December to 21 <sup>st</sup> December
Leave	22 <sup>nd</sup> December to 31 <sup>st</sup> January
Result Declaration	22 <sup>nd</sup> January
<b>Second Semester</b>	
Admission starting date	1 <sup>st</sup> December
Last date of admission	31 <sup>st</sup> January
Last date of registration with late fee of Rs. 100/-	28 <sup>th</sup> February
Teaching Learning	1 <sup>st</sup> February to 30 <sup>th</sup> May
Home-assignments (1 <sup>st</sup> and 2 <sup>nd</sup> )	15 <sup>th</sup> April to 30 <sup>th</sup> April
Practical Examination	2 <sup>nd</sup> June to 8 <sup>th</sup> June
Theory Examination	9 <sup>th</sup> June to 21 <sup>st</sup> June
Leave	22 <sup>nd</sup> June to 31 <sup>st</sup> July
Result Declaration	22 <sup>th</sup> July

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## 1.0 About the University

The Yashwantrao Chavan Maharashtra Open University (YCMOU) was set up in July 1989 by Act XX (1989) of the Maharashtra State Legislature. The YCMOU has headquarters at Nashik and provides support to its learners through study centres, which are spread all over the State of Maharashtra.

The degree/diploma of this University is treated as equivalent to the degree/diploma of any other university for the purpose of employment in government and semi-government establishments.

The main aim of the YCMOU is to become a Mass Varsity and to make available to the common man educational programmes which are of practical use in his day-to-day life. The University aims at using the latest techniques and technologies in its task of imparting education. Recently the University has set-up enterprise-wide LAN supporting 200 nodes with three servers with RAID-5 technology. Shortly, the regional centres of YCMOU would be linked through Internet.

One of the major goals of the University is to create, preserve and disseminate knowledge to its learners and the masses and thus become a 'Mass-varsity'. The emphasis, throughout, is on developing educational programmes which qualify a person to get a better job, to start earning on his own or help a working person to improve his career. Providing education through classroom based system is costly, rigid and puts time constraints on the learners. The Yashwantrao Chavan Maharashtra Open University (YCMOU) has decided to use modern technologies like computing, communications, broadcasting, and the Internet to provide cost effective education to its learners. Technology based education provides the following benefits:

- It is cost effective
- It has outreach to the masses.
- It is flexible: learn anywhere and anytime, on demand and as per your pace and style.

It imposes no time constraints on the learners. They don't have to miss time from work and attend classroom.

## 2.0 About the Computer School

The School of Computer Science is one of the eight schools of studies located at the headquarters of the university. Through its quality policy, computer school aims to enhance and sustain excellence of its educational programmes. The computer school has a vision to create computer literacy by taking computer education to the masses. The school envisages to :

- Develop degree, postgraduate and research level computer programmes for creating professional manpower required by the IT industries.
- Develop need based and job oriented short term computer programmes to meet the huge demand of IT skilled manpower in business, society and industries.
- Ensure relevance of programmes by updating curriculum dynamically.
- Establish linkages with educational industries to share experience and knowledge.
- Provide eLearning support to its students for better 'Access and Success'.
- Carry out research in multimedia, virtual reality, fuzzy logic, neural network etc. which will help in developing new methods, tools and techniques useful for computer education and applications.

## 3.0 Need for computer programmes

Human society has passed through 'green revolution', 'industrial revolution' and 'information revolution'. Now it is entering into 'knowledge revolution'. Education in general and 'computer

education' in particular is gaining utmost importance in today's knowledge society. Computer skills have become the life skills for every body. Today we are using mobile-phones, notebook computers, Personal Digital Assistants, CD-players, television, fax, Internet, and so many other technologically advanced gadgets in day-to-day-lives. Effective and comfortable use of many of these devices requires some degree of computer knowledge. For high productivity and better quality, many business houses, Govt. departments and industries are making extensive use of computers. Huge manpower is required to operate these computers. Thus there is pressing demand of computer professionals to work at various levels in IT industries.

Highly skilled software professionals are required for nation building. They design and develop software products and systems. They are helpful in providing IT and IT enabled services. They carry out overseas projects and earn huge amount foreign exchange for the country. They become entrepreneurs and establish IT industries, which provide employment for large number of people.

## **4.0 Computer Programmes offered by the University**

At present, the university offers the following computer programmes:

### **Certificate programmes**

- Office Computing.
- Computerized Financial Accounting
- DTP
- CAD
- Computer Operations \*
- Computer Operations for the Blind \*
- Computer Preparatory Skills\*
- Programming Expertise in C\*
- Data Structures through C\*
- Programming Excellence through VB.NET \*
- OOPs and C++
- Building Web Portals through ASP.NET
- Enterprise solutions using J2EE
- Programming Excellence through C#
- Visual Programming
- Computer Fundamentals
- Office Tools
- Linux
- Operating Systems
- Systems Analysis and Design
- Principles of Data Base Management System
- Business Information Systems
- Computer Organization
- Enterprise Resource Planning(ERP)
- JAVA
- Visual Basic
- Communication skills and Technical writing
- Data Communication and Networking
- E-Commerce
- ORACLE
- Professional Development

- Statistical Techniques
- Study skills
- Computerized Financial Accounting
- The Certificate in WEB DEVELOPMENT programme will be not offered.

### **Diploma programmes**

- Office Computing
- Computerized Financial Accounting
- Computer Operations
- Embedded Systems \*
- Programming Languages \*
- Game Programming \*
- .NET Programming \*
- Diploma in Computing \*
- Advance Diploma in Computing \*

### **Degree programmes**

- Bachelor of Computer Applications (B.C.A.) \*
- Bachelor of Science (Business Information Systems) \*

\* Details are given in separate prospectus.

## **5.0 Programme structure and modular scheme**

Let us first understand the difference between a course and a programme. The basic unit of curriculum is a course of study. One or more number of related courses makes a programme. For example, Office Computing is a programme with five courses. Remember that the term course is frequently used in a different sense by other educational organisations.

The computer programmes designed by YCMOU are modular in nature i.e. programmes are made up of modules(courses). In this scheme a programme may contain one or more number of courses. Some of the courses may even be common to two or more programmes. This helps students to study the common courses under one programme and take advantage while studying other programmes.

## **6.0 Credit Points and Credit Transfer**

YCMOU has accepted a modular programme structure. Every programme consists of one or more courses. Every course is characterised by the number of credit points (CP). The credit point of a programme is the sum of credit points of all the courses included in it. One credit point indicates around 30 to 40 hours of study. Hence to complete a programme of 10 credit points, student has to do about 300 to 400 hours of study. Appendix A shows the credit points for various courses. Many students enrol for more than one programmes in due course of time. Modular scheme enables such students to get credit transfer for the courses done successfully earlier. Student who has completed computer courses of YCMOU should claim credit transfer at the time of admission. Further details regarding credit transfer and exemption in fees are given in Appendix-B and Appendix-C.

## **7.0 Choosing the right programme**

Before you actually fill in your application form you need to undertake a good deal of preparatory work. It is essential that you don't take short cuts at this stage otherwise you might end applying for

the wrong programme. To help you make informed decisions about the entire computer programmes; you are being advised to read the information given in this section. The answers to some of the questions given therein will provide some help in the selection of right programme.

Why do you want to study a computer programme?

If you are working somewhere then what computer skills are required for your service or business?

Is your financial background good enough to join a particular programme?

Can you devote sufficient time for theory and practical as required by the programme that you wish to study?

Have you thought of any specific career to pursue? If yes, what is it?

Many of you know precisely what you want to study when you enter into Open Education System. Those who have a definite career in mind, such as lawyer, accountant or doctor, are fairly definite about the programmes they intend to pursue. But for others the decision is not so obvious. They might have vague ideas about new areas of study that they wish to pursue. And they might be more vague still about what they want to do by way of a career.

Obviously, the latter group of learners needs to consult as widely as possible with their senior friends, relatives, parents, teachers, study centre co-ordinators and career advisers.

A service, a job or a business may require knowledge of more than one programme. The exact combination depends upon the nature of the service, job or business. Therefore, it is suggested that you first find out the computer skills required in your service, job or business that you are presently doing or intend to do and then select a programme.

## **8.0 Academic year and semester system**

A semester system has been adopted by the YCMOU for computer programmes. In this scheme, an academic year consists of two semesters, each of 6 months duration. The academic year is divided into the two semesters as follows:

First semester : July To December

Second semester : January To June

The semester scheme allows students to be enrolled in February as well as August of each academic year. Most of the certificate programmes have duration of 6 months and hence can be completed in one semester, whereas most of the diploma programmes have 12 months duration and therefore can be completed in two semesters.

## **9.0 Duration of programmes**

The certificate level programmes normally are of 6 months duration and the diploma level programmes normally are of 12 months duration. The details of duration are given in TABLE 2.

## **10.0 Eligibility**

The eligibility criteria (entry qualifications) depend on the requirements of computer programmes. The TABLE 2 shows eligibility criteria for each programme.

## **11.0 Language of Instruction**

Textbooks and workbooks of computer programmes are written in English. Examination will also be conducted in English. However, your co-ordinator, instructor or counsellor may use both English and Marathi language to help you understand the subject well.

## **12.0 Programme Details**

All computer programmes contain more than one course. The details regarding eligibility, duration and fees of the computer programmes are given in TABLE 2.

TABLE 2 : Programme Information						
Sr. No.	Programme Code	Programme Name	Eligibility	Duration (months)	Fees (Rs.)	
1	C80	Certificate in Office Computing	10 <sup>th</sup> passed	6	3040	
2	C84	Certificate in Computerized Financial Accounting	10 <sup>th</sup> passed	6	3690	
4	C45	Certificate in CAD	9 <sup>th</sup> pass or 10 <sup>th</sup> appeared or YCMOU preparatory passed	6	2540	
5	C44	Certificate in DTP	9 <sup>th</sup> pass or 10 <sup>th</sup> appeared or YCMOU preparatory passed	6	3040	
6	T40	Diploma in Office Computing	HSC pass or 10+2 (like MCVC, ITI, NCTVT) passed or BTE diploma pass	6	5550	
7	T42	Diploma in Computerized Financial Accounting	HSC pass or 10+2 (like MCVC, ITI, NCTVT) passed or BTE diploma pass or Certificate in Computerized Financial Accounting	12	6750	
8	T09	Diploma in Computer Operations	10 <sup>th</sup> passed	12	5550	

## 13.0 Certificate in Office Computing

This programme covers the knowledge and skills required for operation and use of computers. This programme caters to the need of the users in industries, business and home. It provides integration of basic skills of Office Computing namely: word-processing, spreadsheets, databases and presentation graphics. All the components of the package are Windows based. Word uses shared resources available to all Office programmes which includes fonts, clipart, drawing and charting tools, spelling and thesaurus, AutoCorrect, internet access etc. The feature Draw table tool brings tremendous flexibility to the processing of creating and editing tables. The word includes advanced features like mail merge, macros, and WordArt. At the most basic level, a computer spreadsheet is an electronic version of a paper ledger. Excel uses all the features available to 32-bit programme. Excel contains some features that are unique and user friendly. Excel provides the features like row/column marks, multiple undo, drawing toolbar, and many more. Access is powerful windows based relational database management system, which you can use to create and modify database tables, data entry forms, reports and queries. It is widely being used as native database for Visual Basic in industries and business applications. It supports to create simple database for personal use, and its programming tools are powerful enough to support full applications development. It provides query and reporting tools, which are easy to learn and use. Access can import or link to data tables from a number of other database programmes.

Programme Name	<b>Certificate in Office Computing</b>		
Programme Code	<b>C80</b>		
Duration	<b>6 months</b>		
Semesters	<b>1</b>		
Total Credit Points	<b>20</b>		
Total Fees	<b>Rs. 3040</b>		
Eligibility	<b>10<sup>th</sup> pass</b>		
Sr No	Course Name	Course Code	CP
1.	Computer Fundamentals	CMP120	6
2.	Word Processing and Spread Sheets(Word + Excel + Deonagari)	CMP071	8
3.	Presentation Graphics and Personal Information System (PowerPoint & Outlook)	CMP033	2
4.	PC Data Bases (Access)	CMP032	4

## 14.0 Certificate in Computerized Financial Accounting

All business houses, industries, commercial shops and organisations deal with finance in one way or the other. With the availability of low cost PCs, many such organisations are using computers for financial accounting of their businesses. This programme covers basic concepts of financial accounting, book keeping and inventories accounting. This programme provides vast job opportunities in business and commerce.

Programme Name	<b>Certificate in Computerised Financial Accounting</b>		
Programme Code	<b>C84</b>		
Duration	<b>6 months</b>		
Semesters	<b>1</b>		
Total Credit Points	<b>22</b>		
Total Fees	<b>Rs. 3690</b>		
Eligibility	<b>10<sup>th</sup> passed</b>		
Sr No	Course Name	Course Code	CP
1	Computer Fundamentals	CMP120	6
2	Word Processing and Spread Sheets(Word + Excel + Deonagari)	CMP071	8
3	PC Data Bases (Access)	CMP032	4
4	Computerised Financial Accounting and Tally	CMP076	4

## 15.0 Certificate in DTP

In every walk of life a person has to deal with printed paper of one type or the other. Whether it is a birthday party or a marriage ceremony, printed invitation cards are distributed to inform the event to relatives and friends. These days document design and type setting is carried out using computers. The programme provides good opportunities to those who want make career in printing industries. It provides job opportunities in newspaper industries, advertisement industries, multimedia development houses, Internet publishers and book publishers. It also provided job opportunities in big industries that publish their own internal newsmagazine.

Programme Name	: <b>Certificate in DTP</b>
Programme Code	: <b>C44</b>
Duration	: <b>6 months</b>
Semesters	: <b>1</b>
Total Credit Points	: <b>22</b>
Total Fees	: <b>Rs. 3040</b>
Eligibility	: <b>9th passed or 10th appeared or YCMOU preparatory passed</b>

Sr No	Course Name	Course Code	CP
1	Computer Fundamentals	CMP120	6
2	Word Processing and Spread Sheets (Word + Excel + Deonagari)	CMP071	8
3	DTP (PageMaker English and Deonagari)	CMP036	4
4	Document Design & Essentials of Printing Technology (CorelDraw + PhotoShop)	CMP077	4

## 16.0 Certificate in CAD

Drafting done on paper has many limitations. It is difficult to make additions and alterations in the paper-based drawing. Moreover, such paper documents occupy huge storage space in the offices. The drawing loses its accuracy in dimensions due to ageing over a period of time. On the contrary, drawing made on the electronic media offers number of advantages. Electronic documents can easily be transmitted over thousands of kilometres in seconds. Electronic drawing is easy to modify and its fresh copy can be obtained with a click of a mouse. Looking at the benefits many companies are turning to Computer Aided Drafting. The programme includes fundamentals of drawing concepts. It also provides skills related to drawing, editing, hatching, dimensioning, plotting, block making, scaling, rotations, assembling etc. The CAD is useful to architects, mechanical engineers, civil engineers, electrical engineers and draftsmen.

Programme Name	<b>Certificate in CAD</b>		
Programme Code	<b>C45</b>		
Duration	<b>6 months</b>		
Semesters	<b>1</b>		
Total Credit Points	<b>12</b>		
Total Fees	<b>Rs. 2540</b>		
Eligibility	<b>9<sup>th</sup> pass or 10<sup>th</sup> appeared or YCMOU preparatory passed</b>		
Sr No	Course Name	Course Code	CP
1	Computer Fundamentals	CMP120	6
2	CAD and Engineering Drawing ( AutoCAD )	CMP075	6

## 17.0 Diploma in Office Computing

Modern offices are being equipped with lot of automated equipment's and devices. Computers are being used heavily for word processing and presentation purposes. Computer knowledge and skills have become a basic necessity for the office-goers. The programme has more thrust on Windows based software. It also enables the appreciation of concepts and issues related to use of computers and other technologies in offices. The programme introduces the knowledge and skills required in the functioning and supervision of office work. The programme covers syllabus prescribed by most Indian banks and government departments. Hence, the programme is useful to those who want to get reimbursement for the tuition fees from their respective department.

Programme Name	<b>Diploma in Office Computing</b>		
Programme Code	<b>T40</b>		
Duration	<b>6 months</b>		
Semesters	<b>1</b>		
Total Credit Points	<b>30</b>		
Total Fees	<b>Rs. 5550</b>		
Eligibility	<b>HSC pass or 10+2(like MCVC, ITI, NCTVT) pass or BTE diploma pass</b>		
Sr No	Course Name	Course Code	CP
1	Computer Fundamentals	CMP120	6
2	Word Processing and Spread Sheets (Word + Excel + Deonagari)	CMP071	8
3	PC Data Bases (Access)	CMP032	4
4	Concepts in Software Engineering and DBMS	CMP122	4
5	Programming Techniques	CMP006	2
6	Programming in Visual Basic	CMP009	4
7	Office Services and Automation	CMP047	2

## 18.0 Diploma in Computerized Financial Accounting

This programme provides higher skills in Computerised Financial Accounting. There are large number of financial software packages available in the market. However, many of them cannot fulfil the specific need of the organisation. The programme includes programming, data base design and software engineering fundamentals to enable professionals in developing customised financial systems.

Programme Name	<b>Diploma in Computerised Financial Accounting</b>		
Programme Code	<b>T42</b>		
Duration	<b>1 year</b>		
Semesters	<b>2</b>		
Total Credit Points	<b>36</b>		
Total Fees	<b>Rs. 6750</b>		
Eligibility	<b>HSC pass or 10+2(like MCVC, ITI, NCTVT) pass or BTE diploma pass or passed Computerised Financial Accounting of YCMOU.</b>		
<b>Semester I</b>			
<b>Sr No</b>	<b>Course Name</b>	<b>Course Code</b>	<b>CP</b>
1	Computer Fundamentals	CMP120	6
2	Word Processing and Spread Sheets(Word + Excel + Deonagari)	CMP071	8
3	PC Data Bases (Access)	CMP032	4
4	Computerised Financial Accounting and Tally	CMP076	4
<b>Semester II</b>			
<b>Sr No</b>	<b>Course Name</b>	<b>Course Code</b>	<b>CP</b>
5	Concepts in Software Engineering and DBMS	CMP122	4
6	Programming Techniques	CMP006	2
7	Programming in Visual Basic	CMP009	4
8	Essentials of Computerised Business Applications	CMP123	4

## 19.0 Diploma in Computer Operations

This programme covers the knowledge and skills required for operation and use of computer. Office Automation generally means the application of computer and communication technology to improve the productivity of “knowledge workers”. The major functional components of computer operations include: Word processing, Information storage and retrieval, Internet and Electronic mail, Decision support systems, Computer networking, Document management system.

Programme Name	<b>Diploma in Computer Operations</b>		
Programme Code	<b>T09</b>		
Duration	<b>1 year</b>		
Semesters	<b>2</b>		
Total Credit Points	<b>30</b>		
Total Fees	<b>Rs. 5550</b>		
Eligibility	<b>10<sup>th</sup> pass</b>		
<b>Semester I</b>			
<b>Sr No</b>	<b>Course Name</b>	<b>Course Code</b>	<b>CP</b>
1	Computer Fundamentals	CMP120	6
2	Word Processing and Spread Sheets (Word + Excel + Deonagari)	CMP071	8
3	Presentation Graphics and Personal Information System (PowerPoint & Outlook)	CMP033	2
<b>Semester II</b>			
<b>Sr No</b>	<b>Course Name</b>	<b>Course Code</b>	<b>CP</b>
4	Computer Administration and IT Applications	CMP121	4
5	Concepts in Software Engineering and DBMS	CMP122	4
6	Programming Techniques	CMP006	2
7	Programming in FoxPro	CMP008	4

## 20.0 Educational network for programme delivery

Keeping in line with its vision of taking education to every home, the University takes care to provide its academic programmes to the students located in different parts of the Maharashtra. The University is not merely an examining body. It takes full responsibility for the entire teaching learning activity and evaluation of students. The instructional package consists of the following components:

- Study material developed by experts using instructional technology.
- Good quality instructional text adopted from the market.

- Face-to-face contact sessions organized at the study centers.
- Practical component handled at the study centre/work places.
- Evaluation of students at examination centre.

### **Regional Centre**

With a view to ensure effective delivery mechanism, the operations of the University were decentralised. University has established eight Regional Centres at the following places: Amarawati, Nashik, Pune, Nagpur, Aurangabad, Mumbai, Kolhapur and Nanded. The Regional Director heads each Regional Centre. The Regional Centre serves a vital link between the headquarters and Study Centres. For detail information of RC see the Appendix E.

### **Study Centre**

The Study Centre is a Computer Institute recognized by YCMOU. The co-ordinator of the study centre shall look after all the activities of his centre including the practical of students. The students are supposed to do practical at the Study Centres. The co-ordinator of the study center will give the completion certificate for the completed workbook. The YCMOU study centres perform the following important functions:

Distribute prospectus to the learner and collect application form.

Implement the Book bank scheme.

Organize counseling sessions regularly

Arrange practical sessions

Conduct practical examination at each module.

### **Work Place**

For the convenience and benefit of working persons, a special category called “ work-place category” has been defined. The Work Place could be, say, an office, industry, college, school, home, or any other organization where computer facilities are available to carry out practical. The student is supposed to carry out computer practical on his own at the Work Place.

## **21.0 Registration**

### **What registration-category will you select?**

There are two ways to get enrolled to YCMOU programmes: as a student of study-centre- category and as a student of work-place-category.

### **Registration under Study Centre Category**

Visit various YCMOU study centres in your area and talk to the coordinator to get more information. Select a study centre of your choice. Fill up your application form and submit it, along with necessary fees, at the study centre, which you have selected. Do **not** send your application form directly to the University. Attend counselling sessions and carry out your computer practical at the study centre. The practical counsellor of your study centre will supervise your practical activities.

### **Registration under Work Place Category**

If you are working in office, industry or elsewhere and have access to carry out computer practical on your own, you need not go to the study centre for doing your practical. However, you will go to the study centre for attending theory-counselling sessions. In such a case, you can register under work place category. By registering under this category you will get concession in fees. Note that

the study centre will not provide computing facility to a student enrolling under work-place category. However, you will get the following support services from the study centre.

- Academic support
- Administrative support
- Conduct of practical examination of departmental courses

Students desirous of taking admission under work-place category should fill up their application form and submit it, along with necessary fees, to the study centre, which they have selected. They should **not** send application form directly to the University.

## **22.0 The way you will study**

After enrolling to the computer program, the next step you have to take is to read the text books, attend the counselling sessions and carry out practical on computer at your study centre. Thus, the three important components of your study are: **Self Study, Counselling and Practical**

### **How will you do self study?**

This University follows open learning mode of education. Therefore, no regular lectures will be held at the study centre. However, a specified number of counselling sessions will be arranged at the study centres to solve your difficulties. You will be provided with a self-instructional print material. The print material consists of individualised or self-paced learning textbooks. These books consist of study units. Each unit treats a specific topic in detail. The important feature of open learning is that you can study these books at any time and at any place most convenient to you. The books contain variety of learning aids to ease your study and make it effective and enjoyable. You can collect your study material from your Study Centre where you have been registered.

### **How will you get counselling?**

The purpose of counselling is to help individuals overcome many of their problems. Counselling at study centre offers you the opportunity to discuss anything relating to your academic or administrative matter. The study centres will provide you a friendly, accessible and useful services in this regard. Our approach is to enable you to take responsibility, be aware of how the outside world affects you and know the implications of any new decisions that you may take. The details of counselling sessions for various courses are given in Appendix A.

### **How will you carry out practical?**

As computer education entails intensive practical work as an essential part, computing facilities have been provided, to carry out computer practicals, at a number of study centres throughout the state. If you belong to the Study Centre category, you will have to go to your Study centre to do practical. It is your responsibility to ensure that the practical time given to you at the study center is fully and properly utilised by you. Co-ordinators of study centres are expected to solve your problems. So feel free to talk to them about your problems. The details of practical sessions for various courses are given in Appendix-A.

## **23.0 The study material you will receive**

Every Study Centre of the university is equipped with Book Bank facility, which contains prescribed text books and other study material. The study centre will issue books to students on loan basis. As the cost of the study material is not included in the programme fees, student should make separate payment to the study centre for availing the facility of book bank. The payment includes book utilization charges as well as deposit for availing books from the Book Bank. After completion

of the programme, student should return books, in good condition, to the study centre and get the refund of deposit that he has paid to the study centre. If student fails to return books within a period of 1 year from the date of admission, the study center shall not be liable to accept the books and return the deposit. The details of the payment to be made by the student are given in TABLE 3. Course-wise list of prescribed books is given in Appendix-E.

**TABLE 3 : Book Bank Charges**

Sr No	Programme Name	Book Utilization charges (Non-refundable) ( in Rs. )	Deposit (Refundable) ( in Rs. )
1.	Certificate in Office Computing.	150	350
2.	Certificate in Computerized Financial Accounting	150	350
3.	Certificate in DTP	150	350
4.	Certificate in CAD	150	350
5.	Certificate in Computer Operations	150	350
6.	Diploma in Office Computing	250	750
7.	Diploma in Computerized Financial Accounting	250	750
8.	Diploma in Computer Operations	250	750

## 24.0 How many programmes can you apply for?

Student can enrol for only one computer programme in a semester.

## 25.0 Re-registration of programmes

When a student registers to a computer programme, his registration to that programme will be valid for a duration (from the date of registration) specified below.

**Certificate Level Programme      2 years**

**Diploma Level Programme          3 years**

The student is expected to complete the programme within the valid period of registration. After the expiry of the valid registration period, student should take fresh admission to the programme, provided university continues to run the programme. All the rules and regulations, which exist at the time of new registration (including fees, credit transfer rule) will apply to the student.

## 26.0 Fees to be paid

The Total Fee ( **TF** ) of a computer programme consists of two parts:

The University Fee ( **UF** )      and      The Study Centre Fee ( **SCF** )

You have to pay the fees at the Study Centre. If you are applying for a computer programme and have successfully completed some of the YCMOU programmes previously, then you will get benefit of credit transfer and concessions in fees. Refer to section 27.3 for more details. The exact amount of fees that you have to pay will depend on the programme and the registration-category you select. **Programme fees once paid are not refundable on any grounds.**

The University Fee includes fee of the first examination. You are expected to appear in the examination that would be conducted at the end of the semester. If you do not appear in the examination, you would be treated as absent. If you fail or remain absent in the examination, you will be required to pay re-examination fee for appearing in the subsequent examinations.

### 27.1 Fee to be paid by students registering under Study Centre Category

The University Fee ( **UF** ) and the Study Centre Fee ( **SCF** ) that you have to pay for various computer programmes are given in TABLE-4.

**TABLE 4 : Fees for students of Study Centre Category**

Sr. No.	Programme Name	Programme Fees (Rs)		
		University Fee( UF )	Study Centre Fee ( SCF )	Total Fee( TF )
1.	Certificate in Office Computing	640	2400	3040
2.	Certificate in Computerized Financial Accounting	790	2900	3690
3.	Certificate in DTP	640	2400	3040
4.	Certificate in CAD	540	2000	2540
5.	Diploma in Office Computing	1050	4500	5550
6.	Diploma in Computerized Financial Accounting	1250	5500	6750
7.	Diploma in Computer Operations	1050	4500	5550

The University fee includes examination fee. You are expected to appear in the examination that would be conducted at the end of the semester. If you do not appear in the examination, you would be treated as absent and will have to pay re-examination fee for appearing in the next examination. The details of re-examination are given in sec. 28.

### 27.2 Fees to be paid by students registering under Work Place Category

If you are registering under work place category, you will get concession only in the Study Centre Fee ( **SCF** ). The TABLE-5 shows Study Centre Fee ( **SCF** ) and University Fee ( **UF** ) that you have to pay for various programmes. The total amount of fees that you have to pay will depend upon the programme you apply for.

**TABLE 5 : Fees for students of Wok Place Category**

Sr. No.	Programme Name	Programme Fees (Rs)		
		University Fee ( UF )	Study Centre Fee ( SCF )	Total Fee ( TF )
1.	Certificate in Office Computing	640	350	990
2.	Certificate in Computerized Financial Accounting	790	300	1090
3.	Certificate in DTP	640	300	940
4.	Certificate in CAD	540	200	740
5.	Diploma in Office Computing	1050	600	1650
6.	Diploma in Computerized Financial Accounting	1250	700	1950
7.	Diploma in Computer Operations	1050	600	1650

### 27.3 Concession in Fees for students who have previously registered to other computer programmes of YCMOU

If you are applying for a new programme, which contains courses which you have successfully completed earlier, you will get credit transfer for these courses. As part of credit transfer, the marks that you have obtained in these courses will be considered for the calculation of final result of the new programme. You will also get Rs. 50 as concession in University Fees ( **UF** ) for each course wherein you get credit transfer. The course wise concession in Study Centre Fee ( **SCF** ) for students of Study Center category is shown in the TABLE-6. No concession will be given to the courses that are not listed in the table.

**TABLE 6 : Concession in SC fees for Study Center category students**

Sr. No.	Course Name	Concession in Study Center Fee( SCF ) (in Rs.)
1.	Computer Fundamentals	500
2.	Word Processing & Spread Sheets (Word + Excel + Devnagari)	1000
3.	PC Data Bases (Access)	500
4.	DTP (PageMaker + Devnagari)	500
5.	CAD & Engineering Drawing (AutoCAD)	1500
6.	Computerised Financial Accounting and Tally	500
7.	Document Design & Essentials of Printing Technology (CorelDraw + PhotoShop)	500
8.	WEB Designing	1000
9.	WEB Programming	1000
10.	Programming in Visual Basic	1000
11.	Programming in FoxPro	1000
12.	Presentation Graphics & Personal Information System (PowerPoint + Outlook)	250
13.	Computer Administration and IT Applications	250

**Note** For those courses which are equivalent to two old courses, student will get credit transfer only if he has successfully completed both the courses.

### 27.0 Re-examination fees

If you are not able to successfully pass the examination of certain courses then you will have to re-appear for the examination. The examination fees that you have to pay are given in the TABLE-7. For obtaining the examination form and further information, contact your study centre.

**TABLE 7 : Re-examination fees**

Examination Type	Fees
Theory Examination	Rs. 100 per course
Practical examination	Rs. 100 per course

In addition to above fees you have to pay Rs. 50 as postage charges.

## 28.0 How will you be examined?

Each computer course has the following two evaluation components:

- Theory
- Practical / home-assignment

Theory component is common to all the courses **except CMP003** course. The other component included in a course is either a practical component or a home-assignment component. Courses with emphasis on practical skills have practical component whereas courses with more emphasis on subject knowledge have home assignment component. To pass in a course, student has to pass in all its components. Thus, to pass in a course, student has to obtain minimum 40% marks in each component i.e. student must obtain 32 marks in theory and 8 marks in practical / home-assignment to pass the course. The marks obtained in theory examination and practical/home-assignment examination are combined in a ratio of 80:20 to obtain the marks of a course. Student is allowed to continue to the next semester irrespective of his passing any number of courses. However, student will have to appear for theory examinations according to the timetable of theory examination declared by the examination division.

### **The theory component examination :**

The theory examination will be conducted and controlled by YCMOU. The theory examination of all the courses will be conducted on examination-centres declared by the YCMOU at the end of semester. The time-table of theory examination and the details of examination centres will be made available at the study centres. The time-table of the examination will also be displayed on the school web site.

The theory examination is of two types. The examination paper of a few courses will have 50 multiple-choice questions. Each question will carry two marks. The paper will carry maximum of 100 marks. The duration of the paper will be 1 hour. These papers are marked as **TM** in the Table-10.

The examination paper of a few courses will have two sections. Section one will have 25 multiple-choice questions of 2 marks each, thus maximum marks carried by this section would be 50. The section two will carry descriptive questions having total of 50 marks. Thus the two sections together will carry maximum of 100 marks. The section containing multiple-choice questions will have duration of 30 minutes and other section carrying descriptive questions will have duration of 90 minutes. Total duration of paper is 2 hours. These papers are marked as **TD** in the Table-10.

### **Home-Assignment component**

CMP006, CMP047, CMP066, CMP121, CMP122 have home-assignment component (see TABLE-10). Each of these courses shall have 2 home-assignments. Each home-assignment carries 50 marks. Thus home-assignment component of a course carries 100 marks. The marks obtained in home-assignment shall be converted to 'marks out of 20'. To pass in a home-assignment component student should obtain at least 40% marks i.e. at least 8 marks out of 20.

### **Practical component Examination:**

Practical examination will be organized, and conducted by the study centre at the end of each module / course. YCMOU will send Guidelines regarding conduct and assessment to the Study Centres. The assessments of practical examination shall be carried out at the study centre. The examiner shall evaluate the student and give marks on the basis of viva, workbook and the practical activities performed by the student. The practical examination shall carry 100 marks. The marks obtained in practical examination shall be converted to 'marks out of 20'. To pass in a course, student has to obtain minimum 40% marks i.e. at least 8 marks out of 20. The allotment of Time and the distribution of Marks for practical examination are given in the following table:

The distribution of marks for various components of practical examination are as follows:

**TABLE : 8 :The distribution of marks for various components of practical examination**

Sr No	Activity	Maximum Marks
1	Assessment of student's work	60
2	Viva	20
3	Assessment of work book / term work	20
Total		100

**Duration of practical examination :** The duration of practical examination shall be 2 hours. The distribution of time shall be as follows:

**TABLE : 9 :The distribution of time for various components of practical examination**

Sr No	Activity	Time
1	Student's work on computer	1 hour
2	Viva	1 hour
3	Assessment of work book / term work	
4	Assessment of student's work	
Total		2 hours

The following table will give the course-wise details of theory, practical and home-assignment components of examination of computer courses.

**TABLE 10 : Course Wise Details of theory and practical components Examinations**

Sr No	Course Code	Course Name	Theory Exam	Practical Exam	Home-assignment
1.	CMP120	Computer Fundamentals	TM	PS	---
2.	CMP071	Word Processing & Spread Sheets (Word + Excel + Devnagari)	TM	PS	---
3.	CMP032	PC Data Bases (Access)	TM	PS	---
4.	CMP036	DTP (PageMaker + Devnagari)	TM	PS	---
5.	CMP075	CAD & Engineering Drawing (AutoCAD)	TM	PS	---
6.	CMP076	Computerised Financial Accounting and Tally	TM	PS	---
7.	CMP077	Document Design & Essentials of Printing Technology (CorelDraw + PhotoShop)	TM	PS	---
8.	CMP047	Office Services & Automation	TM	---	HA
9.	CMP006	Programming Techniques	TM	---	HA
10.	CMP124	WEB Designing	TM	PS	---
11.	CMP125	WEB Programming	TM	PS	---
12.	CMP008	Programming in FoxPro	TD	PS	---
13.	CMP009	Programming in Visual Basic	TD	PS	---
14.	CMP066	Essentials of E-Commerce	TD	---	HA
15.	CMP122	Concepts in Software Engineering and DBMS	TD	---	HA
16.	CMP123	Essentials of Computerised Business Applications	TD	CS	---
17.	CMP033	Presentation Graphics & Personal Information System (PowerPoint + Outlook)	---	PS	---
18.	CMP121	Computer Administration and IT Applications	TM	---	HA

- TM :** The theory examination will be conducted and controlled by YCMOU. The paper will have 50 multiple-choice questions. Each question will carry two marks. The paper will carry maximum of 100 marks. The duration of the paper will be 1 hour.
- TD :** The theory examination will be conducted and controlled by YCMOU. The theory paper will have two sections. Section one will have 25 multiple-choice questions of 2 marks each, thus maximum marks carried by this section would be 50. The section two will carry descriptive questions having total of 50 marks. Thus the two sections together will carry maximum of 100 marks. The section containing multiple-choice questions will have duration of 30 minutes and other section carrying descriptive questions will have duration of 90 minutes. Total duration of paper is 2 hours.
- PS :** Practical examination will be organized, and conducted by the study centre at the end of each module / course. It will carry maximum 100 marks. YCMOU will send Guidelines regarding conduct and assessment to the Study Centres. The assessments of practical examination shall be carried out at the study centre. The examiner shall evaluate the student and give marks on the basis of viva, workbook and the practical activities performed by the student.
- CS :** Student is supposed to work on a case study related to the concerned course. The case study will carry maximum 100 marks. The student should try to solve a given case study problem by carrying out analysis, design, coding, and testing of prototype. The student should also prepare a write-up (report) on the case study. The report should specify details about the activities carried out by the student. The report should be submitted to the study center for evaluation. At the end of the semester, the examination of “**case study**” component will be organized at the study centre. It will carry maximum 100 marks. The examiner shall evaluate the student and give marks on the basis of viva, report and the demonstration of the “case-study” software. Marks obtained in the case study and the marks obtained in theory examination shall be combined in the ratio 20:80 to obtain the average marks in the given course.
- HA :** In addition to contact sessions provided at study center, student is supposed to carry out self managed study at home. In order to motivate and reinforce self managed study, YCMOU provides 2 home assignments for the courses which have emphasis on theoretical aspects of the subject. Each home-assignment carries 50 marks. Thus, 2 home-assignments component of a course carries total 100 marks. The marks obtained in home-assignments shall be converted to ‘marks out of 20. To pass in a home-assignment component, student should obtain at least 40% marks i.e. at least 8 marks out of 20.

### **Weightages for topics in a course**

There are some courses which cover more than one subject /software as part of syllabus. The weightages of such subjects in a course are given in TABLE-11.

**TABLE 11 : Weightages for topics in a course**

Sr. No.	Course Code	Course Name	Subjects in a course	Theory Exam (Distribution of Marks)	Practical Exam (Distribution of Marks out of 60 for conduct)
1.	CMP120	Computer Fundamentals	<ul style="list-style-type: none"> <li>• Computer Basics</li> <li>• Internet</li> <li>• Multimedia</li> <li>• Networking</li> </ul>	50 20 16 14	30 10 10 10
2.	CMP071	Word Processing & Spread Sheets (Word + Excel )	<ul style="list-style-type: none"> <li>• Word</li> <li>• Excel</li> </ul>	50 50	30 30
3.	CMP075	CAD & Engineering Drawing	<ul style="list-style-type: none"> <li>• AutoCAD</li> <li>• Engineering Drawing</li> </ul>	70 30	60 0
4.	CMP076	Computerised Financial Accounting and Tally	<ul style="list-style-type: none"> <li>• Computerised Financial Accounting</li> <li>• Tally</li> </ul>	70 30	0 60
5.	CMP077	Document Design & Essentials of Printing Technology (CorelDraw + PhotoShop + PT)	<ul style="list-style-type: none"> <li>• CorelDraw</li> <li>• PhotoShop</li> <li>• Ess. of Printing Tech.</li> </ul>	30 20 50	40 20 0
6.	CMP121	Computer Administration and IT Applications	<ul style="list-style-type: none"> <li>• Computer Administration</li> <li>• IT Applications</li> </ul>	50 50	--
7.	CMP122	Concepts in Software Engineering and DBMS	<ul style="list-style-type: none"> <li>• Software Engineering</li> <li>• DBMS</li> </ul>	50 50	--
8.	CMP123	Essentials of Computerized Business Applications	<ul style="list-style-type: none"> <li>• Computerized Business Application</li> <li>• Case Study</li> </ul>	100 0	0 60
9.	CMP124	WEB Designing (Word + Front Page + Photo shop + Flash + Design Principles)	<ul style="list-style-type: none"> <li>• Word</li> <li>• Front Page</li> <li>• Photo shop</li> <li>• Flash</li> <li>• Design Principles</li> </ul>	10 30 30 20 10	0 20 20 20 0
10.	CMP125	WEB Programming	<ul style="list-style-type: none"> <li>• HTML</li> <li>• Java Script</li> <li>• ASP</li> </ul>	50 30 20	30 20 10

### Special provision for students of Diploma Programmes

Normally, students are required to complete the first semester and only then go on to study the courses of the second semester. However, there are students who register for the diploma programme of 1-year duration and have already completed (earlier under some other computer programmes) three or more courses of the first semester. Such students can appear for the examination of the remaining courses of the first semester as well as all the courses of the second semester during examination conducted at the end of 1<sup>st</sup> semester.

### **Passing in a Course**

To pass in a course, student has to pass in all its components. Thus, to pass in a course, student has to obtain minimum 40% marks in each component i.e. student must obtain 32 marks in theory and 8 marks in practical / home-assignment to pass the course. The marks obtained in theory examination and practical/home-assignment examination are combined in a ratio of 80:20 to obtain the total marks of a course.

### **Award of Certificate**

All students appearing for the examinations of certificate programme will be given "Mark Sheets". However, certificate will be awarded only to the students who have passed all the courses except the courses for which exemption has been granted to the student.

### **Award of Diploma**

All students appearing for the examinations of diploma programme will be given "Mark Sheets". However, diploma will be awarded only to the students who have passed all the courses except the courses for which exemption has been granted to the student. Certificate of Diploma will be awarded during the convocation. Such students should fill up a separate form, which will be made available before convocation.

**Award of Class :** The class of the student for the certificate and diploma programme shall be computed on the basis of grand total of marks obtained in all the courses except those courses for which exemption has been granted to the student. The class will be awarded as per details given in Table 12.

**TABLE 12 : Award of Class**

<b>Percentage of Marks</b>	<b>Class Description</b>
75 and above	First Class with Distinction
60 -- 74.99	First Class
50 -- 59.99	Second Class
40 -- 49.99	Pass Class
Less than 40	Fail

### **Performance Improvement**

A student can improve his performance in any course within a valid period of registration of his programme. A student desiring to improve his performance should improve the performance according to the prevailing rules of the programme under which he has completed the course.

## 29.0 How to select a suitable study centre?

You are advised to visit Study Centres of your convenience and see the computing and other infrastructural facilities available there. Note that each YCMOU Study Centre is approved to run certain types of computer programmes depending upon the resources available on it. The list of computer programmes being run by the Study Centre is given in the **Certificate of Approval** issued by YCMOU to the Study Centres. The Study Centres have been instructed to display the certificate of approval at the student-counselling desk so that it is easily visible to the students approaching the Study Centre for enquiry. You are strongly advised to have a look at the Certificate of Approval and read the list of computer programmes being run by the Study Centre. Talk to the co-ordinator of the centre and clarify your doubts with him. After you are fully satisfied with the centre, select it.

## 30.0 How to seek admission?

The following instructions are being given to help you in seeking admission.

1. Read the prospectus carefully.
2. Decide whether you want to register under Study Centre category or Work Place category.
3. Select the Study Centre of your choice.
4. Fill your application form carefully and put your signature and date on it.
5. If you want to claim exemption of courses and the concession in fees, attach true copies of your grade sheets showing details of the courses for which the claim is being made. Also clearly mention the PRN of the respective programme (See section 26.3)
6. Attach requisite certificates(regarding entry qualification) to the application form.
7. Paste your passport size photo on the application form.
8. Draw the Demand Draft of University Fees in favour of Finance Officer, YCMOU, Nashik and payable at Nashik. Demand Draft must be drawn on Nationalized bank only. Contact the coordinator of your Study Center and get the application form verified and signed.
9. Get the stamp of the Study Centre on the application form.
10. Submit your application form before the last-date-of-submission at the Study Centre along with necessary Demand Draft and all relevant documents.
11. Note that you have to pay your Study Center Fees at the Study Center and get the receipt of the same from the coordinator (facility of installments is not available). The receipt of University Fee will be sent by the University to the Study Center in due course of time. You should collect it from the Study Center.

**Important Note:** *Students are supposed to submit their application forms at the study center. Application forms sent directly to the university will not be accepted. Also note that the application forms received after the last-date-of-submission will be rejected.*

## 31.0 Enquiries

All enquiries related to administration and counselling matters should be directed to the co-ordinator of your study centre. Any question or discrepancy in study material and practical sessions should also be brought to the notice of your co-ordinator.

YCMOU has set up a web site at <http://ycmou.digitaluniversity.ac> Important information about academic matters and implementation details of computer programmes is made available on the web site. You are encouraged to visit the site and get the necessary help.

When you want to communicate with the University, kindly communicate via e-mail ([scs.ycmou@gmail.com](mailto:scs.ycmou@gmail.com)) and identify yourself clearly by giving your name, PRN, and full address in all correspondence you make. Also write in a precise manner referring to each matter of importance with sub-heading and paragraph numbering, in so far as possible.

**TABLE 13 : Contact Points at YCMOU**

<b>Type of Query</b>	<b>Person to be contacted</b>
<b>1. Policy Matters</b>	Dr. Rajan Welukar, Vice Chancellor
<b>2. Academic Matters</b>	R. S. Tiwari Director, School of Computer Science  P L Khandare Lecturer, School of Computer Science  Madhav Palshikar Lecturer, School of Computer Science
<b>3. Student Services</b>	P L Khandare, Coordinator, Study Centre Management, School of Computer Science
<b>4. Registration</b>	Dr. N R Shinde Acting Director, Students Services Division  Mr. Jaywant Khadtale Assistant Registrar, Registration Section
<b>5. Examination</b>	Dr. Prakash Atakre Controller of examination  Mr. Sanjay Kumar Jain Coordinator, CLET, Evaluation Division  Mrs. Suvarna Chauhan Deputy Registrar, Examination Section

# Appendix A

## Course details

**TABLE 14 : Details of Credit Points, Counselling Sessions and Practical Hours**

Sr. No.	Course Code	Course Name	Credit Points ( CP )	Counseling Sessions ( CS )	Practical Hours ( PH )
1.	CMP120	Computer Fundamentals	6	21	37
2.	CMP008	Programming in FoxPro	4	12	25
3.	CMP009	Programming in Visual Basics	4	12	25
4.	CMP032	PC Data Bases (Access)	4	12	25
5.	CMP033	Presentation Graphics and Personal Information System	2	6	12
6.	CMP036	DTP (Page Maker English and Devnagari)	4	12	25
7.	CMP123	Essentials of Computerized Business Applications	4	12	12
8.	CMP047	Office Services and Automation	2	6	----
9.	CMP122	Concepts in Software Engineering and DBMS	4	15	----
10.	CMP121	Computer Administration and IT Applications	4	12	----
11.	CMP066	Essentials of E-Commerce	2	6	12
12.	CMP006	Programming Techniques	2	6	----
13.	CMP071	Word processing & Spread sheets (Word + Excel)	8	20	50
14.	CMP124	WEB Designing	4	12	25
15.	CMP125	WEB Programming	4	12	25
16.	CMP075	CAD and Engineering Drawing	6	18	25
17.	CMP076	Computerized Financial Accounting and Tally	4	12	25
18.	CMP077	Document Design and Essentials of Printing Technology (Corel Draw + Photoshop)	4	12	12

**Note :** **Counseling Sessions (CS)** : These will be conducted at the study center. Each counselling session will have duration of 1 hour.  
**Practical Hours (PH)** : Students will carry out their practical at the study center. Each practical session will have duration of 1 hour.

# Appendix B

## Credit Transfer and Course Exemption

YCMOU has accepted a modular programme structure. Every course is characterised by the number of credit points (CP). The credit point of a programme is the sum of credit points of all the courses included in it. One credit point indicates around 30 to 40 hours of study. Hence to complete a programme of 4 credit points, student has to do about 120 to 160 hours of study work. Appendix A shows the credit points for various courses. Many students enrol for more than one programmes in due course of time. Due to modular structure, students enrolling for more than one programmes has to complete common courses under only one programme and get exemption in the remaining programmes. Student can avail exemption by applying for credit transfer at the time of admission. Further details regarding credit transfer are given below:

### 1. Credit Transfer

You can apply for credit transfer in the following case:

- *You have successfully completed some of the courses (or the equivalent courses) earlier.*

The marks obtained in the above said courses will be transferred. Moreover, in such a case you are entitled for concession in the programme fees. You can apply for credit transfer and concession in fees by making suitable entries in the Admission Form and attaching Xerox copies of the concerned grade /mark sheets.

### 2. Exemption for courses completed under MSCIT programme.

In order to provide vertical mobility to the students who have already completed MSCIT programme and want to study any computer programme of YCMOU are eligible for exemption in the following courses of YCMOU.

**Table 15 : Courses exempted if a student has passed MS-CIT programme**

Sr. No.	Course Code	Current Courses
1.	CMP120	Computer Fundamentals
2.	CMP071	Word processing & Spread sheets (Word + Excel)
3.	CMP033	Presentation Graphics and Personal Information System

**Note :** Rules for concession in fees are same as that of credit transfer

# Appendix C

## Equivalent Courses

The courses given in column no. 3 of the following table are considered equivalent to the courses given in column no. 4. Students who have completed equivalent courses in the past, mentioned in column number 4, are also eligible for course exemption. They can apply for benefit of credit transfer and concession in fees. Note that most of the courses given in column 3 are composite in nature. Corresponding to such composite courses, there are one or two equivalent courses mentioned in the column no. 4. Student will be eligible for course exemption only when he has completed all the components corresponding to a given composite course.

**Table 16 : Equivalent Courses**

Sr. No.	Course Code	Current Courses	Equivalent Courses(OLD)	Course Code of equivalent courses
4.	CMP120	Computer Fundamentals	<ul style="list-style-type: none"> <li>• Computer Basics</li> <li>• Essentials of Internet, Multimedia and Networking</li> </ul> OR Computer Fundamentals	<ul style="list-style-type: none"> <li>• CMP002</li> <li>• CMP039</li> </ul> OR <ul style="list-style-type: none"> <li>• CMP207</li> </ul>
5.	CMP123	Essentials of Computerized Business Applications	<ul style="list-style-type: none"> <li>• Computerised Business Applications</li> <li>• Case Studies related to Computerised Financial Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• CMP042</li> <li>• CMP078</li> </ul>
6.	CMP122	Concepts in Software Engineering and DBMS	<ul style="list-style-type: none"> <li>• Essentials of Software Engineering</li> <li>• Essentials of Data Base management System</li> </ul>	<ul style="list-style-type: none"> <li>• CMP073</li> <li>• CMP048</li> </ul>
7.	CMP121	Computer Administration and IT Applications	<ul style="list-style-type: none"> <li>• Computer Administration</li> <li>• IT Applications</li> </ul>	<ul style="list-style-type: none"> <li>• CMP020</li> <li>• CMP064</li> </ul>
8.	CMP071	Word processing & Spread sheets (Word + Excel)	<ul style="list-style-type: none"> <li>• Wordprocessing</li> <li>• Spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• CMP030</li> <li>• CMP031</li> </ul>
9.	CMP124	WEB Designing	<ul style="list-style-type: none"> <li>• HTML Programming and WEB Designing</li> </ul>	<ul style="list-style-type: none"> <li>• CMP072</li> </ul>
10.	CMP125	WEB Programming	<ul style="list-style-type: none"> <li>• HTML Programming and WEB Designing</li> </ul>	<ul style="list-style-type: none"> <li>• CMP072</li> </ul>
11.	CMP075	CAD and Engineering Drawing	<ul style="list-style-type: none"> <li>• AutoCAD</li> <li>• Engineering Drawing</li> </ul>	<ul style="list-style-type: none"> <li>• CMP038</li> <li>• CMP040</li> </ul>
12.	CMP076	Computerized Financial Accounting and Tally	<ul style="list-style-type: none"> <li>• Computerised Financial Accounting</li> <li>• Tally</li> </ul> OR <ul style="list-style-type: none"> <li>• Computerised Financial Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• CMP041</li> <li>• CMP037</li> </ul> OR <ul style="list-style-type: none"> <li>• CMP222</li> </ul>
13.	CMP077	Document Design and Essentials of Printing Technology (Corel Draw + Photoshop)	<ul style="list-style-type: none"> <li>• Image processing using Corel Draw</li> <li>• Essentials of Printing Technology</li> </ul>	<ul style="list-style-type: none"> <li>• CMP035</li> <li>• CMP067</li> </ul>

## Appendix-D

### List of recommended text books

**TABLE 17 : Details of recommended text books**

Sr No	Course Name	Name of the Book and Author	Publisher	Price Rs.
1.	Computer Fundamentals	1. Computer Fundamentals 2. Windows 98 by Sharon Crawford 3. Internet Multimedia Networks	YCMOU BPB Vipra Printers	150
2.	Word processing and Spread sheets (Word+ Excel)	Using Office 2000	Vipra Printers Pvt. Ltd.	300
3.	PC Databases (Access)	SAM's Teach Yourself Microsoft Access 2000	Techmedia	195
4.	Computer Administrations & IT Applications	1. YCMOU study material 2. IT Applications	YCMOU Vipra Printers	
5.	WEB Designing <ul style="list-style-type: none"> <li>• Word</li> <li>• Front Page</li> <li>• Photo Shop</li> <li>• Flash</li> <li>• Design Principles</li> </ul>	4. Teach Yourself Microsoft Front Page 2000 by Denise Tyler 5. Photoshop 5/5.5 in Easy Steps by Robert Shufflebotham 6. How to use Flash MX and Action Script by Denise Tyler 7. Web Design Fundamentals Handbook by Daniel Gray	Techmedia  Dreamtech Press  Techmedia  Dreamtech Press	240  149  79  120
6.	WEB Programming <ul style="list-style-type: none"> <li>• HTML</li> <li>• Java Script</li> <li>• ASP</li> </ul>	1. Teach Yourself HTML 4 2. Teach Yourself JavaScript Michael Moncur 3. Teach Yourself Active Server Pages in 24 Hours Christoph Wille, Christian Koller	IDG Books India Techmedia  Techmedia	279 165  165
7.	DTP (Page Maker English and Devnagari)	Teach Yourself PageMaker 6.5 David D. Busch	BPB Publications	
8.	AutoCAD and Engineering Drawing	1. AutoCAD 14 Fundamentals by Michael E., Beall and Howard M. Fulmer 2. YCMOU study material for Engineering Drawing	Techmedia	195
9.	Computerized Financial Accounting and Tally	Implementing Tally 6.3 A.K.Nadhani, K.K.Nadhani	BPB Publications	297
10.	Essentials of E-Commerce	Frontiers of E-Commerce By Ravi Kalakota and Andrew B.	Addison Wesley	290

Sr No	Course Name	Name of the Book and Author	Publisher	Price Rs.
		Whinstone		
11.	Concepts in Software Engineering and DBMS	1. Fundamentals of Software Engineering Rajib Mall 2. Database Concepts David M. Kroenke	Prentice Hall of India  PHI	125
12.	Essentials of Computerized Business Applications	Business Data Processing Nitin D. Abhyankar	Vision Publications, Pune	100
13.	Presentation Graphics and Personal Information System	Using MS Office 2000	Vipra Printers Pvt. Ltd.	300
14.	Document Design and Essentials of Printing Technology <ul style="list-style-type: none"> <li>• Corel Draw</li> <li>• PhotoShop</li> <li>• Printing Technology</li> </ul>	1. CorelDraw 8 in 24 hours 2. Photoshop 5/5.5 in easy steps Robert Shufflebotham 3. Handbook for Printing and Packaging Technology Bishwanath Chkravarty	Techmedia Dreamtech Press  Galgotia	135 79 950
15.	Office Services and Automation	Office Automation KK Bajaj	MacMillan	190
16.	Programming Techniques	Introduction to Computer Science, An Algorithmic Approach Jean-Paul, Tremblay, Richard Bunt	McGraw Hill	837
17.	Programming in FoxPro	FoxPro 2.5 made simple ( for DOS & Windows) R K Taxali	BPB Publications	165
18.	Programming in Visual Basics	Murach's Visual Basic 6 Joel Murach	BPB Publications	195

# Appendix E

## Addresses of Regional Centres

For any clarification you should contact your Study Centre or Regional Centre. No queries will be entertained at the Main office of YCMOU.

**TABLE 18 : Addresses and Telephones of Regional Centres**

Sr No	Name & Address of Region	Districts covered by Regional Centre	Phone No
1.	<b>Amaravati Region</b> Regional Director, YCMOU Regional Centre, V M V to Volgaon Road, Amaravati 444604	Akola Amaravati Buldhana Yawatmal Washim	(0721)2531444 Fax 2531445 9422247292
2.	<b>Aurangabad Region</b> Regional Director, YCMOU Regional Centre, C/o. Deogiri College, Station Road, Aurangabad - 431 001.	Aurangabad Beed Jalana Osmanabad	(0240) 2335798 9422247293
3.	<b>Kolhapur Region</b> Regional Director, YCMOU Regional Centre, Near highway canteen, Shivaji University Campus, Kolhapur – 416 004	Kolhapur Sangli Rantanagiri Sindhudurg	(0231) 2607022 Fax 2607023 9422247294
4.	<b>Nagpur Region</b> Regional Director, YCMOU Regional Centre, Subhedar Hall, Law College Campus, University Sports Campus, Nagpur 440 001.	Bhandara Chandrapur Gadchiroli Nagpur Wardha Gondia	(0712) 2553724 Fax 2553725 9422247295
5.	<b>Nashik region</b> Regional Director, YCMOU Regional Centre, old Muncipal Corporation Buld. 2nd Floor New Pandit Colony, Nashik - 422 005.	Ahamadnagar Dhule Jalgaon Nashik Nandurbar	(0253) 2317063 Fax 2576756 9422247296
6.	<b>Nanded Region</b> Regional Director YCMOU Regional Centre, Low college of Sharda Shikashan Sansta, Nanded 431 605	Latur Nanded Parbhani Hingoli	(2462) 253493 Fax 250822 9422247297
7.	<b>Pune Region</b> Regional Director, YCMOU Regional Centre, Shahir Annabhau Sathe prashala Kumthekar marg, 654, Sadashiv peth, Pune 411 030	Pune Satara Solapur	(020) 4491107 Fax 4457914 9422247298
8.	<b>Mumbai Region</b> Regional Director, YCMOU Regional Centre, C/o BMC's Jagannath Shankarshett , Primary School Building, Nana Chawk, Grant Road Station, Mumbai - 400 007	Mumbai Raigad Thane	(022) 23874186 Fax 23826135

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“We are reaching the stage where problems that we must solve are going to become insoluble without computers. I do not fear computers; I fear the lack of them”

**Isaac Asimov**

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