



किसान कल्याण बचत तथा ऋण सहकारी संस्था लि.

इटहरी-१६, सुनसरी

कम्प्युटर अपरेटर पदको खुल्ला प्रतिस्पर्धात्मक परीक्षाको पाठ्यक्रम

प्रथम चरण: लिखित परीक्षा

पूर्णाङ्क: ५०

द्वितीय चरण: क) प्रयोगात्मक परीक्षा

पूर्णाङ्क: ५०

ख) अन्तर्वार्ता

पूर्णाङ्क: २०

प्रथम चरण: लिखित परीक्षा योजना (Examination Scheme)

विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	प्रश्न संख्या x अङ्कभार	समय
सेवा सम्बन्धी	५०	२०	वस्तुगत बहुवैकल्पिक (Multiple Choice)	५०प्रश्न x १ अङ्क = ५०	४५ मिनेट

द्वितीय चरण :

विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	समय
(क) प्रयोगात्मक परीक्षा	५०	२५	प्रयोगात्मक	४५ मिनेट
(ख) अन्तर्वार्ता	२०	-	मौखिक	-

१. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुन सक्नेछ ।

२. लिखित परीक्षाका प्रश्नसंख्या निम्नानुसार हुनेछन् ।

Course Unit	Topics	No. of Questions
1	Computer Fundamental	10
2	Operating System	5
3	Word processing	9
4	Electronic Spreadsheet	9
5	Database Management System	5
6	Presentation System	3
7	Web Page	3
8	FOSS and Cloud services	6
	Total:	50

३. प्रयोगात्मक परीक्षाका प्रश्न . संख्या निम्नानुसार हुनेछन् ।

	Topics	Questions	Marks	Time (Minutes)
1	Devanagari Typing (Unicode also)	1	10	10
2	English Typing	1	5	5
3	Word processing	1	9	30
4	Electronic Spreadsheet	1	9	
5	Database Management System	1	4	
6	Presentation System, device setup & use (printer, projector, WIFI, etc.) Nepali font download and install	1	6	
7	Web Page Designing, Internet and Online Services use (Zoom, Ms. Teams, google Docs or Microsoft 365, etc.), Email (attachments) send/receive	1	7	
	Total:-	7	50	45

Computer Fundamentals

Computer: Definition, History, Generation, Characteristics. Types & Applications, Overview of a computer system, Data and data processing, Hardware, Definition of Hardware,

Input Unit: Keyboard, Mouse, Scanner, etc., CPU: - Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU), Output Unit: - Monitor, Printer, Projector etc., Storage devices: - Primary & Auxiliary Memory (Hard Disk, Compact Disk, DVD, Flash disk, Solid State Drive (SSD) etc.)

Others: - Network card, Modem, Sound card, etc.

Software: Definition & Types of Software, Concept of Computer related threats (virus, worms, Trojan, phishing etc) remedies and protection, Concept of Multimedia

File Management basic: Physical Structure of the disk, Concept of File and folder, Wildcards and Pathname, Type of files and file extensions,

Computer Networking: Introduction to Networking, Types of Network (LAN, MAN, WAN etc.)

Concept of E-mail/Internet/Extranet / Intranet, World Wide Web (WWW)

Familiarity with internet browsers (e.g Internet explorer. Firefox, Opera, Safari, Google Chrome, Brave, etc.)

Introduction to IP address, subnet mask and default gateway

Introduction to Network Media, Topology and Protocol

Setting Up Microsoft Network

Network Essentials: Switch, Router, Firewall, Access Point, Ethernet card, cat5 cable.

fiber optics, etc.

Operating System: Introduction to Operating System, Types of Operating System, Functions of Operating Systems, Windows, Introduction of Windows Operating System, Basic Windows Elements - Desktop, Taskbar, My Computer, Recycle Bin, etc, Starting and shutting down Windows, File Management with Windows Explorer, Windows applications: (e.g. Control Panel, Character Map, Paint etc), Finding files of folders and saving the result, Starting a program by command line operation, Clearing the contents of document menu, Customizing the taskbar, Control panel items, Creating shortcut (icons) on desktop, System tools:- disk scanning, disk defragmenter, backup, restore, format

Word Processing: Concept of Word Processing, Types of Word Processing, Introduction to Word Processor, Creating. Saving and Opening the documents, Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers. Scrollbars, etc.), Copying, Moving, Deleting and Formatting Text (Font, Size, Color, Alignment, line & paragraph spacing), Finding and Replacing Text, Familiar with Devanagari Fonts, creating lists with Bullets and Numbering, Creating and Manipulating Tables, Borders and Shading, Use of Indentation and Tab Setting, Creating Newspaper Style Documents Using Column, Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break. Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart, Opening & Saving different types of document, AutoCorrect, Spelling and Grammar Checking, and Thesaurus, Customizing menu & toolbars, Security Technique of Documents, Master Document, Cross Reference, Index, Table of Content., Setting Page Layout, Previewing and Printing Documents

Electronic Spreadsheet : Concept of Electronic Spreadsheet, Types of Electronic Spreadsheet, Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace), Introduction to spreadsheet application, Creating, Opening and Saving Work Book, Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection), Formatting Rows, Column and Sheets, Using Formula - Relative Cell and Absolute Cell Reference, Sorting and Filtering Data, Summarizing Data with Sub Totals, Creating Chart, Inserting Header and Footer, Spell Checking, Customizing Menu & Toolbars, Importing from and Exporting into other Formats, Pivot Table, Goal Seek, Scenario & Audit, Page Setting, Previewing and Printing

Presentation System: Introduction to presentation application, Creating. Opening & Saving Slides, Formatting Slides Slide Show, Animation, Inserting Built-in picture, Picture, Table, Chart, Graphs, Organization Chart etc., Web page Designing, Introduction to Web Page and CMS (Content Management System), Introduction to HTML, HTML document, Tags, Skeleton & Flesh, Hyperlinks, Images, Lists & forms, Tables, Frames

Foss and Cloud Services: Introduction to FOSS (Free and Open Source Software), Applications (LibreOffice, OpenOffice, GIMP, VLC Media Player, Linux, Android, etc.) Introduction to Google Workspace (GSuite), Primary tools (Gmail, Drive, Docs, Sheets, Slides, Forms, Calendar, Google meet, etc.), Introduction to Microsoft 365 (or Office 365), Primary Applications (Word, Excel, PowerPoint, Outlook, OneNote, One Drive, Teams, forms, etc.)

---The end---