

नेपाल आयल निगम लिमिटेड

खुला तथा आन्तरिक प्रतियोगितात्मक परीक्षाको लागि पाठ्यक्रम एवं परीक्षा योजना

स्तर : सहायक, सेवा : प्राविधिक, समूह : विविध, तह : ५, पद : वरिष्ठ सहायक (कम्प्युटर)

पाठ्यक्रमको रूपरेखा : यस पाठ्यक्रमको आधारमा निम्नानुसार तीन चरणमा परीक्षा लिइनेछ ।

लिखित परीक्षा पूर्णाङ्क : १००

प्रयोगात्मक पूर्णाङ्क : ५०

अन्तर्वार्ता पूर्णाङ्क : २०

प्रथम चरण :

विषय	परीक्षाको किसिम	पूर्णाङ्क	उत्तीर्णाङ्क	प्रश्नको किसिम	प्रश्न संख्या × अंक भार	समय
कम्प्युटर सम्बन्धी	लिखित	१००	४०	बस्तुगत बहुउत्तर	५०×१=५०	२ घण्टा ३० मिनेट
				छोटो उत्तर	५×१०=५०	

द्वितीय चरण :

विषय	परीक्षाको किसिम	पूर्णाङ्क	उत्तीर्णाङ्क	समय
कम्प्युटर सम्बन्धी	प्रयोगात्मक	५०	२५	१ घण्टा

तृतीय चरण :

अन्तर्वार्ता	मौखिक	२०	-	-

द्रष्टव्य

- प्रथम चरण र द्वितीय चरणको परीक्षा अलग अलग हुनेछ ।
- लिखित परीक्षाको माध्यम नेपाली वा अंग्रेजी अथवा अंग्रेजी र नेपाली दुवै भाषामा हुन सक्नेछ ।
- यस पाठ्यक्रममा जे सुकै लेखिएको भएता पनि पाठ्यक्रममा परेका ऐन नियमहरूको परीक्षाको मिति भन्दा ३ (तीन) महिना अगाडि संशोधन भएका वा संशोधन भई हटाइएका वा थप गरी संशोधन भई) कायमरहेकालाई यस पाठ्यक्रममा रहेको सम्झनु पर्दछ ।
- प्रयोगात्मक परीक्षाका लागि लिखित परीक्षामा सामेल भएका परीक्षार्थीहरू मध्येबाट लिखित परीक्षाको प्राप्ताङ्कको आधारमा १ देखि ५ पदसम्मका लागि थप ५ जना र ६ भन्दा बढी पदका लागि दोब्बर संख्यामा उम्मेदवारलाई सामेल गराइनेछ ।
- प्रयोगात्मक परीक्षाको उत्तीर्णाङ्क पूर्णाङ्कको ५०% हुनेछ र प्रयोगात्मक परीक्षा उत्तीर्ण नगर्नेलाई अन्तर्वार्तामा सहभागी गराइने छैन ।

पाठ्यक्रम लागू मिति : २०७४ असोज २२ गते देखि

लिखित परीक्षाको वस्तुगत बहुउत्तर (objective) र छोटो प्रश्न (subjective) को अंकभार र प्रश्न संख्या निम्नानुसार हुनेछ :

S. No.	Topics	No. of Questions (Objectives)	Marks	No. of Questions (Subjective)	Marks
1.	Computer Fundamentals	14	1	1	10
2.	Operating System	5	1	1	10
3.	Word Processing	10	1	1	10
4.	Electronic Spreadsheet	10	1		
5.	Database Management System	5	1	1	10
6.	Presentation System	3	1	1	10
7.	Webpage Designing	3	1		
	Total	50	50×1=50	5	5×10=50

प्रयोगात्मक परीक्षाको प्रश्नसंख्या निम्नानुसार रहनेछन् ।

S. No.	Topics	No. of questions	Marks
1.	Devnagari Typing*	1	15
2.	English Typing	1	5
3.	Word Processing	1	10
4.	Electronic Spreadsheet	1	10
5.	Database Management System	1	4
6.	Presentation System	1	3
7.	Webpage Designing	1	3
	Total	7	50

* देवनागरी Typing अनिवार्य गर्नुपर्नेछ ।

कम्प्युटर सम्बन्धी लिखित परीक्षाको विस्तृत पाठ्यक्रम

1. Computer Fundamentals

- 1.1 Introduction to Computer Systems:
- 1.2 Hardware: Definition of Hardware
 - 1.2.1 Input devices: Keyboard, Mouse, Scanner, etc.
 - 1.2.2 CPU: Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU)
 - 1.2.3 Output devices: Monitor, Printer, etc.
 - 1.2.4 Storage devices: Primary & Auxiliary Memory
 - 1.2.5 Others: Network card, Modem, Sound card, etc.
- 1.3 Software: Introduction to Computer Software, Operating Systems, Programming Languages and Application software.
- 1.4 BIOS, Firmware and cache memory concept
- 1.5 Concept of computer viruses and remedies
- 1.6 Concept of Multimedia, Hypermedia
- 1.7 IT Policy of Nepal
- 1.8 Computer networking; Introduction to Networking
 - 1.8.1 Types of Network like LAN, MAN, WAN
 - 1.8.1 Concept about Email, Internet, Extranet and Intranet
 - 1.8.3 Introduction to Network Media, Topology and protocol
 - 1.8.4 Setting up Microsoft Network, IP address & Subnet mask concept
 - 1.8.5 Internet connection types: Dial-up, Broadband link, WiFi, ADSL

2. Operating System

- 2.1 Introduction to operating system
- 2.2 Types of operating system
- 2.3 Functions of operating system
- 2.4 Disk Operating system (DOS)
 - 2.4.1 Introduction to DOS
 - 2.4.2 Types of DOS commands: External & Internal
 - 2.4.3 Use of common DOS commands
 - 2.4.4 Concept of File, Directory and pathname
 - 2.4.5 Wildcards
- 2.5 Windows
 - 2.5.1 Introduction and version of Windows Operating System
 - 2.5.2 Use of Mouse and Menu in Windows Environment
 - 2.5.3 Manipulating Windows and Taskbar
How To Minimize, Maximize, Close, Move, Resize And Restore the Windows. How To Move, Auto hide And Resize the Taskbar
 - 2.5.4 Use of windows utilities
Using Windows Accessories, How to Use Standard Calculator, paint, drawing tools, notepad
 - 2.5.5 Use of getting windows help
How to use a help topic, index help, search help, help button
 - 2.5.6 Changing windows environment
Changing the mouse settings, windows screen display, display, desktop wallpaper, screen saver, etc.
 - 2.5.7 Changing the date/ time and regional settings
 - 2.5.8 Managing files

- Viewing the files using window explorer, open windows explorer, view folders and files from the hierarchical structure, select different views for files and folders, view file extensions
 - 2.5.9 Managing Files and Folders
 - 2.5.10 Managing Recycle Bin
 - 2.5.11 Searching files
 - Search using file name, with exact match, with the wild card perform content search
 - 2.5.12 Managing windows shortcuts
 - 2.5.13 Managing hardware and software
 - Installing New Hardware: Modem, Connect to the Internet Via Modem Remove Hardware, Installing New Software, Add New Windows Programs, Remove a Windows Application, Start Programs of Startup.
 - 2.5.14 Tuning and maximizing performance
 - Check and Fix File System Errors, Scan and Recover Bad Sectors Defragment Hard disk
 - 2.5.15 Exploring windows security and networking
 - Managing User: Add A New User, Create A New Group, Add User To A Group, Log Off Windows, Log On Windows (log on as another user), Lock And Unlock Computer, change the password
 - Sharing documents and folders: Share files on the network using simple file sharing, Share printer on the network, Connect to a network printer, Disable Simple File Sharing, set up access control lists (ACL) for the shared folder, change File Permission or NTFS Permission, Set Security Options to a Shared Folder
- 3. MS-Word Processing:**
- 3.1 Concept of word processing
 - 3.2 Familiar with the MS-Word screen menu
 - Starting Word, Show Or Hide Tool bars, Move Toolbar and Menu Bar
 - Use Shortcut Menu Using Right mouse Click, Use Shortcut key
 - 3.3 Getting help: Use of Office Assistant Help, Contents Help
 - 3.4 Creating, Opening, Saving and closing the documents
 - 3.5 Starting to use work
 - Inserting and Overtyping Text, Viewing a Document, Selection Techniques, Moving and Copying Text, Deleting Text, Using UNDO/REDO
 - 3.6 Formatting font
 - Changing the Font and Font Size, Character Formatting, Using Font Dialog Box, using Format Painter, Changing Case, Using Drop Caps, Using Text Animation Effects
 - 3.7 Formatting paragraph
 - Aligning Text In A Document, Indenting, Creating Bulleted and Numbered Lists, Adjusting Line Or Paragraph Spacing, Adding Border And Shading To Paragraph, Using Tab
 - 3.8 Formatting Page
 - Setting Page Margins, Paper Size and Page Orientation, Creating Page Break, Creating Section Break, Creating Headers, Footers and Page Numbers
 - 3.9 The Final document
 - Proofing your document, previewing and printing your document
 - 3.10 Working with tables
 - Creating, Selecting, resizing a Tables, Adding and Deleting Columns and Row, Formatting Tables, Performing Calculation
 - 3.11 Working with styles
 - Creating Styles, Applying A Different Style. Managing Styles
 - 3.12 Working with graphics
 - Inserting And Formatting Text Boxes, Adding Auto Shape
 - Inserting Pictures And Word Art, Creating Watermark
 - 3.13 Creating mail merge and labels
 - Creating Mail Merge, Selecting Specific Records To Merge, Creating Lables
 - 3.14 Working with columns
 - Creating Columns, Formatting Columns
 - 3.15 Using templates and macros
 - 3.16 Working with outlines and long documents
 - Creating Footnotes And Endnotes, Creating a Table of Contents
 - Organizing a Document in Outline View
 - 3.17 Working with object linking and embedding (ole)
 - Creating Linked And Embedded Object, Editing Linked And Embedded Object

- 3.18 Working with online forms
- 3.19 Creating web pages with word
- 4. MS-Excel**
 - 4.1 Concept of electronic spreadsheet
 - 4.2 Organization of Excel Spreadsheet (Cell, Rows, Columns, Worksheet, Workbook and Workspace)
 - 4.3 Getting Familiar with the Excel Screen and help
Moving Around Your Cursor, Selecting Range In Workbook, .Entering Data into Worksheet
 - 4.4 Performing calculations
Using Simple Formula and Simple functions, Using Auto Calculate and Labels.
 - 4.5 Managing worksheet and workbook information
Managing Worksheet Information: Cut and Paste, 'Drag And Drop, Copy And Paste, Drag And Drop, Insert A New Row, Insert Multiple Rows, Delete Rows, Insert A New Column, Insert Multiple Columns, Delete Columns, Insert A Cell
 - 4.6 Formatting worksheet
Adjusting Column Width/ Row Height, Formatting Cell Using Toolbar; Formatting Cell Using Menu Options
 - 4.7 Creating chart
Change Chart Title, X axis and Y axis Title, Change Gridlines Change Legend Options; Change Data Labels; Add Data Table Delete Data Series; Add Data Series Using Mouse, Delete Chart; Formatting Chart
 - 4.8 Setting up page and print
Setting Up Page, Change Page Orientation, Change Scaling, Change Paper Size, Change Page Margin, Align To Center of Page, Add Header! Footer previewing and Printing, Print preview, Print Active Sheets, Print Selected Cells, Print Chart
 - 4.9 Validating and protecting worksheet and workbook
Protecting Worksheet Style And Content, Protecting Your Workbook From Unauthorized Users Access
 - 4.10 Using workgroup features
Add Comment into a Cell, Show/Hide Comment Indicators, Edit And Delete Comments Sharing Workbooks: Enable Workbook Sharing, Disable Workbook Sharing, Copies of Shared Workbook, Track Changes in Shared Workbook, Accept or Reject Changes
 - 4.11 Creating pivot table and analyzing data
Creating Pivot Table, Updating pivot Table, Modifying Calculated Field in pivot Table, Creating Chart From Pivot Table
- 5. Database System**
 - 5.1 Introduction to data, database and DBMS
 - 5.2 Basic Concept of rabies, Forms, Query, Macro
 - 5.3 Basic concept of Records, relationships and indexing, Keys
 - 5.4 Introduction to MS- Access
 - 5.5 Data Types
 - 5.6 Creating, Modifying & Deleting Tables and Formatting 8: validating Field Data
 - 5.7 Creating, Modifying & Deleting & Using Simple Queries
 - 5.8 Creating, Modifying & Deleting Forms/ reports/ Macros
- 6. Presentation System**
 - 6.1 Introduction to MS-Power Point
 - 6.2 Creating, Opening & saving Slides
 - 6.3 Formatting Slides
 - 6.4 Slide Show
 - 6.5 Inserting Clip Art, Picture, Tables. Chart, Graphs, Organization, Chart, Etc.
- 7. Web Page Designing**
 - 7.1 Introduction to HTML
 - 7.2 Tags
 - 7.3 Skeleton & Flesh
 - 7.3.1 Text
 - 7.3.2 Hyperlinks
 - 7.3.3 Images
 - 7.3.4 Lists & Forms
 - 7.3.5 Tables
 - 7.3.6 Frames

The End