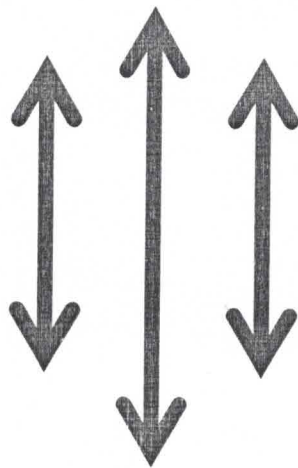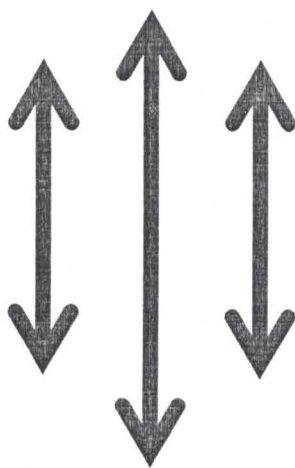# नेपाली सेना
श्री भर्ना छनौट निर्देशनालय,कार्यरथी विभाग,
जंगी अड्डा

प्रा.अम.कम्प्युटर (खुला तथा आन्तरिक) पदको लिखित परीक्षाको पाठ्यक्रम

२०७७

नेपाली सेना

प्रा.अम. कम्प्युटर (खुला तथा आन्तरिक) पदको लिखित परीक्षाको पाठ्यक्रम

समय: ३ घण्टा ३० मिनेट

पुर्णाङ्क : १५०
उत्तीर्णाङ्क : ६०

यो पाठ्यक्रम नेपाली सेनाको प्रा.अम. कम्प्युटर (खुला तथा आन्तरिक) पदका उम्मेदवार छनौट परीक्षाको लागि निर्धारण गरिएको हो । लिखित परीक्षामा सरिक हुने उम्मेदवारहरुको पेशा सम्बन्धी विषयलाई आधारमानी प्रश्नहरु सोधिने छ ।

(क) लिखित परीक्षाको माध्यम नेपाली/अंग्रेजी वा दुवै भाषा हुनेछ ।

(ख) लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरुलाई मात्र अर्को चरणको परीक्षामा सम्मिलित गराईनेछ ।

(ग) प्रश्नपत्र निर्माण गर्दा पाठ्क्रममा समावेश भएका सबै विषयहरुलाई यथासंभव समिटनेछ ।

(घ) बस्तुगत र विषयगत संयुक्त रुपमा पूर्णाङ्क र उत्तीर्णाङ्क कायम गरिनेछ ।

(ङ) बस्तुगत र विषयगत परीक्षाको पाठ्यक्रम एउटै हुनेछ ।

(च) बस्तुगत र विषयगत विषयको लिखित परीक्षा एकैपटक वा छुट्टाछुट्टै गरी लिन सकिनेछ ।

(छ) यो पाठ्यक्रम मिति २०७७/०६/०८ गतेबाट लागु हुनेछ ।

लिखित परीक्षा योजना र पाठ्यक्रम

विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली		प्रश्न संख्या x अङ्क	समय
पेशा सम्बन्धी	७५	६०	वस्तुगत (Objective)	बहुवैकल्पिक प्रश्न (MCQS)	७५ प्रश्न x १अङ्क= ७५	१ घण्टा
	७५		विषयगत (Subject)	छोटो उत्तर	९ प्रश्न x ५ अङ्क= ४५	२ घण्टा ३० मिनेट
				लामोउत्तर	३ प्रश्न x १० अङ्क= ३०	

प्रा.अम.कम्प्युटर (खुला)

Unit	Topics
1	**1. Computer Fundamental** 1.1 Introduction to Computer, Features, History, Generation, Characteristics, Types of Computer (Size, Work, Brand, Model, and Purpose) 1.2 Computer Hardware (Major Parts of Computer) 1.3 Input Unit: Keyboard, Mouse, Scanner etc 1.4 CPU: Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU) 1.5 Output Unit: Monitor, Printer and its types etc 1.6 Storage Devices: Primary & Auxiliary Memory (Floppy Disk, Hard Disk, Compact Disk, DVD, Flash Disk etc) 1.7 Monitor and Graphics resolution 1.8 Others: Network Card, Modem, Sound Card etc 1.9 Software and its types, Concept of Computer related threats (virus, worms, Trojan, phishing etc) remedies and protection 1.10 Introduction to binary, octal, decimal and hexadecimal number system 1.11 Introduction to ASCII and Unicode standards
2	**2. Operating System** 2.1 Introduction to Operating Systems, Functionalities and characteristics of OS. 2.2 Disk Operating System (DOS) Vs. Windows Operating Systems 2.3 System Date & Time and its uses 2.4 Using desktop (clicking, right-clicking, desktop layout, start menu, etc.) 2.5 Adjusting Basic Features (switching users, creating & deleting shortcuts, show the desktop) 2.6 Understanding the layout of a Window 2.7 Files and folders, Using My Computer to browse files and Folders. 2.8 Other Features (Recycle Bin, My Computer, My Documents, etc) 2.9 Software Applications (Install/remove/manage installed programs) 2.10 My Computer Vs Windows Explorer 2.11 Control Panel (Display Properties, Taskbar Properties) 2.12 System Maintenance (Scandisk, Disk defragmenter) 2.13 Control Panel (Mouse, Keyboard, Fonts, Types of users (Administrator, Guests) 2.14 Windows application (MS Paint, Calculator, Word pad, Notepad) 2.15 Basic Hardware Components (Printer, In-built peripheral components or extra component) 2.16 Concept of assembled and branded computer 2.17 Concept and working principle of USB devices and download data from USB devices
3	**3. Word Processing** 3.1 Introduction to Microsoft Word, Creating New Documents 3.2 Entering Text, Moving through Text, Auto Correct, Saving, Closing and Opening files 3.3 Navigating a Document, Editing a Document, Formatting a Document 3.4 Working with graphics, Previewing and Printing a Document, Revising a Document

3.5 Moving and Copying Selections, Working with Multiple Documents

3.6 Controlling Document Paging, Finding and Replacing text, Inserting the Current Date

3.7 Modifying Page Layout, Paragraph Formatting in detail, Character Formatting in detail

3.8 Creating Lists, Using Hyperlinks, Adding an AutoText entry, Using AutoShapes

3.9 Editing while previewing, Inserting Objects, Creating and Modifying an Outline

3.10 Saving to a new folder, Hiding Spelling and Grammar errors, Formatting Documents automatically, Creating a Table of Contents

3.11 Formatting a Document Section, Footnoting a document section, Footnoting a document, Adding Bookmarks, Formatting picture layout, Referencing figures

3.12 Creating a Simple Table, Sorting a List

3.13 Creating Headers and Footers, Checking the document, Updating the Table of Contents

3.14 Printing Selected Pages, Creating Newsletter Style Columns, Using Word Art

3.15 Inserting Symbols, Adding a Drop Cap, Using Mail Merge, Printing Mailing Labels

3.16 Preparing and Printing envelopes, Merging for sending emails using Outlook

3.17 Using a Template from Word, Selecting the Template type

3.18 Adding details and saving as .doc file

4. Electronic Spreadsheet

4.1 Introduction to Microsoft Excel, Columns, Rows, Cells, Ranges, Workbook, Worksheet, Formula bar, Entering & Deleting Data

4.2 Basic Mathematical (Addition, Subtraction, Multiplication, Division) & Calculation

4.3 Insert (row/column/sheet), Hide (row/column/sheet), Changing the size of rows or columns (Height, Width, Auto fit), Sheet (Rename, Background, Tab Color), Working with the Formatting & Standard Toolbar

4.4 Delete, Delete sheet, Move or Copy Sheet, Fill, Clear, Find and Replace, Comments, Spell Check

4.5 Formatting cells (Number, Alignment, Fonts, Border, Pattern)

4.6 Creating Chart, Formatting Chart, Enhancing Chart with Titles & Tables, Changing type of Chart

4.7 New, Split & Freeze Window, Pivot table, Hide

4.8 Operators & types of operators

4.9 Mathematical and Text Function (CONCATENATE, EXACT, LEFT, RIGHT, UPPER, LOWER, MID, PROPER)

4.10 Statistical Function (AVERAGE, COUNT, MAX, MIN), Used in built function wizard

4.11 References, Types of Reference, Names

4.12 IF Function, Working With Nested IF Functions

4.13 Logical Functions with multiple condition AND, OR, NOT

4.14 Date and Time Function (DATE, YEAR, MONTH, DAY, TODAY, TIME, HOUR, MINUTE, SECOND)

4.15 Range Names, Defining And Using Range Names, Sorting, AutoFilter, Advanced Filter

4.16 Conditional Formatting, Using Auto Format Style, Formula Auditing, Text to column

4.17 Form, Protect Sheet, Validation, Subtotal, Data table

4.18 Goal Seek, Page Numbers, Auto text, Symbol

4.19 Page Setup, Headers/Footers, Margins & Orientation, Paper Size, Print, Print preview

5	**5.**	**Presentation System**
		5.1 Introduction to PowerPoint, Opening a Presentation, Closing Presentation, Save As, Placeholders, Resizing Placeholders, Moving Placeholder, Deleting Placeholders, Background Color. Gradient Fills, Textures, Picture
		5.2 Creating Text, Deleting Text, Selecting Text, Cutting, Copying and Pasting Text, Format Painter, Slide, Adding Slide, Deleting Slide, Cutting, Copying and Pasting Slides
		5.3 Inserting Headers and Footers, Slide Numbers, Date and Time, Rearranging Slides, Font and color of text, Bullets, Colors and Lines, Text boxes, Switching Presentation in different views, Editing Slides
		5.4 Adjusting Font Size, Font type, Effects, Text color, Character spacing, Bullets, Numbers, Customizing Bullets and Numbers, Removing Bullets and Numbers, Left, Right, Centre Alignment, Justification, Changing Text Direction, Table, Borders, Adding Effects, Drawing Borders. Adding and Formatting WordArt
		5.5 Rotating a Text box, Formatting a Text box, Drawing Tools, Custom Shows, Inserting new slide, Duplicate slide, Importing Slide
		5.6 Hiding, Action buttons, Set up show, Animation effect and slide transition
6	**6.**	**Database System**
		6.1 Introduction to Database, DBMS, RDMS, Advantages of Database Management System, MS Access, Creating a new database, Save, Open Database, Close and open a table and database
		6.2 Create tables with different way, Entering ,Switching Views in Access, Entering and Editing, Preview and print a table
		6.3 Working in Data Entry Mode, Sorting Data, Finding & Replacing Data, Modify Table Design, Data types
		6.4 Primary Key, Field properties, Foreign Key, Relationship, types of relationship
		6.5 Conditions for setting up a relationship, Referential Integrity, Cascade Update, Cascade Delete, Relationships Report, Remove
		6.6 Queries, Create/Modify Queries, Types of Queries, Adding fields to a query, Display/Suppress the display of a field, removing fields from a query
		6.7 Multiple Table Queries, Joining Tables for a query, Join Properties - Inner and Outer Joins, Find Unmatched Query Wizard
		6.8 Find Duplicates Query, Set a criteria in Query, Calculation in Query
		6.9 Specifying Text, numeric, date, and logic criteria, Specifying sub string searches using wild Card Characters
		6.10 Working with Conditions - BETWEEN, AND, OR, NOT, NULL Calculated fields, Modify Queries, Update and delete record for specify conditions.
		6.11 Create form using Auto Form and Form wizard, Types of form
		6.12 Tabular/Datasheet/Pivot Form wizard, Data Entry in Forms
		6.13 Using Form Controls(Textbox, label, Lookup wizard.. etc), control Properties, Inserting Command Buttons for open other form, Report or application
		6.14 Create Reports, Auto Reports, Report Wizard, Reports on basis of table/Queries, Types/Style of Report, Modify the design of report

7	**7. Computer Network** 7.1 Introduction to Computer Network, Types of Computer Network , On the Basis of Geographical spread (LAN,MAN,WAN) , On the Basis of Network Functionality(Peer to Peer Network, Client-Server Network) 7.2 Network Devices, Hardware required of LAN, My Network Palace and Dial-up Networking, Requirements for Dialup Connection, Making a Dial-up Connection, Network Devices and Connection Medium 7.3 Introduction to Internet, Feature of Internet Advantage/Disadvantages of Internet , Domain Name, Intranet and Extranet, TCP/IP Protocol Configuration & hardware requirements for Internet 7.4 and Intranet, Using web browser, Search Engine, Customizing internet Explorer Introduction to Email, Types of Email, Creating New 7.5 Email Accounts. (hotmail, yahoo etc), sending mail, Attach file, Receiving mail, Delete mail
8	**8. Web Page Designing** 8.1 Introduction to HTML, HTML Editors 8.2 Elements, Attributes, Headings, Paragraphs, Formatting, Fonts, Styles, Links, Images 8.3 Tables, Lists, Forms, Frames, Colors, Head 8.4 Scripts, Entities, Media, Audio, Object, Video, Media Tags

यस पेशा सम्बन्धी विषयको पाठ्यक्रमका एकाईहरुबाट सोधिने प्रश्नहरुको संख्या निम्नानुसार हुनेछ ।

Unit No	MCQs बहुवैकल्पिक प्रश्नको अङ्क	Subjectives		Weightage अङ्कभार
		छोटो उत्तर प्रश्नको अङ्क	लामो उत्तर प्रश्नको अङ्क	
1. Computer fundamental	१०	५+५	१०	३०
2. Operating system	१०	५	१०	२५
3. Word processing	१०	५	-	१५
4. Electronic spreadsheet	१०	५	-	१५
5. Presentation system	१०	५	-	१५
6. Database system	१०	५	१०	२५
7. Computer network	१०	५	-	१५
8. Webpage designing	५	५	-	१०
जम्मा	७५	४५	३०	१५०

प्रा. अम. कम्प्युटर (खुला) पदको पेशागत विषयको प्रयोगात्मक परीक्षा पाठ्यक्रम

समयः १ घण्टा

पूर्णाङ्कः ५०
उत्तीर्णाङ्कः २५

सि नं	विषय	प्रश्नको भार	कैफियत
१.	English Typing	५	
२.	Devnagari Typing	५	
३.	MS-Word	१०	
४.	Ms-Excel	१०	
५.	MS-Access	१०	
६.	MS-Power Point	५	
७.	Web Page Designing	५	
	जम्मा	५०	

१. English Typing Skill Test को लागि १०० शब्दहरुका एउटा दिइनेछ र शुद्ध शब्द अनुसार अंक प्रदान गरिनेछ।

२. Nepali Typing skill test को लागि १०० शब्दहरुका एउटा Paragraph दिइनेछ र शुद्ध शब्द अनुसार अंक प्रदान गरिनेछ ।

३. Ms-word को लागि प्रश्नले सोधे अनुसार formatting गर्नुपर्ने छ। प्रत्येक formatting को ०.५ अंक प्रदान गरिनेछ र Negative marking हुने छैन ।

४. Ms-excel मा दिइएको table लाई सोधिएका condition अनुसार value निकाल्नु पर्ने छ साथै Data typing र table formatting को अंक २ प्रदान गरिनेछ।

५. Ms-Access को लागि दिइएको table Design र data entry गरी relationship बनाई सोधिए अनुसार queries बनाउनु पर्नेछ ।

६. MS-Power Point को दिइएको slide लाई प्रश्नमा सोधिए बमोजिम formatting गर्नुपर्ने छ ।

७. Web page designing मा static Page Design गर्न दिइनेछ र प्रत्येक सहि HTML tag को १ अंक प्रदान गरिनेछ।

समाप्त