



सानीभेरी गाउँपालिका रुकुम पश्चिम
कम्प्युटर सहायक छनौट पाठ्यक्रम २०७७

१. पाठ्यक्रमको रूपरेखा: यस पाठ्यक्रमको आधारमा निम्नअनुसार चरणमा परीक्षा हुने छ ।

प्रथम चरण:

(क) प्रयोगात्मक पूर्णाङ्क ५०

द्वितीय चरण:

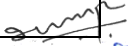
(क) लिखित परीक्षा पूर्णाङ्क १००

(ख) अन्तरवार्ता पूर्णाङ्क २०

विषय	पूर्णाङ्क	उतिर्णाङ्क	परीक्षा पर्णाली	प्रश्न सङ्ख्या *अङ्कभार	समय
कम्प्युटर सम्बन्धी	१००	४०	Multiple Choice $२५ * २ = ५०$ Long Question $१० * ५ = ५०$	१००	३ घण्टा
प्रयोगात्मक परीक्षा	५०	२५	प्रश्न सङ्ख्या (५)	५०	४५ मिनेट
अन्तरवार्ता	२०	१०			३० मिनेट

२. प्रयोगात्मक परीक्षाका प्रश्न सङ्ख्या निम्नअनुसार हुने छ ।

S.N	विषय	प्रश्न सङ्ख्या	अङ्कभार	समय
1.	Nepali Unicode Typing	१	१५	१५ मनेट
2.	English Typing	१	१०	१० मनेट
3.	Electronic Spreadsheet	१	१५	१५ मनेट
4.	Presentation System	१	१०	५ मनेट


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नि.प्रमुख प्रशासकीय अधिकृत

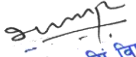


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प्रश्नपत्र वषय सम्बन्धी

1. Introduction of computer
 - 1.1. History
 - 1.2. Types of Computers ,Application, Uses ,Examples
 - 1.3. Computer Systems, Computer Network, Generation
 - 1.4. Impact of Computer in Society
2. Operating Systems
 - 2.1. Introduction of OS
 - 2.2. Types of OS
 - 2.3. Computer Booting
 - 2.4. Basic Terms of OS
 - 2.5. Role of Autoexec.bat and Config.sys
 - 2.6. DOS Commands
 - 2.7. GUI Environment (Windows)
3. Word Processing System
 - 3.1. Introduction to Word Processor
 - 3.2. Concept of Word Processing
 - 3.3. Types of Word Processing
 - 3.4. Creating, Saving and Opening the documents
 - 3.5. AutoCorrect, Spelling and Grammar Checking, and Thesaurus
 - 3.6. Security Technique of Documents
 - 3.7. Setting Page Layout
 - 3.8. Previewing
 - 3.9. Printing Documents
4. Electronic Spreadsheet
 - 4.1. Concept of Electronic Spreadsheet
 - 4.2. Types of Electronic Spreadsheet
 - 4.3. Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
 - 4.4. Introduction to spreadsheet application
 - 4.5. Creating, Opening and Saving Work Book
5. Number System
 - 5.1. Introduction to number System
 - 5.2. Binary number system
 - 5.3. Octal number system
 - 5.4. Decimal number system
 - 5.5. Hexadecimal (hex) number system
 - 5.6. Conversion

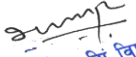

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कम्प्युटर सहायक छनौट पाठ्यक्रम २०७७

6. Presentation System
 - 6.1. Introduction to presentation application
 - 6.2. Creating, Opening & Saving Slides
 - 6.3. Formatting Slides
 - 6.4. Slide Show
 - 6.5. Animation
 - 6.6. Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.
7. Hardware and Software
 - 7.1. Introduction to Hardware
 - 7.2. Introduction to Software
 - 7.3. Types of Hardware and Software
 - 7.4. Implementation
 - 7.5. Installing and Uninstalling
 - 7.6. Updating Software
8. IT Policy and E-governance
 - 8.1. About IT policy of Nepal
 - 8.2. Electronic Transaction act
 - 8.3. E-governance
9. QBasic Programming Language
 - 9.1. Introduction
 - 9.2. Tools
 - 9.3. Statement
 - 9.4. Programs
10. Multimedia and Data Communication
 - 10.1. Types of Multimedia
 - 10.2. Necessary and important of Multi Media
11. Computer Viruses And Protection
 - 11.1. Introduction
 - 11.2. Types of Viruses
 - 11.3. About antiviruses
 - 11.4. Method of Protection


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पाठ्यक्रममा रहेका पाठ्यांशहरूबाट देहाय
अनुसार प्रश्नहरू सोधिनेछ ।



Unit	Topic	No. of Questions
1	Introduction of computer	5
2	Operating system	2
3	Word Processing system	4
4	Electronic Spreadsheet	4
5	Number system	1
6	Presentation System	1
7	Hardware and software	1
8	IT policy & E-governance	1
9	QBasic programming	1
10	Multimedia & communication	3
11	Computer Viruses and Protection	2
Total		25

Note : Long Question Should be asked from the above mentioned topic.

गाउँकार्यपालिका बाट स्वीकृत: २०७७-०८-०४

पाठ्यक्रम लागु मिति: २०७७-०९-०१


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