

दमक नगरपालिका

नगर कार्यपालिकाको कार्यालय

सहायक स्तर चौथो तह, सहायक कम्प्युटर अपरेटर पदको पाठ्यक्रम

पाठ्यक्रमको उद्देश्य:

- देवनागरी र अंग्रेजीमा दक्षता पूर्वक कम्प्युटर टाइपिङ गर्न सक्ने।
- Unicode Nepali font मा दक्षता पूर्वक कम्प्युटर टाइपिङ गर्न सक्ने।
- Operating System को राम्रो ज्ञान भई सहज रूपमा प्रयोग गर्न सक्ने।
- File एवं Disk Management सम्बन्धी कार्य गर्न सक्ने।
- कम्प्युटरको Printer, Projector लगायत अन्य Accessories को प्रयोग गर्न सक्ने।
- Word Processor को प्रयोग गरी आवश्यकतानुसार Documents तयार गर्न सक्ने।
- Electronic Spreadsheet तयार गरी Data Processing समेत गर्न सक्ने।
- Software Installation एवं Customization गर्न सक्ने।
- Computer threats बाट Computer Accessories तथा Software को सुरक्षा गर्न सक्ने।
- Presentation सम्बन्धी सामान्य कार्य गर्न सक्ने।
- Database को सामान्य जानकारी
- Internet र Online platform services सम्बन्धी सामान्य कार्य गर्न सक्ने।
- FOSS (Free and Opensource Software) को ज्ञान भई सहज रूपमा प्रयोग गर्न सक्ने।

1. Computer Fundamentals

1.1. Computer: - Definition, History, Generation, Characteristics, Types & Applications. 1.2. Overview of a computer system:-

1.2.1. Data and data processing

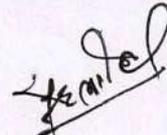
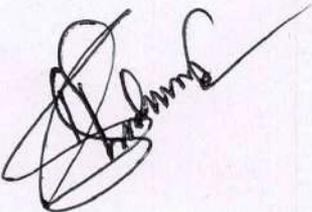
1.2.2. Hardware

1.2.2.1. Definition of Hardware

1.2.2.2. Input Unit: - Keyboard, Mouse, Scanner, etc

1.2.2.3. CPU:- Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU) 1.2.2.4. Output Unit:- Monitor, Printer, Projector , etc

1.2.2.5. Storage devices:- Primary & Auxiliary Memory, Hard Disk, Compact Disk, DVD, Flash disk, Solid State Drive(SSD) etc.)



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- 1.2.2.6. Others:- Network card, Modem, Sound card, etc.
- 1.2.3. Software
 - 1.2.3.1. Definition & Types of Software
 - 1.2.3.2. Programming Language
- 1.2.4. Liveware
- 1.2.5. Firmware and Cache Memory
- 1.3. Setting & protection of Computer Room and Computer
- 1.4. Concept of Computer related threats (virus, worms, Trojan, phishing etc) remedies and protection
- 1.5. Concept of Multimedia (Projector), Printing, Scanning
- 1.6. File Management basic:
 - 1.6.1. Physical Structure of the disk
 - 1.6.2. Concept of File and folder
 - 1.6.3. Wildcards and Pathname
 - 1.6.4. Type of files and file extensions
- 1.7. Computer Networking
 - 1.7.1. Introduction to Networking
 - 1.7.2. Types of Network (LAN, MAN, WAN etc)
 - 1.7.3. Concept of E-mail / Internet / Extranet / Intranet, World Wide Web (WWW) 1.7.4. Familiarity with internet browsers (e.g Internet explorer, Firefox, Opera, Safari, Google Chrome, Brave etc.)
 - 1.7.4. Concept of Broadband wired/wireless networking
 - 1.7.5. Network Essentials: Switch, Router, Firewall, Access Point, Ethernet card, cat5 cable, fiber optics, etc.
 - 1.7.6. Internet Security Basics
- 1.8. Introduction to ASCII and Unicode standards
- 1.9. Electronic Transaction Act 2008



2. Operating System

2.1. Introduction to Operating System

2.2. Types of Operating System

2.3. Functions of Operating Systems

2.4. Command line operation (e.g. copy command, move command, command to view and set different file attributes etc)

2.5. Windows

2.5.1. Introduction to GUI

2.5.2. Introduction of Windows Operating System

2.5.2.1. Basic Windows Elements - Desktop, Taskbar, My Computer, Recycle Bin, etc.

2.5.2.2. Starting and shutting down Windows

2.5.2.3. File Management with Windows Explorer

2.5.2.4. Windows applications: (e.g. Control Panel, Character Map, Paint etc)

2.5.2.5. Finding files of folders and saving the result

2.5.2.6. Starting a program by command line operation

2.5.2.7. Changing window settings

2.5.2.7.1. Adding/Removing programs

2.5.2.7.2. Clearing the contents of document menu

2.5.2.7.3. Customizing the taskbar

2.5.2.7.4. Control panel items

2.5.2.8. Creating shortcut (icons) on desktop

2.5.2.9. System tools:- disk scanning, disk defragmenter, backup, restore, format

2.6. Basics of other Operating Systems

2.6.1 Unix



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2.6.2 Linux

2.6.3 iOS and Android

3. Word Processing

3.1. Concept of Word Processing

3.2. Types of Word Processing

3.3. Introduction to Word Processor

3.3.1. Creating, Saving and Opening the documents

3.3.2. Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)

3.3.3. Copying, Moving, Deleting and Formatting Text (Font, Size, Color, Alignment, line & paragraph spacing)

3.3.4. Finding and Replacing Text

3.3.5. Familiar with Devnagari Fonts

3.3.6. Creating lists with Bullets and Numbering

3.3.7. Creating and Manipulating Tables

3.3.8. Borders and Shading

3.3.9. Use of Indentation and Tab Setting

3.3.10. Creating Newspaper Style Documents Using Column

3.3.11. Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart

3.3.12. Opening & Saving different types of document

3.3.13. Changing Default settings

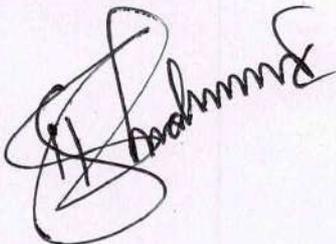
3.3.14. Mail Merge

3.3.15. AutoCorrect, Spelling and Grammar Checking, and Thesaurus

3.3.16. Security Technique of Documents

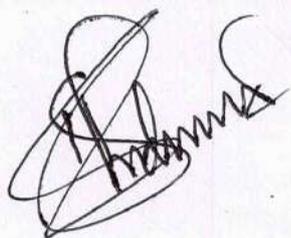
3.3.17. Setting Page Layout, Previewing and Printing Documents

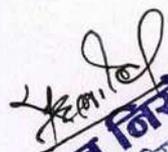
4. Electronic Spreadsheet




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- 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
 - 4.4.1. Creating, Opening and Saving Work Book
 - 4.4.2. Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
 - 4.4.3. Editing, Copying, Moving, Deleting Cell Contents
 - 4.4.4. Familiar with Devnagari Fonts
 - 4.4.5. Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection)
 - 4.4.6. Formatting Rows, Column and Sheets
 - 4.4.7. Using Formula - Relative Cell and Absolute Cell Reference
 - 4.4.8. Using basic Functions
 - 4.4.9. Generating Series
 - 4.4.10. Changing default options
 - 4.4.11. Sorting and Filtering Data
 - 4.4.12. Summarizing Data with Sub Totals
 - 4.4.13. Creating Chart
 - 4.4.14. Inserting Header and Footer
 - 4.4.15. Spell Checking
 - 4.4.16. Importing from and Exporting into other Formats
 - 4.4.17. Page Setting, Previewing and Printing
5. Database System (Basic Concepts)
 - 5.1. Introduction to Data, Database and DBMS
 - 5.2. Basic Concept of Tables, Fields, Records, Relationships and Indexing
 - 5.3. Introduction to database application




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5.3.1. Data Types

6. Presentation System

6.1. Introduction to presentation application

6.1.1. Creating, Opening & Saving Slides

6.1.2. Formatting Slides

6.1.3. Slide Show

6.1.4. Animation

6.1.5. Inserting Built-in picture, Picture, Table, Chart, Graphs, Organization Chart etc.

7. Foss and Cloud Services

7.1. Introduction to FOSS (Free and Open Source Software)

7.1.1 Applications (LibreOffice, OpenOffice ,GIMP, VLC Media Player, Linux, Android, etc.)

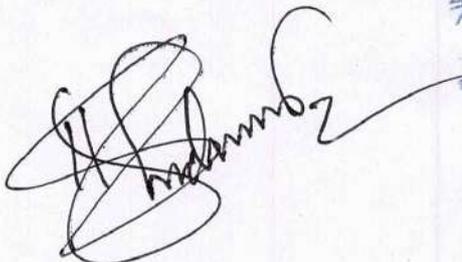
7.2. Introduction to Google Workspace(GSuite)

7.2.1 Primary tools (Gmail, Drive, Docs, Sheets, Slides, Forms, Calendar, Google meet, etc.)

7.2.2 AI Tools

8) Nepali Unicode Typing and English Typing

SN	Modules	Theory (hrs)	Practical (hrs)	Total (hrs)
1	Computer Fundamentals	14	8	22
2	Operating System	10	20	30
3	Word Processing	8	40	48
4	Electronic Spreadsheet	10	42	52
5	Database System Concepts	4	0	6
6	Presentation System	4	16	20
7	FOSS,Cloud Services Email, Internet	4	22	24
8	Nepali Unicode Typing (Romanized, Traditional) and English Typing	2	16	18
	Grand Total	56	164	220



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