



बागमती प्रदेश विश्वविद्यालय
केन्द्रीय कार्यालय
हेटौडा, मकवानपुर



पत्र सङ्ख्या :

च. नं. : २६२/०८२/८३

बागमती प्रदेश विश्वविद्यालयमा नयाँ नियुक्ति हुने सूचना प्रविधि अधिकृत सातौँ तहको कम्प्युटर सीप परीक्षणको कोर्ष तपसिलअनुसारको रहेको व्यहोरा सम्बन्धित सबैलाई जानकारी गराइन्छ ।

Computer Skill Test Syllabus for IT Officer

1. Proficiency in Software Tools

- **MS Word:** Typing (Nepali, English), formatting professional documents using heading styles, page breaks, margins, and performing mail merges.
- **MS Excel:** Data entry, basic formula (SUM, AVERAGE), sorting/filtering datasets, and creating simple charts or graphs.
- **MS PowerPoint:** Building on-brand slide decks, inserting images/videos/multimedia, and applying consistent templates and transitions.
- **File Management:** Creating, naming, moving, and organising folders; understanding file extensions (e.g., .pdf, .docx, .xlsx).

2. Email, Internet and Communication

- **Email:** Managing a busy inbox, setting folder rules, scheduling meetings, and maintaining professional email etiquette.
- **Managing Cloud for Office:** Efficient use of Google Drive, Microsoft 365, Dropbox, and OneDrive.
- **Web Research:** Efficiently using search engines to find reputable information and verifying sources.
- **Collaboration Tools:** Proficiency in virtual meeting platforms like Zoom, Microsoft Teams, etc.
- **Security Awareness:** Identifying phishing attempts, using strong passwords, and following data protection (e.g., GDPR) basics

3. Database Management System (DBMS)

- **SQL Queries:** Writing SELECT statements, restricting/sorting data, single row functions, and joining tables.
- **Data Manipulation:** Creating, altering, and dropping tables.
- **Normalization:** Implementing 1NF, 2NF, and 3NF.
- Generating Reports and Forms
- Data backup technique and practice.

4. Web Page Designing/Programming

- Creating web pages using HTML, Javascript and CSS styling.
- Developing programs, flowcharts or algorithms based on C/C++/Java/Python
- **Information Systems:** EMIS, ERP, Data Sharing

5. Networking

- **Network Hardware Identification:** Identification and use of Hubs, Switches, Routers, Bridges, and Repeaters



बागमती प्रदेश विश्वविद्यालय
केन्द्रीय कार्यालय
हेटौडा, मकवानपुर



पत्र सङ्ख्या :

च. नं. २६२/०८२/८३

- **LAN Setup:** Connecting computers in a Local Area Network using a switch/hub and enabling file/printer sharing
 - **Firewall Implementation:** Basic IPTables configuration
 - **Topology Creation:** Designing star, bus, and tree topologies in simulation software.
6. **OS Troubleshooting**
- **Startup & System Failure:** Using System Restore, Repair Your Computer, and Last Known Good Configuration.
 - **Application & Service Crashes:** Troubleshooting with Task Manager, Event Viewer, and Service Console
 - **Device Driver Issues:** Using Device Manager to rollback, update, or uninstall faulty drivers.
 - **Disk Management:** Partitioning, formatting, shrinking, and extending volumes
 - **Malware Removal:** Running malware scans, cleaning system registry, and checking startup items.
 - **Backup Scheduling:** Configuring scheduled backups and ensuring data integrity
7. **IT in Nepal:** IT policies, Electronic Transaction Act, Copyright Act, Nepali Unicode, licensing issues

डा. कुसुमराज सुवेदी

डा. कुसुमराज सुवेदी

उपाध्यक्ष