

CDS and Clearing Limited
Thapathali, Kathmandu
5th Level (Technical)
Syllabus

Modality of Examination:

The examination will carry 100 marks. The nature of questions will require objective type and essay type questions.

- 1. Computer Basics (Operating System, Hardware and Networking)**
 - i. General Components of Computers e.g. CPU, Monitor, Keyboard, Mouse, Printers, Hard disk, Floppy Drive, CD drives etc.
 - ii. Basic DOS commands e.g. Dir, Copy, Move, Attrib etc.
 - iii. Microsoft Windows Operating System, Control Panel (Fonts, Add/Remove Programs, Printers etc.)
 - iv. Basic Concept of Networking (LAN, MAN, WAN, Topology, TCP/IP, Networking Hardware e.g. Routers, Switches)
- 2. Document and Spreadsheet**
 - a. MS Word
 - i. Creating and Editing Document
 - ii. Formatting Text
 - iii. Working with List and Tables
 - iv. Producing a mass mailing document.
 - b. MS Excel
 - i. Creating and working with single/ multiple workbooks and worksheets.
 - ii. Creating Formulas
 - iii. Working with charts
 - iv. Managing Worksheet data
 - v. Analyzing data
 - vi. Working with Functions
- 3. Database and Programming (SQL, MS Access)**
 - i. Introduction to DBMS and RDBMS
 - ii. Creating and structuring tables
 - iii. Adding, editing and Viewing data
 - iv. Working with Queries
 - v. Sorting, indexing and filtering data
 - vi. Creating and Managing Reports & Forms
 - vii. Concept of Programming Logic, loop and Procedure
- 4. Computer Networks**
 - i. History and Evolution
 - ii. Computer communication architecture
 - iii. LAN/WAN/MAN, Network Topologies and Network Protocols
 - iv. Communication Media
 - v. Internet & Intranet

5. Internet , e-mail and Viruses

- i. Basic Concept of Internet and e-mail
- ii. Dial-up and Direct connection
- iii. Concept of WWW, IP address, URL
- iv. Basic concept of HTML Tags
- v. Basic knowledge of virus, worms and spy-wares.

6. IT Policy

- i. Basic concept of IT policy in Nepal
- ii. E-Commerce
- iii. Software Piracy, cyber crime