Pokhara University Teaching Hospital
Curriculum for Computer Technician (Head Assistant) Level Examination

For Written Examination
Full Marks: 65

There shall be 3 hrs. written examination based on the following syllabus:
Group A: Written Examination   **65 Marks**

Section I (40)

1. Introduction to Computers and Basic Operations
- Overview of Computer Hardware and Software
- Types of Computers and Operating Systems (Windows)
- Basic Functions: Booting, File Systems, Desktop and Taskbar
- Input/Output Devices and their Functions

2. Operating Systems and File Management
- Basic Functions of Operating Systems
- Introduction to Windows OS
- Creating, Saving, and Organizing Files and Folders
- Working with External Devices (USB, Printers, Scanners)
- System Maintenance: Backups, Updates, and Security Checks
- File Compression and Extraction

3. Office Productivity Tools
- **Microsoft Word:**
  - Document Formatting: Fonts, Paragraphs, Styles
  - Working with Tables, Images, and Charts
  - Creating Templates, Mail Merge, and Printing
  - Nepali Typing (Preeti and Unicode)
- **Microsoft Excel:**
  - Basics of Spreadsheets, Data Entry, and Formatting
  - Basic Formulas, Functions, and Charts
  - Sorting and Filtering
- **Microsoft PowerPoint:**
  - Creating Presentations, Slide Design, and Layout
  - Inserting Multimedia, Transitions, and Animations
- **Microsoft Outlook:**
  - Email Management (Sending, Receiving, Organizing)

- ○ Managing Contacts, Calendars, and Scheduling
- ○ Using Tasks, Contacts and Notes for Personal Organization
- **Office Management Software and Tools**
  - ○ Overview of Office Management Tools (ERP, CRM)
  - ○ Working with Google Workspace (Google Docs, Sheets, Slides, Gmail, Drive)
  - ○ PDF Handling: Creating, Editing, and Converting PDF Files
  - ○ Scanning Documents and File Organization

Section II (25)

4. Internet and Networking Basics
- Introduction to the Internet, Browsers, and Search Engines
- Basics of Networking: LAN, Wi-Fi, and VPN Usage
- Data Security and Safe Internet Practices

5. Office Equipment Management
- Handling Office Equipment(Setting Up and Configuring): Printers, Scanners, and Photocopiers
- Troubleshooting Common Hardware and Software Issues

6. Office Communication Tools
- Instant Messaging Tools (Microsoft Teams)
- Video Conferencing Tools (Zoom, Microsoft Teams, Google Meet)
- Using Cloud Storage Solutions (OneDrive, Google Drive, Dropbox)

7. Cybersecurity and Data Privacy
- Importance of Cybersecurity in the Office
- Understanding Firewalls, Antivirus Software, and Encryption
- Secure Password Management and Two-Factor Authentication
- Identifying and Preventing Phishing Attacks

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For Practical Examination
Full Marks: 35

Practical examination based on the following syllabus:
Group B: Practical Examination **35 Marks**

1. Introduction to Computers and Basic Operations
- Identifying Computer Components (CPU, RAM, Storage, etc.)
- File Creation, Saving, Organizing Folders
- Connecting and Configuring Peripheral Devices (Printers, Scanners)

2. Operating Systems and File Management
- Navigating the File System, Creating and Organizing Folders
- Copying, Moving, and Deleting Files
- Compressing and Extracting Files (ZIP, RAR)
- Backup Procedures: External Hard Drives, Cloud Services

3. Office Productivity Tools
a. Microsoft Word / Word Processing Software:
- Create a Official Letter with Formatting
- Design a Document with Tables, Bullets, and Numbering
- Perform Mail Merge for Sending Emails/Letters
- Type a letter in Nepali font (Preeti and Unicode)

b. Microsoft Excel / Spreadsheet Software:
- Create a Simple Financial Spreadsheet with Formulas
- Use Sorting and Filtering for Data Management
- Design a Chart from Given Data
- Build a Simple Invoice with Automatic Calculations

c. Microsoft PowerPoint / Presentation Software:
- Create a Presentation with at least 5 Slides, Including Animations
- Embed Charts, Tables, and Graphics

d. Office Management Software and Tools
- Create and Share Documents on Google Docs
- Use Google Sheets for Real-Time Collaboration
- Convert a Word Document to PDF and Edit it

4. Internet and Networking Basics
- Perform Web Searches and Bookmark Important Pages
- Configure a Local Area Network (LAN) and Wifi in the Office

5. Office Equipment Management
- Install and Configure a Printer
- Scan Documents and Organize Digital Copies

6. Office Communication Tools
- Organize a Virtual Meeting and Share the Agenda
- Collaborate on a Document Using Cloud Storage

7. Cybersecurity and Data Privacy
- Secure Password Creation and Management
- Perform a Simple Virus Scan and Remove Threats
- Identify a Phishing Email and Report It

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