



PUNJAB BOARD OF TECHNICAL EDUCATION

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DATE SHEET

OFFICE MANAGEMENT ASSISTANT

(Theory And Practical)

First Annual Examination , 2019

OFFICE MANAGEMENT ASSISTANT FIRST SEMESTER

DATE	DAY	TIME	SUBJECTS
18/09/2019	Wednesday	9:00 A.M	CA-I COMPUTER APPLICATIONS-I
19/09/2019	Thursday	9:00 A.M	FE-I FUNCTIONAL ENGLISH-I
20/09/2019	Friday	9:00 A.M	OP&M-I OFFICE PROCEDURES & MANagements-I
21/09/2019	Saturday	9:00 A.M	TT&S TELEPHONIC TECHNIQUES & SKILLS
23/09/2019	Monday	9:00 A.M	SHW-I SHORT HAND WRITING-I
30/09/2019	Monday	9:00 A.M	CA-I COMPUTER APPLICATIONS-I (PRACTICAL)
01/10/2019	Tuesday	9:00 A.M	OP&M-I OFFICE PROCEDURES & MANagements-I (PRACTICAL)
02/10/2019	Wednesday	9:00 A.M	SHW-I SHORT HAND WRITING-I (PRACTICAL)
03/10/2019	Thursday	9:00 A.M	TT&S TELEPHONIC TECHNIQUES & SKILLS (PRACTICAL)

(MUHAMMAD MUNAWAR HUSSAIN)
CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE

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