



## PUNJAB BOARD OF TECHNICAL EDUCATION

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### DATE SHEET

#### COMPUTER OPERATOR

( Theory And Practical )

First Annual Examination , 2021

#### COMPUTER OPERATOR 1ST SEMESTER

DATE	DAY	TIME	SUBJECTS	
05/08/2021	Thursday	9:00 A.M	WE-I	WORK ETHICS-I
06/08/2021	Friday	9:00 A.M	FE-I	FUNCTIONAL ENGLISH-I
07/08/2021	Saturday	9:00 A.M	OPROS	OFFICE PROCEDURES
09/08/2021	Monday	9:00 A.M	MISOFFICE-I	MS-OFFICE-I (WORD,EXCEL)
10/08/2021	Tuesday	9:00 A.M	OS	OPERATING SYSTEM
11/08/2021	Wednesday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE
12/08/2021	Thursday	9:00 A.M	MISOFFICE-I	MS-OFFICE-I (WORD,EXCEL) (PRACTICAL)
13/08/2021	Friday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE (PRACTICAL)
16/08/2021	Monday	9:00 A.M	OS	OPERATING SYSTEM (PRACTICAL)
20/08/2021	Friday	9:00 A.M	OPROS	OFFICE PROCEDURES (PRACTICAL)

#### COMPUTER OPERATOR 2ND SEMESTER

DATE	DAY	TIME	SUBJECTS	
05/08/2021	Thursday	1:30 P.M	WE-II	WORK ETHICS-II
06/08/2021	Friday	2:30 P.M	FE-II	FUNCTIONAL ENGLISH-II
07/08/2021	Saturday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL
09/08/2021	Monday	1:30 P.M	MISOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS)
10/08/2021	Tuesday	1:30 P.M	BC	BUSINESS COMMUNICATION
11/08/2021	Wednesday	1:30 P.M	NC	NETWORKING CONCEPTS
12/08/2021	Thursday	1:30 P.M	MISOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS) (PRACTICAL)
13/08/2021	Friday	2:30 P.M	I&E-MAIL	INTERNET & E-MAIL (PRACTICAL)
16/08/2021	Monday	1:30 P.M	INPAGE	INPAGE (PRACTICAL)
20/08/2021	Friday	2:30 P.M	NC	NETWORKING CONCEPTS (PRACTICAL)

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

*Ram* *10-11*