



# PUNJAB BOARD OF TECHNICAL EDUCATION

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## DATE SHEET

OFFICE MANAGEMENT ASSISTANT

( Theory And Practical )

Second Annual Examination , 2021

### OFFICE MANAGEMENT ASSISTANT FIRST SEMESTER

DATE	DAY	TIME	SUBJECTS	
09/12/2021	Thursday	9:00 A.M	OP&M-I	OFFICE PROCEDURES & MANAGERMENTS-I
10/12/2021	Friday	9:00 A.M	CA-I	COMPUTER APPLICATIONS-I
11/12/2021	Saturday	9:00 A.M	FE-I	FUNCTIONAL ENGLISH-I
13/12/2021	Monday	9:00 A.M	TT&S	TELEPHONIC TECHNIQUES & SKILLS
14/12/2021	Tuesday	9:00 A.M	SHW-I	SHORT HAND WRITING-I
15/12/2021	Wednesday	9:00 A.M	CA-I	COMPUTER APPLICATIONS-I (PRACTICAL)
16/12/2021	Thursday	9:00 A.M	OP&M-I	OFFICE PROCEDURES & MANAGERMENTS-I (PRACTICAL)
17/12/2021	Friday	9:00 A.M	SHW-I	SHORT HAND WRITING-I (PRACTICAL)
18/12/2021	Saturday	9:00 A.M	TT&S	TELEPHONIC TECHNIQUES & SKILLS (PRACTICAL)

### OFFICE MANAGEMENT ASSISTANT SECOND SEMESTER

DATE	DAY	TIME	SUBJECTS	
09/12/2021	Thursday	1:30 P.M	FE-II	FUNCTIONAL ENGLISH-II
10/12/2021	Friday	02:00 P.M	BL&RW	BUSINESS LETTERS & REPORT WRITING
11/12/2021	Saturday	1:30 P.M	SHW-II	SHORT HAND WRITING-II
13/12/2021	Monday	1:30 P.M	CA-II	COMPUTER APPLICATIONS-II
14/12/2021	Tuesday	1:30 P.M	OP&M-II	OFFICE PROCEDURES & MANAGERMENTS-II
15/12/2021	Wednesday	1:30 P.M	CA-II	COMPUTER APPLICATIONS-II (PRACTICAL)
16/12/2021	Thursday	1:30 P.M	OP&M-II	OFFICE PROCEDURES & MANAGERMENTS-II (PRACTICAL)
17/12/2021	Friday	2:30 P.M	SHW-II	SHORT HAND WRITING-II (PRACTICAL)

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