



PUNJAB BOARD OF TECHNICAL EDUCATION

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DATE SHEET

COMPUTER OPERATOR

(Theory And Practical)

Second Annual Examination , 2024

COMPUTER OPERATOR 1ST SEMESTER

DATE	DAY	TIME	SUBJECTS	
06/12/2024	Friday	9:00 A.M	WE-I	WORK ETHICS-I
07/12/2024	Saturday	9:00 A.M	OPROS	OFFICE PROCEDURES
09/12/2024	Monday	9:00 A.M	FE-I	FUNCTIONAL ENGLISH-I
10/12/2024	Tuesday	9:00 A.M	MSOFFICE-I	MS-OFFICE-I (WORD,EXCEL)
11/12/2024	Wednesday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE
12/12/2024	Thursday	9:00 A.M	OS	OPERATING SYSTEM
26/12/2024	Thursday	9:00 A.M	MSOFFICE-I	MS-OFFICE-I (WORD,EXCEL) (PRACTICAL)
27/12/2024	Friday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE (PRACTICAL)
28/12/2024	Saturday	9:00 A.M	OS	OPERATING SYSTEM (PRACTICAL)
30/12/2024	Monday	1:30 P.M	OPROS	OFFICE PROCEDURES (PRACTICAL)

COMPUTER OPERATOR 2ND SEMESTER

DATE	DAY	TIME	SUBJECTS	
07/12/2024	Saturday	1:30 P.M	WE-II	WORK ETHICS-II
09/12/2024	Monday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL
10/12/2024	Tuesday	1:30 P.M	MSOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS)
11/12/2024	Wednesday	1:30 P.M	NC	NETWORKING CONCEPTS
12/12/2024	Thursday	1:30 P.M	BC	BUSINESS COMMUNICATION
14/12/2024	Saturday	1:30 P.M	FE-II	FUNCTIONAL ENGLISH-II
26/12/2024	Thursday	1:30 P.M	MSOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS) (PRACTICAL)
28/12/2024	Saturday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL (PRACTICAL)
30/12/2024	Monday	9:00 A.M	INPAGE	INPAGE (PRACTICAL)
31/12/2024	Tuesday	9:00 A.M	NC	NETWORKING CONCEPTS (PRACTICAL)

(MUHAMMAD MUNAWAR HUSSAIN)

CONTROLLER OF EXAMINATIONS

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