



PUNJAB BOARD OF TECHNICAL EDUCATION

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DATE SHEET

COMPUTER OPERATOR

(Theory And Practical)

First Annual Examination , 2020

COMPUTER OPERATOR 1ST SEMESTER

DATE	DAY	TIME	SUBJECTS	
12/11/2020	Thursday	9:00 A.M	WE-I	WORK ETHICS-I
13/11/2020	Friday	9:00 A.M	FE-I	FUNCTIONAL ENGLISH-I
14/11/2020	Saturday	9:00 A.M	OPROS	OFFICE PROCEDURES
16/11/2020	Monday	9:00 A.M	MSSOFFICE-I	MS-OFFICE-I (WORD,EXCEL)
17/11/2020	Tuesday	9:00 A.M	OS	OPERATING SYSTEM
18/11/2020	Wednesday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE
19/11/2020	Thursday	9:00 A.M	MSSOFFICE-I	MS-OFFICE-I (WORD,EXCEL) (PRACTICAL)
20/11/2020	Friday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE (PRACTICAL)
21/11/2020	Saturday	9:00 A.M	OS	OPERATING SYSTEM (PRACTICAL)
23/11/2020	Monday	9:00 A.M	OPROS	OFFICE PROCEDURES (PRACTICAL)

COMPUTER OPERATOR 2ND SEMESTER

DATE	DAY	TIME	SUBJECTS	
12/11/2020	Thursday	1:30 P.M	WE-II	WORK ETHICS-II
13/11/2020	Friday	1:30 P.M	FE-II	FUNCTIONAL ENGLISH-II
14/11/2020	Saturday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL
16/11/2020	Monday	1:30 P.M	MSSOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS)
17/11/2020	Tuesday	1:30 P.M	BC	BUSINESS COMMUNICATION
18/11/2020	Wednesday	1:30 P.M	NC	NETWORKING CONCEPTS
19/11/2020	Thursday	1:30 P.M	INPAGE	INPAGE (PRACTICAL)
20/11/2020	Friday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL (PRACTICAL)
21/11/2020	Saturday	1:30 P.M	MSSOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS) (PRACTICAL)
23/11/2020	Monday	1:30 P.M	NC	NETWORKING CONCEPTS (PRACTICAL)

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