



PUNJAB BOARD OF TECHNICAL EDUCATION

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DATE SHEET

DIPLOMA IN OFFICE MANAGEMENT (ONE YEAR)

Annual Examination , 2013

THEORY

DATE	DAY	TIME	SUBJECTS
24/12/2013	Tuesday	8:30 A.M	SHORTHAND TRANSCRIPTION (PAPER-A)
26/12/2013	Thursday	8:30 A.M	COMPUTER STUDIES (DATA MANAGEMENT, DBASE IV, MS-ACCESS)
27/12/2013	Friday	8:30 A.M	OFFICE ADMINISTRATION-3 (PERSONNEL & OFFICE MANAGEMENT)
28/12/2013	Saturday	8:30 A.M	BUSINESS ENGLISH
30/12/2013	Monday	8:30 A.M	BUSINESS URDU
31/12/2013	Tuesday	8:30 A.M	SHORTHAND TRANSCRIPTION (PAPER-B)

PRACTICAL


DATE	DAY	TIME	SUBJECTS
01/01/2014	Wednesday	8:30 A.M	OFFICE ADMINISTRATION-3 (PERSONNEL & OFFICE MANAGEMENT) PRACTICAL
02/01/2014	Thursday	8:30 A.M	OFFICE SIMULATION
03/01/2014	Friday	8:30 A.M	COMPUTER STUDIES (DATA MANAGEMENT, DBASE IV, MS-ACCESS)
04/01/2014	Saturday	8:30 A.M	BUSINESS ENGLISH (PRACTICAL)
06/01/2014	Monday	8:30 A.M	AUDIO TYPEWRITING / WORD PROCESSING
07/01/2014	Tuesday	8:30 A.M	COMPREHENSIVE SKILL TEST
08/01/2014	Wednesday	8:30 A.M	COMPREHENSIVE SKILL TEST

Note:

- 1- Paper should be opened according to the dates given in Date sheet.
- 2- Local Holiday will not affect the examination schedule.

Attention

The Supervisory Staff is requested to open the question papers according to the Date & Time as given in the Date sheet. In case of Non-compliance, the Supervisory Staff will be held responsible for any consequences.


CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION
LAHORE