



# PUNJAB BOARD OF TECHNICAL EDUCATION

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## DATE SHEET

### COMPUTER OPERATOR

( Theory And Practical )

First Annual Examination , 2024

#### COMPUTER OPERATOR 1ST SEMESTER

DATE	DAY	TIME	SUBJECTS	
23/05/2024	Thursday	9:00 A.M	OPROS	OFFICE PROCEDURES
24/05/2024	Friday	9:00 A.M	WE-I	WORK ETHICS-I
25/05/2024	Saturday	9:00 A.M	MISOFFICE-I	MS-OFFICE-I (WORD,EXCEL)
27/05/2024	Monday	9:00 A.M	FE-I	FUNCTIONAL ENGLISH-I
28/05/2024	Tuesday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE
29/05/2024	Wednesday	9:00 A.M	OS	OPERATING SYSTEM
07/06/2024	Friday	9:00 A.M	MISOFFICE-I	MS-OFFICE-I (WORD,EXCEL) (PRACTICAL)
08/06/2024	Saturday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE (PRACTICAL)
10/06/2024	Monday	9:00 A.M	OS	OPERATING SYSTEM (PRACTICAL)
11/06/2024	Tuesday	9:00 A.M	OPROS	OFFICE PROCEDURES (PRACTICAL)

#### COMPUTER OPERATOR 2ND SEMESTER

DATE	DAY	TIME	SUBJECTS	
23/05/2024	Thursday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL
24/05/2024	Friday	2:30 P.M	WE-II	WORK ETHICS-II
25/05/2024	Saturday	1:30 P.M	MISOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS)
27/05/2024	Monday	1:30 P.M	FE-II	FUNCTIONAL ENGLISH-II
28/05/2024	Tuesday	1:30 P.M	NC	NETWORKING CONCEPTS
29/05/2024	Wednesday	1:30 P.M	BC	BUSINESS COMMUNICATION
07/06/2024	Friday	2:30 P.M	MISOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS) (PRACTICAL)
08/06/2024	Saturday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL (PRACTICAL)
10/06/2024	Monday	1:30 P.M	INPAGE	INPAGE (PRACTICAL)
11/06/2024	Tuesday	1:30 P.M	NC	NETWORKING CONCEPTS (PRACTICAL)

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