PUNJAB BOARD OF TECHNICAL EDUCATION

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DATE SHEET

DOM

(Theory)

First Annual Examination , 2025

DIPLOMA IN OFFICE MANAGEMENT (2023) ONE YEAR

DATE	DAY	TIME	SUBJECTS	
12/12/2025	Friday	9:00 A.M	COMP. STUDIES	COMPUTER STUDIES (DATA MANAGEMENT, DBASE IV, MS-ACCESS 2000, INTERNET)
13/12/2025	Saturday	9:00 A.M	SH. TRANS	SHORTHAND TRANSCRIPTION (PAPER-A)
16/12/2025	Tuesday	9:00 A.M	OFF. ADMN	OFFICE ADMINISTRATION-3 (PERSONNEL & OFFICE MANAGEMENT)
17/12/2025	Wednesday	9:00 A.M	BUS. URDU	BUSINESS URDU
19/12/2025	Friday	9:00 A.M	BUS. ENG	BUSINESS ENGLISH
22/12/2025	Monday	9:00 A.M	SH. TRANS	SHORTHAND TRANSCRIPTION (PAPER-B)

CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE