PUNJAB BOARD OF TECHNICAL EDUCATION

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DATE SHEET

OFFICE MANAGEMENT ASSISTANT

(Theory And Practical)

Second Annual Examination , 2025

OFFICE MANAGEMENT ASSISTANT FIRST SEMESTER

DATE	DAY	TIME	SUBJECTS	
12/12/2025	Friday	9:00 A.M	FE-I	FUNCTIONAL ENGLISH-I
13/12/2025	Saturday	1:30 P.M	CA-I	COMPUTER APPLICATIONS-I
16/12/2025	Tuesday	9:00 A.M	OP&M-I	OFFICE PROCEDURES & MANAGEMENTS-I
17/12/2025	Wednesday	1:30 P.M	SHW-I	SHORT HAND WRITING-I
19/12/2025	Friday	9:00 A.M	TT&S	TELEPHONIC TECHNIQUES & SKILLS
05/01/2026	Monday	9:00 A.M	CA-I	COMPUTER APPLICATIONS-I (PRACTICAL)
06/01/2026	Tuesday	9:00 A.M	OP&M-I	OFFICE PROCEDURES & MANAGEMENTS-I (PRACTICAL)
07/01/2026	Wednesday	9:00 A.M	SHW-I	SHORT HAND WRITING-I (PRACTICAL)
08/01/2026	Thursday	9:00 A.M	TT&S	TELEPHONIC TECHNIQUES & SKILLS (PRACTICAL)

OFFICE MANAGEMENT ASSISTANT SECOND SEMESTER

DATE	DAY	TIME	SUBJECTS	
13/12/2025	Saturday	9:00 A.M	FE-II	FUNCTIONAL ENGLISH-II
15/12/2025	Monday	1:30 P.M	CA-II	COMPUTER APPLICATIONS-II
17/12/2025	Wednesday	9:00 A.M	BL&RW	BUSINESS LETTERS & REPORT WRITING
18/12/2025	Thursday	1:30 P.M	OP&M-II	OFFICE PROCEDURES & MANAGEMENTS-II
20/12/2025	Saturday	1:30 P.M	SHW-II	SHORT HAND WRITING-II
05/01/2026	Monday	1:30 P.M	CA-II	COMPUTER APPLICATIONS-II (PRACTICAL)
06/01/2026	Tuesday	1:30 P.M	OP&M-II	OFFICE PROCEDURES & MANAGEMENTS-II (PRACTICAL)
07/01/2026	Wednesday	1:30 P.M	SHW-II	SHORT HAND WRITING-II (PRACTICAL)

CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE