



# **PUNJAB BOARD OF TECHNICAL EDUCATION**

**21-A KASHMIR BLOCK, ALLAMA IQBAL TOWN, LAHORE.**

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## **DATE SHEET**

### **COMPUTER OPERATOR**

**( Theory And Practical )**

**Second Annual Examination , 2022**

#### **COMPUTER OPERATOR 1ST SEMESTER**

DATE	DAY	TIME	SUBJECTS	
08/12/2022	Thursday	9:00 A.M	WE-I	WORK ETHICS-I
09/12/2022	Friday	9:00 A.M	FE-I	FUNCTIONAL ENGLISH-I
10/12/2022	Saturday	9:00 A.M	OPROS	OFFICE PROCEDURES
12/12/2022	Monday	9:00 A.M	MSSOFFICE-I	MS-OFFICE-I (WORD,EXCEL)
13/12/2022	Tuesday	9:00 A.M	OS	OPERATING SYSTEM
14/12/2022	Wednesday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE
15/12/2022	Thursday	9:00 A.M	MSSOFFICE-I	MS-OFFICE-I (WORD,EXCEL) (PRACTICAL)
16/12/2022	Friday	9:00 A.M	BCOPH	INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE (PRACTICAL)
17/12/2022	Saturday	9:00 A.M	OS	OPERATING SYSTEM (PRACTICAL)
19/12/2022	Monday	9:00 A.M	OPROS	OFFICE PROCEDURES (PRACTICAL)

#### **COMPUTER OPERATOR 2ND SEMESTER**

DATE	DAY	TIME	SUBJECTS	
08/12/2022	Thursday	1:30 P.M	WE-II	WORK ETHICS-II
10/12/2022	Saturday	1:30 P.M	FE-II	FUNCTIONAL ENGLISH-II
12/12/2022	Monday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL
13/12/2022	Tuesday	1:30 P.M	MSSOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS)
14/12/2022	Wednesday	1:30 P.M	BC	BUSINESS COMMUNICATION
15/12/2022	Thursday	1:30 P.M	NC	NETWORKING CONCEPTS
16/12/2022	Friday	1:30 P.M	MSSOFFICE-II	MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS) (PRACTICAL)
17/12/2022	Saturday	1:30 P.M	I&E-MAIL	INTERNET & E-MAIL (PRACTICAL)
19/12/2022	Monday	1:30 P.M	INPAGE	INPAGE (PRACTICAL)
20/12/2022	Tuesday	1:30 P.M	NC	NETWORKING CONCEPTS (PRACTICAL)

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