



# PUNJAB BOARD OF TECHNICAL EDUCATION

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

Phone: 042-99260209, 99260270  
Exchange: 042-99260193  
EXT: 151,127,153  
Fax No: 042-37800255

## DATE SHEET

### COMPUTER OPERATOR

( Theory And Practical )

Second Annual Examination , 2019

#### COMPUTER OPERATOR 1ST SEMESTER

DATE	DAY	TIME	SUBJECTS
23/12/2019	Monday	9:00 A.M	OS OPERATING SYSTEM
24/12/2019	Tuesday	9:00 A.M	MSOFFICE-I MS-OFFICE-I (WORD,EXCEL)
26/12/2019	Thursday	9:00 A.M	OPROS OFFICE PROCEDURES
28/12/2019	Saturday	9:00 A.M	FE-I FUNCTIONAL ENGLISH-I
30/12/2019	Monday	9:00 A.M	BCOPH INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE
31/12/2019	Tuesday	9:00 A.M	WE-I WORK ETHICS-I
01/01/2020	Wednesday	9:00 A.M	MSOFFICE-I MS-OFFICE-I (WORD,EXCEL) (PRACTICAL)
02/01/2020	Thursday	9:00 A.M	BCOPH INTRODUCTION TO BASIC COMPUTER OPERATION & PERIPHERAL HARDWARE (PRACTICAL)
03/01/2020	Friday	9:00 A.M	OS OPERATING SYSTEM (PRACTICAL)
04/01/2020	Saturday	9:00 A.M	OPROS OFFICE PROCEDURES (PRACTICAL)

#### COMPUTER OPERATOR 2ND SEMESTER

DATE	DAY	TIME	SUBJECTS
23/12/2019	Monday	1:30 P.M	I&E-MAIL INTERNET & E-MAIL
24/12/2019	Tuesday	1:30 P.M	BC BUSINESS COMMUNICATION
26/12/2019	Thursday	1:30 P.M	MSOFFICE-II MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS)
28/12/2019	Saturday	1:30 P.M	FE-II FUNCTIONAL ENGLISH-II
30/12/2019	Monday	1:30 P.M	WE-II WORK ETHICS-II
31/12/2019	Tuesday	1:30 P.M	NC NETWORKING CONCEPTS
01/01/2020	Wednesday	1:30 P.M	INPAGE INPAGE (PRACTICAL)
02/01/2020	Thursday	1:30 P.M	I&E-MAIL INTERNET & E-MAIL (PRACTICAL)
04/01/2020	Saturday	1:30 P.M	MSOFFICE-II MS OFFICE-II (POWER POINT+ OUTLOOK + MS-ACCESS) (PRACTICAL)
06/01/2020	Monday	1:30 P.M	NC NETWORKING CONCEPTS (PRACTICAL)

  
(MUHAMMAD MUNAWAR HUSSAIN)  
CONTROLLER OF EXAMINATIONS

PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE

