|  |  |
| --- | --- |
| ASSIGMENT 1 | |
| TOPICS |  |
| BATCH |  |
| DATE ISSUED |  |
| DATE EXPIRED |  |
| ASSIGNMENT TYPE |  |
| SUBBMENT FORMAT |  |

MICROSOFT WORD – PR2-2024 (ASSIGNMENT 2 )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MY DATA SYSTEM | | | | | |
| MUHAMMAD SAMI ULLAH | NAME | AGE | MON | | SALARY |
| IRFAN | 28 | SAT | | 17000 |
| ALI | 20 | SAT | | 15000 |
| SHOAIB | 20 | MON | | 12000 |
| WAHAB | 55 | TUE | | 35000 |
| BABAR | 24 | WED | | 60000 |
| USMAN | 26 | THURS | | 25000 |
| NASEEM | 35 | MON | | 30000 |
| AHSAN | 41 | TUE | | 70000 |
|  | MY TOTAL | | | 264000 | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SALARY SHEET | | | | | |
| MILLS AND SUGAR & CO. | | THIS YEAR  2024 | | | |
| QRT1 | QRT2 | QRT3 | QRT4 |
| LIST OF EMPLOYESS | NAME | 1500 | 1200 | 1600 | 3200 |
| ALI | 3000 | 1300 | 1800 | 3400 |
| TANVEER | 6000 | 1200 | 2000 | 3600 |
| NAVEED | 8000 | 1200 | 2200 | 3800 |
| HAROON | 780000 | 4500 | 2400 | 4000 |
| ARSAL | 55000 | 1710000 | 2600 | 4200 |
| SAMI | 550000 | 514710000 | 2800 | 4400 |
| AWAIS | 1400 | 9874556321 | 3000 | 4600 |
| CALCULATIONS | | 1404900 | 1200 | 3000 | 3900 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 1999 | | 2000 | | 2001 | |
| INCOME | COST | INCOME | COST | INSOME | COST |
| SPRING | LOCAL |  |  |  |  |  |  |
| NATIONAL |  |  |  |  |  |  |
| SUMER | LOCAL |  |  |  |  |  |  |
| NATOINAL |  |  |  |  |  |  |
| FALL | LOCAL |  |  |  |  |  |  |
| NATIONAL |  |  |  |  |  |  |
| WINTER | LOCAL |  |  |  |  |  |  |
| NATIONAL |  |  |  |  |  |  |

Work out with David

A series of introductory exercise classes with

Personal trainer Fairmont

***Work Out With David***  is a series of three classes designed to introduce members to some of the exercise opportunities here at Michigan Avenue Athletic Club.

|  |  |  |
| --- | --- | --- |
| WORK OUT WITH DAVID | Schedule | |
| January 8 | Step Aerobics |
| pilates |
| January 15 | Spinning |
| yoga |
| January 22 | Kickboxing |
| Free Weights |
| Space is limited. Please sign up as soon as possible | |

Each hour-long session focueses on

Two complementary types of

exercise . The first 15 minutes will be

spent learning about the exercises,

including the equipment that may be

involved. The reset of the class includes a warn up , active

participation and a cool down.David Fairmont is our newest personal trainer. He holds a master’s degree in health management from the University of Vermont in Burlington, Vermont, and he is certified in cardiovascular exercise and strength training.

Work Out with David is geared toward those with limited exercise class experience, but all members are welcome to join.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TIME / DAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | TIME/DAY | FRIDAY |
| 8:04-8:14 | TEE TIME | | | | 8:04-8:14 | TEE TIME |
| 8:16-8:58 | ELL4/5 | ELL4/5 | ELL4/5 | ELL4/5 | 8:17-8:56 | ELL4/5 |
| 9:01-9:42 | ELL 6 | ELL 6 | ELL 6 | ELL 6 | 8:59-9:39 | ELL 6 |
| 9:45-10:26 | ELL 7 | ELL 7 | ELL 7 | ELL 7 | 9:42-10:22 |  |
| 10:29-11:10 | ELL 7 |  | ELL 7 |  | 10:25-11:05 | HEALTH 8 |
| 11:10-11:53 | LUNCH TIME | | | | 11:08-11:48 | ELL 7 |
| 11:57-12:36 | RELIGION 8 | HEALTH 8 | RELIGION 8 | HEALTH 8 | 11:51-12:30 | HEALTH 8 |
| 12:39-1:22 | RELIGION 8 | HEALTH 8 | RELIGION 8 | HEALTH 8 |  | |
| 1:25-2:06 | INFO PRO 8/9 | ELL BRIDGING | INFO PRO 8/9 | ELL BRIDGING |
| 2:09-2:50 | INFO PRO 8/9 | ELL DEVELOPING | INFO PRO 8/9 | ELL DEVELOPING |

# MONTHLY CLASS SCHEDULED ACTIVE FROM MONDAY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| 9:00 | Language reading workshop | | | | |
| 10:00 | Language writing workshop | | | | |
| 10:30 | RECESS | | | | |
| 10:45 | Science/social  studies | Language  Literacy  Workshop | Science/social  studies | Language  Literacy  Workshop | Science/social  studies |
| 11:15 | Phys.Ed.  Healthy living  & Visual Arts | Science/social  studies | Phys.Ed.  Healthy living  & Visual Arts | Science/social  studies | Phys.Ed.  Healthy living  & Visual Arts |
| 12:15 | LUNCH | | | | |
| 1:15 | FRENCH | | | | |
| 1:55 | MATH | | | | |
| 2:35 | RECESS | | | | |
| 2:50 | Visual Arts | Phys.Ed.  Healthy living | Learning  Center Time  Language  Arts/The  Arts/Social  science | Phys.Ed.  Healthy living | Learning  Center Time  Language  Arts/The  Arts/Social  science |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SR NO. | NAME | ADDRESS | ASLARY | PERCNTAGE |
| 1 | Zafar | Karachi | 6000 | 2.50% |
| 2 | Ali | Multan | 750 | 1.45% |
| 3 | Babar | Lahour | 500000 | 12.50% |
| 4 | Azam | Karachi | 250000 | 6.50% |
| 5 | Sami | Islamabad | 100000 | 3.755 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SAMI ULLAH | | Qrt-1 | Qrt-2 | Qrt-3 | Qrt-4 |
|  | | | |
| Sr.No. | Name | 1200 | 1800 | 1750 | 1600 |
| 01 | Babar | 1400 | 1680 | 2150 | 2020 |
| 02 | Azam | 1800 | 1900 | 1460 | 1200 |
| 03 | Imran | 1780 | 1850 | 2100 | 2500 |
| 04 | Nawaz | 2200 | 2300 | 2800 | 1900 |
| 05 | Asif | 2800 | 1800 | 1580 | 1690 |
| 06 | Naseem | 2700 | 1900 | 2700 | 2900 |
| 07 | Haris | 2860 | 3500 | 4000 | 2500 |
| Calculation | | 16740 | 3500 | 1460 | 1883.75 |
| Sum | max | min | average |

**CONDITION WISE STRACTURE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SEVERITY | Insignificant  1 | Minor  2 | Moderate  3 | Serious  4 | Catastrophic  5 |
| LIKELIHOOD |
| HIGHLY LIKELY  5 | LOW  5 | MODERATE  10 | HIGH  15 | EXTREMELY HIGH  20 | EXTREMELY HIGH  25 |
| LIKELY  4 | VERY LOW  4 | LOW  8 | MODERATE  12 | HIGH  16 | EXTREMELY HIGH  20 |
| POSSIBLE  3 | VERY LOW  3 | VERY LOW  6 | LOW  9 | MODERATE  12 | HIGH  15 |
| UNLIKELY  2 | VERY LOW  2 | VERY LOW  4 | VERY LOW  6 | LOW  8 | MODERATE  10 |
| VERY UNLIKELY  1 | VERY LOW | VERY LOW  2 | VERY LOW  4 | VERY LOW  5 | LOW  5 |

**RISK ASSIGNMENT WORKSHEET**

Covid-19 coronavirus risk assessment Page 1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazards** | **Risk before controls** | | | **Risk after controls** | | |
| severity | likelihood | Risk rating before controls | severity | likelihood | Risk rating before controls |
| Coming into constact someone with a new persistent dry cough or fever | 5 | 5 | 25 | 5 | 2 | 10 |
| Sneezingn or coughing onto surface or towards people | 5 | 5 | 25 | 5 | 2 | 10 |
| Touching face , nose and eyes with unwashed hands. | 4 | 4 | 16 | 4 | 2 | 8 |
| Reusing a tissue or handkerchief when blowing nose | 4 | 5 | 20 | 4 | 1 | 4 |
| Failure to wash hands or sanitise hands thoroughly and regularly and before eating | 4 | 5 | 20 | 4 | 2 | 8 |
| Unnecessary physical contact with people, such as handchakes. | 4 | 5 | 20 | 4 | 1 | 4 |
| Failure to restrict unnecessary visitor access to site | 4 | 4 | 16 | 4 | 2 | 8 |