

**Academic Year-2025-26**  
**Trade- Management & Entrepreneurship and Professional Skills**  
**Job Role: Office Assistant**  
**Class-10<sup>th</sup>**  
**Syllabus**

**Part-A Employability Skills** **Marks-10**

- Unit1: Communication Skills-II
- Unit2: Self-management Skills-II
- Unit3: Information and Communication Technology Skills-II
- Unit4: Entrepreneurial Skills-II
- Unit5: Green Skills-II

**Part-B Vocational Skills** **Marks-30**

- Unit1: Computer Applications
- Unit2: Handling of Office Equipment
- Unit3: Soft Skills for Office Assistant
- Unit4: Health, Hygiene and Safety

Note:- **Employability Skills and Vocational Skills** ਲਈ ਦਿੱਤੇ ਯੂਨਿਟਾਂ ਅਧੀਨ ਕੰਨਟੈਂਟ ਦੇਖਣ ਲਈ ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ / ਪੈਸਿਵ ਭੋਪਾਲ ਦੀ ਵੈਂਬਸਾਈਟ ਤੇ ਉਪਲੱਬਧ ਇਸ ਟ੍ਰੈਡ ਅਤੇ ਜੋਬ ਰੋਲ ਲਈ ਕਰੀਕੁਲਮ ਨੂੰ ਦੇਖਿਆ ਜਾਵੇ ।