

Academic Year-2025-26
Trade- Management & Entrepreneurship and Professional Skills
Job Role: Office Assistant
Class-10th
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 ਵੈੱਬਸਾਈਟ ਤੇ ਉਪਲੱਬਧ ਇਸ ਟ੍ਰੇਡ ਅਤੇ ਜੋਬ ਰੋਲ ਲਈ ਕਰੀਕੁਲਮ ਨੂੰ ਦੇਖਿਆ ਜਾਵੇ ।