

**Academic Year-2025-26**  
**Trade- Management & Entrepreneurship and Professional Skills**  
**Job Role: Secretary**  
**Class-12<sup>th</sup>**  
**Syllabus**

**Part-A Employability Skills**

**Marks-10**

Unit1: Communication Skills-IV

Unit2: Self-management Skills-IV

Unit3: Information and Communication Technology Skills-IV

Unit4: Entrepreneurial Skills-IV

Unit5: Green Skills-IV

**Part-B Vocational Skills**

**Marks-30**

Unit1: Records and Documentation of Office

Unit2: Communicating with Clients and Colleagues

Unit3: Principles of Professional Practice at Workplace

Unit4: Documentation and Organisational Standards

Unit5: Health and Safety Practices at Workplace

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 ।