

Academic Year-2025-26
Trade- Management & Entrepreneurship and Professional Skills
Job Role: Secretary
Class-12th
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 ਵੈਂਬਸਾਈਟ ਤੇ ਉਪਲੱਬਧ ਇਸ ਟ੍ਰੈਡ ਅਤੇ ਜੋਬ ਰੋਲ ਲਈ ਕਰੀਕੁਲਮ ਨੂੰ ਦੇਖਿਆ ਜਾਵੇ ।