

**Academic Year-2025-26**  
**Trade- Management & Entrepreneurship and Professional Skills**  
**Job Role: Office Assistant**  
**Class-9<sup>th</sup>**  
**Syllabus**

**Part-A Employability Skills**

**Marks-10**

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

**Part-B Vocational Skills**

**Marks-30**

- Unit1: Introduction to Office Assistance
- Unit2: Management of Records and Documentation
- Unit3: Managing Routine Office Activities
- Unit4: Organizational Communication

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 ।