

Academic Year-2025-26
Trade- Management & Entrepreneurship and Professional Skills

Job Role: Office Assistant

Class-9th

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 ਵੈਂਬਸਾਈਟ ਤੇ ਉਪਲੱਬਧ ਇਸ ਟ੍ਰੈਡ ਅਤੇ ਜੋਬ ਰੋਲ ਲਈ ਕਰੀਕੁਲਮ ਨੂੰ ਦੇਖਿਆ ਜਾਵੇ ।