

Academic Year-2025-26
Trade- Management & Entrepreneurship and Professional Skills
Job Role: Secretary
Class-11th
Syllabus

Part-A Employability Skills **Marks-10**

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

Part-B Vocational Skills **Marks-30**

- Unit1: Introduction to Office Management
- Unit2: Basics of Stenography and Shorthand
- Unit3: Computers of Secretarial Practice
- Unit4: Basics of Office Equipment
- Unit5: Role and Functions of Secretary

Note:- Employability Skills and Vocational Skills ਲਈ ਦਿੱਤੇ ਯੂਨਿਟਾਂ ਅਧੀਨ ਕੰਨੱਟੈਂਟ ਦੇਖਣ ਲਈ ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ / ਪੈਸਿਵ ਭੋਪਾਲ ਦੀ ਵੈੱਬਸਾਈਟ ਤੇ ਉਪਲੱਬਧ ਇਸ ਟ੍ਰੈਡ ਅਤੇ ਜੋਬ ਰੋਲ ਲਈ ਕਰੀਕੁਲਮ ਨੂੰ ਦੇਖਿਆ ਜਾਵੇ ।