

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 ਕੰਨਟੈਂਟ ਦੇਖਣ ਲਈ ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ / ਪੈਸਿਵ ਭੋਪਾਲ ਦੀ ਵੈੱਬਸਾਈਟ ਤੇ ਉਪਲੱਬਧ ਇਸ ਟ੍ਰੇਡ ਅਤੇ ਜੋਬ ਰੋਲ ਲਈ ਕਰੀਕੁਲਮ ਨੂੰ ਦੇਖਿਆ ਜਾਵੇ ।