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### **JESUS & MARY COLLEGE**

### **SEMESTER – II**

#### **Bachelor of Voc. – Healthcare Management**

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## Category-I

### Undergraduate Curriculum Framework 2022(UGCF)

#### DISCIPLINE SPECIFIC CORE COURSE – 4 Medical Terminology- 2

#### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Medical Terminology- 2	4	3	1	0	Class XII Pass	NA

#### Learning Objectives

Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

#### Learning outcomes

- Lectures, discussions, presentations, case discussions, exercises, practical and exposure to current practices. The pedagogy for the course is more student centric; Visit to healthcare facilities.
- Lectures would be delivered by experts drawn from the fields of both management and healthcare

#### SYLLABUS OF DSC-4

General Terminology ( procedures, diseases, treatment) related to following body system

##### Unit-1(3 Weeks)

Circulatory System

##### Unit-2(3 Weeks)

Digestive System

##### Unit-3(3 Weeks)

Respiratory system

**Unit-4(2 Weeks)**

Urinary System

**Unit-5(3 Weeks)**

Obstetrics & Gynecology

**Practical component (if any) -**

**N/A**

**Essential/recommended readings**

**N/A**

**Suggestive readings**

Reference texts and online material

Books:-Medical Terminology Systems by Barbara A.Gyls, Mary Ellen Wedding

STEDMAN'S Medical Dictionary

**Note:** Examination scheme and mode shall be as prescribed by the Healthcare Sector Skill Council(HSSC) from time to time.

## DISCIPLINE SPECIFIC CORE COURSE – 5: Medical Software Applications-1

### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical / Practice		
Medical Software Applications -1	4	3	1	0	Class XII pass	NA

### Learning Objectives

- Basic Understanding of functioning of computers & its application in Healthcare with a perspective on Hospital operations
- Create basic awareness on Healthcare record systems and infrastructure.

### Learning outcomes

- Lectures, discussions, presentations, case discussions, exercises, practical and exposure to current practices. The pedagogy for the course is more student centric; Visit to healthcare facilities.
- Lectures would be delivered by experts drawn from the fields of both management and healthcare

### SYLLABUS OF DSC-5

#### **Unit-1 (3 weeks)**

Introduction To HIS

- Concept Of HIS
- Role Of HIS
- Characteristics Of HIS
- Pre Requisites Of HIS

#### **Unit-2 (2 weeks)**

Need & Importance Of HIS

#### **Unit-3(2 weeks)**

Electronic Health Record (EHR) Vs Manual Records

**Unit-4(3weeks)**

Computerized Patient Record System (CPRS)

**Unit 5(4 weeks)**

Modules used in HIS

1. Front office Module in HIS – Introduction, Process of Registration, admitting, billing, discharging of Patients, bed management system, OP & IP modules
2. Financial Management Module – Introduction to Tally
3. Management Information System
4. OT Management System
5. Lab Management and reporting System

**Practical component (if any) –**

N/A

**Essential/recommended readings**

N/A

**Suggestive readings**

Business Journals, case studies, Hospital system

Books:-Hospital Informations System by S.A.Kelkar

**Note:** Examination scheme and mode shall be as prescribed by the Healthcare Sector Skill Council(HSSC) from time to time.

## DISCIPLINE SPECIFIC CORE COURSE – 6: Planning of Hospital Functions

### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Planning of Hospital Functions	4	3	1	0	Class XII pass	NA

#### Learning Objectives

After completion of the module student should be able to describe all aspects of planning and commissioning of different types of hospital including specialty hospitals and project management

#### Learning outcomes

Class room sessions, interactive learning, visit to hospital

### SYLLABUS OF DSC-6

#### Unit-1(2 weeks)

Changing health care concept in planning / designing.

#### Unit-2 (2 weeks)

Site surveys for planning a hospital (Techno-Commercial)

#### Unit-3 (3weeks)

Hospital building, architectural patterns, landscaping, Internal arrangements, sanitation, lighting, ventilation and traffic control

#### Unit-4 –(4 weeks)

Planning of Hospital-Planning of 30,100,250 bedded hospital(general/specialty)

- Planning of 500, 750 and above bedded hospital(teaching/super-specialty/non-teaching specialty hospitals)

**Unit-5 (3 weeks)**

Project cost and total budget : Feasibility and viability study of Hospital  
Project conceptualization, functional requirements. Implementation

**Practical component (if any) –**

N/A

**Essential/recommended readings**

N/A

**Suggestive readings**

Textbooks, and on-line reference and training materials

Books:-Hospital:Facilities Planning & Management by G.D.Kunders

Principles of Hospital Administration and Planning by B.M.Sakharkar

**Note:** Examination scheme and mode shall be as prescribed by the Healthcare Sector Skill Council(HSSC) from time to time.

## GENERIC ELECTIVES (GE-2)

### Credit distribution, Eligibility and Pre-requisites of the Course

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course	Department offering the course
		Lecture	Tutorial	Practical/ Practice			
Introduction to Human Resource Management	4	3	1	0	Class pass XII	NA	B.Voc.

### Learning Objectives

The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organization.

### Learning outcomes

1. Lectures, discussions, presentations, case discussions, exercises, practical and exposure to current practices. The pedagogy for the course is more students centric.
2. Apply and evaluate a learning process starting with training needs, analysis, assessment and evaluation process.
3. Explore the role of training needs of employees.
4. Evaluate the training methods used in industry.

## SYLLABUS OF GE-2

### Unit 1(3 weeks)

#### Introduction

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management like Workforce diversity, Downsizing, Work life balance

### Unit 2(3 weeks)

#### Acquisition of Human Resource

Human Resource Planning- Quantitative and Qualitative dimensions; job analysis — job description and job specification; Recruitment - Concept and sources; Selection — Concept and process; test and interview; placement and induction



**Unit 3 (4 weeks)****Performance Appraisal**

Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

**Unit 4 (4 weeks)****Maintenance**

Employee health and safety; employee welfare; social security; Employer-Employee relations- an overview; grievance-handling and redressal; Industrial Disputes: causes and settlement machinery

**Practical component (if any) -**

N/A

**Essential/recommended readings**

N/A

**Suggestive readings**

1. Gary Dessler. A Framework for Human Resource Management. Pearson Education.
2. DeCenzo, D.A. and S.P. Robbins, Personnel/Human Resource Management, Pearson Education.
3. Bohlander and Snell, Principles of Human Resource Management, Cengage Learning
4. Ivancevich, John M. Human Resource Management. McGraw Hill.
5. Wreather and Davis. Human Resource Management. Pearson Education.
6. Robert L. Mathis and John H. Jackson. Human Resource Management. Cengage Learning.
7. TN Chhabra, Human Resource Management, Dhanpat Rai & Co., Delhi
8. Biswajeet Pattanayak, Human Resource Management, PHI Learning

## GENERIC ELECTIVES (GE-2)

### Credit distribution, Eligibility and Pre-requisites of the Course

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course
		Lecture	Tutorial	Practical/ Practice		
Communication Management	4	3	1	0	Class XII pass	NA

### Learning Objectives

The course aims to train students to enhance written as well as oral communication in management. This course will help students in understanding the principles and techniques of communication

### Learning outcomes

1. Lectures, discussions, presentations, case discussions, exercises, practical and exposure to current practices. The pedagogy for the course is more students centric.
2. Analyze the need of communication in management.
3. Interpret the need for effective listening.
4. Understand the basics of written and spoken communication.
5. Demonstrate the role of group discussion and interviews.
6. Summarize business reports and proposals.

### SYLLABUS OF GE-2

#### Unit 1 (4 weeks)

Meaning and Objectives of Communication. Process of Communication. Forms of communication: formal and informal; upward, downward, diagonal and lateral. Role of a Manager. Barriers to effective Communication and Overcoming them. Effectiveness in Managerial Communication. Make use of grapevine. Role of verbal and non-verbal communication; interpreting non-verbal communication.

#### Unit 2 (3 weeks)

Meaning and objectives of Listening. Features of a good listener. Analyzing poor listening. Effective listening skills and barriers to effective listening.

#### Unit 3 (3weeks)

Nature, forms and classification of Groups. Role of managers in Group Discussions. Effective Group Decision Making. Group Conflict.

#### **Unit 4 (4 weeks)**

Planning and conducting meetings. Meeting Process. Ways to Effectively lead a meeting. Evaluating meeting and drafting minutes of a meeting. E-mail, Business Reports and Proposals: E-mail Etiquettes, smartness and presentation. Business Reports and proposals: Writing and purpose.

#### **Practical component (if any) -**

N/A

#### **Essential/recommended readings**

N/A

#### **Suggestive readings**

1. Bell, Reginald & Martin, Jeanette (2014). Managerial Communication. Business Expert Press.
2. Lesikar, R.V. & Flatley, M.E. (2001). Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd. New Delhi.
3. Ludlow, R. & Panton, F.(1992). The Essence of Effective Communications, Prentice Hall of India Pvt. Ltd., New Delhi.
4. Owen Hargie, David Dickson, Dennis Tourish (1999). Communication in Management. Gower Publishing, Ltd.
5. R. C. Bhatia (2008), Business Communication, Ane Books Pvt Ltd, New Delhi.