

# BSS SYLLABUS

<b>[AHS007] - BSS DIPLOMA IN FIRST AID AND PATIENT CARE - [ONE YEAR]</b>				
<b>1</b>	<b>PAPER 1</b>	<b>AHS007-01</b>	<b>COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS</b>	<b>I YEAR</b>
<b>2</b>	<b>PAPER 2</b>	<b>AHS007-02</b>	<b>FUNDAMENTALS OF NURSING, PHARMACOLOGY AND MICROBIOLOGY</b>	<b>I YEAR</b>
<b>3</b>	<b>PAPER 3</b>	<b>AHS007-03</b>	<b>ANATOMY AND PHYSIOLOGY SOCIOLOGY,PSYCHOLOGY AND FIRSAID</b>	<b>I YEAR</b>
<b>4</b>	<b>PAPER 4</b>	<b>AHS007-04</b>	<b>NUTRITION,FAMILY PLANNING,COMMUNICABLE DISEASES</b>	<b>I YEAR</b>
<b>5</b>	<b>PAPER 5</b>	<b>AHS007-05</b>	<b>PRACTICAL - I</b>	<b>I YEAR</b>
<b>6</b>	<b>PAPER 6</b>	<b>AHS007-06</b>	<b>PRACTICAL - II</b>	<b>I YEAR</b>
<b>7</b>	<b>PAPER 7</b>	<b>AHS007-07</b>	<b>PRACTICAL - III</b>	<b>I YEAR</b>
<b>8</b>	<b>PAPER 8</b>	<b>AHS007-08</b>	<b>PRACTICAL - IV</b>	<b>I YEAR</b>

## **[AHS007] - BSS DIPLOMA IN FIRST AID AND PATIENT CARE - [ONE YEAR]**

### **[AHS007-01] - COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS**

#### COMMUNICATIVE ENGLISH

##### UNIT - I

Communication – communication Process - verbal communication – Non – Verbal Communication – Pros & Cons of Communication – communicative English Exercises.

##### UNIT - II

Phonetics – Organs of Speech – Vowels – Spelling Areas – Diphthongs – Consonants – Stress – Word Accent – The Parts of Speech in English.

**UNIT - III**

Communicative grammar – Classification of Nouns and Their functions – Verbs – Symbols – Pronouns – Auxiliary Verbs – Articles – Use of the indefinite article – Use of the definite article – Tenses – Prepositions – Phrasal verbs and adverb particles – Verbs Patterns and structures.

**UNIT - IV**

Patterns of Sentences – Direct and indirect speech – Degrees of Comparison – Simple, Complex and compound sentences – Basics of Inter – personal skills – Basics of Body language.

**COMPUTER FUNDAMENTALS (MS-OFFICE)****UNIT - V**

Windows Introduction – Operating System - Desk Top Icons – My Computer, Recycle Bin, Internet Explorer, Network Neighborhood, My documents. Working with Windows – How to create a Folder, Copying and cutting files, Renaming - Start Icon – Programs, Favorites, Documents, Settings, Find, Run, Shutdown - Application Icons.

**UNIT - VI**

An Introduction to Word – The word workspace, Starting and quitting Word, Creating and Manipulating various documents, Editing of proofing files, merging documents and macros. -How to use Mouse and Menu – Working with dialog box - Primary Commands in File Menu – The Open commands, The File name commands - The New Commands, The Save, Save As, and Save all commands, The Close command, The page setup, The Print commands, The exit commands.

Edit Menu Commands – The Cut, Copy, and Paste commands, The Undo and Repeat Commands, Find and Replace commands- Format Commands – The view menu, the Insert menu, the tool menu, the table menu, the window menu.

**UNIT - VII**

Building a Simple Worksheet- Entering Text, Entering Values, Entering Dates and Times, Moving Around, Scrolling Selecting Ranges, Using Menu, Using Tool Bar, Using Shortcut Menus, Changing Entries, Copying Entries, Moving Entries, Inserting Deleting Cells - Formatting Basics – Changing Character Style, Changing Alignment, Changing Column width, Changing Row Height, Sheet Rename, Conditional Formatting, Auto Formatting.

Working with Multiple Worksheet – copying entries between workbooks, Moving sheets work books, Deleting sheets, Quitting Excel- Opening Existing Workbooks – Simple calculations, Doing arithmetic, Totaling Column of values, Naming cells and Ranges. Formatting Text – Displaying dollars and cents, Formatting decimal places, Formatting dates, Copying style and formats, Formulas that Make Decisions – Using IF function, using the nested IF function, Copying formulas.

Checking spelling, Printing Worksheets, Preview Worksheets, Goal seek, scenarios, Macro, Protection- Sorting data, Keeping leading view, Finding records, Adding and deleting records, Filtering records. Plotting charts, Sizing and moving charts, Updating charts, Changing the charts Type, Using auto format. Creating Macros, Recording Macros, Running Macros

## UNIT - VII

Basics of Ms Office Tools, Ms Office Access, Ms Office Groove, Ms office one note, Ms Office outlook, Ms Office power point.

**[AHS007-02] - FUNDAMENTALS OF NURSING, PHARMACOLOGY AND MICROBIOLOGY**

## FUNDAMENTALS OF NURSING, PHARMACOLOGY AND MICROBIOLOGY

DEFINITION OF NURSING

PRINCIPLES OF NURSING

DEVELOPMENT OF NURSING

ETIQUETTE'S OF NURSING PROFESSION

ETHICS OF NURSING

DUTIES AND RESPONSIBILITIES OF A NURSE

QUALITIES OF A NURSE

THE NURSE AND LEGISLATION

INTRODUCTION OF NURSING

GENERAL VIEW

ORGIN OF NURSING

GOALS AND SCOPE OF NURSING

INTER PERSONAL RELATIONSHIPS

BASIC NURSING PRINCIPLES

NURSING PROCEDURES & NURSING TECHNIQUES

IMPORTANT FACTORS OF A PROCEDURE

NEEDED STEPS OR STAGES OF A PROCEDURE

HOSPITAL

FUNCTIONS OF HOSPITAL

TYPES OF HOSPITALS

HOSPITAL HOUSE KEEPING

PRINCIPLES OF HOUSE KEEPING

CARE OF CLOTHES, PILLOWS, MATTRESS

CARE OF FUNITURE

CARE OF SANITARY UNITS

PLACE OF PATIENT IN THA HOSPITAL

ENVIRONMENTAL HYGIENE

PERSONAL HYGIENE-ORAL HYGIENE, SKIN CARE, HAIR BATH,BODY BATH, HAIR CARE, CARE OF EYE, EAR PERENIAL CARE

MICRO ORGANISMS AND DISEASE TRANAMMISSION

IMPORTANT OF CLEANLINESS AND CLEANING AGENTS

BASIC NURSING CARE NEEDS OF THE PATIENT

PSYCHOLOGICAL, SOCIAL & SPIRITUAL NEEDS

PHYSICAL COMFORT

HYGIENIC NEEDS

NUTIRITIONAL NEEDS

ELEMINATION NEEDS  
OBSERVATION  
MEDICATION NEEDS  
GIVING AND TAKING OF BED PAN  
GIVING AND REMOVING URINAL  
CONSTIPATION - DEFINITION  
CAUSES OF CONSTIPATION  
HOT AND COLD APPLICATIONS-HOT WATER BAG, FORMENTATION, DIFFERENT TYPES OF FOMENTATION, ICE BAG, COLD COMPRESS, COLD SPONGE  
ENEMA-DIFFERENT TYPES OF ENEMA, PURPOSE OF ENEMA  
EVACUANT ENEMA  
SIMPLE ENEMA  
MEDICATED ENEMA  
PURGATIVE  
ANTHELMINTIC  
OIL ENEMA  
ENEMA  
ASTRINGENT  
CARMINATIVE ENEMA  
RETAINED ENEMA  
NUTRIENT  
EMOLIENT  
STIMULANT  
SEDATIVE  
ENEMA  
ANAESTHETIC ENEMA

PHARMACOLOGY  
DEFINITION  
DRUGS  
PHARMACY - SOURCE OF DRUGS-FORMS OF DRUGS  
ROUTES OF ADMINISTRATION  
VARIOUS TYPES OF DRUGS-CLASSIFICATION-ADVANTAGES AND DISADVANTAGES OF DRUG  
DOSE-DEFINITION  
MINIMUM DOSE  
MAXIMUM DOSE - OVER DOSE  
ORAL ADMINISTRATION  
PURPOSE OF ADMINISTRATION  
METHODS OF ADMINISTRATION  
CALCULATING DOSAGE  
DOMESTIC MEASUREMENT  
METRIC SYSTEM  
TABLE MEASURE

INJECTION-DEFINITION  
PURPOSE OF INJECTION  
COMMON DANGERS OF INJECTION  
DIFFERENT ROUTES  
INFUSION  
SPECIAL POINTS TO BE REMEMBERED

MICROBIOLOGY  
INFECTION - DEFINITION  
STERILIZATION - DISINFECTION  
METHODS OF TRANSMISSION OF DISEASES  
IMMUNITY-DEFINITION -TYPES  
BACTERIA-COMMON BACTERIA  
VIRUSES-DEFINITION SMALL POX VIRUS, CHICKEN POX VIRUS, MEASLES, POLIO, AIDS VIRUSES

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**[AHS007-03] - ANATOMY AND PHYSIOLOGY SOCIOLOGY, PSYCHOLOGY AND FIRST AID**

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ANATOMY AND PHYSIOLOGY, SOCIOLOGY, PSYCHOLOGY AND FIRST AID  
GENERAL ANATOMY OF HUMAN BODY  
SYSTEMS OF BODY  
FUNCTIONS OF EACH SYSTEM  
DISEASES CAUSED TO EACH SYSTEM  
CARE OF EACH SYSTEM

PHYSIOLOGY  
HUMAN BODY  
FUNCTION OF EACH ORGAN  
DISORDERS OF ORGAN

SOCIOLOGY  
DEFINITION OF SOCIOLOGY AND SOCIAL PROBLEMS  
HOW ILLNESS AFFECT SOCIETY  
ROLE OF SOCIETY IN PREVENTING EPIDERMIC DISEASES

PSYCHOLOGY  
PSYCHOLOGY - DEFINITION  
PSYCHOLOGY OF SICK PERSON  
NEED FOR PSYCHOLOGICAL SUPPORT TO SICK PERSON  
MENTAL ADJUSTMENT OF INDIVIDUALS  
CARE OF MENTALLY RETARDED & INSANE PERSONS

**FIRST AID**

- 1 FIRST AID - DEFINITION
- 2 FIRST AIDER-DEFINITION DUTIES & RESPONSIBILITIES
- 3 ARTIFICIAL RESPIRATION
- 4 ELECTRIC SHOCK, BURNS, SCALDS,SHOCK
- 5 CONTROL OF BLEEDING,UNCONSCIOUSNESS
- 6 BLEEDING FROM NOSE & EAR,EPILEPTIC FITS
- 7 FRACTURES & INJURIES, DISLOCATION, HIGH FEVER
- 8 SOMETHING GET STRUCK IN THE THROAT
- 9 DROWING
- 10 INSECT BITE
- 11 DOG BITE
- 12 SNAKE BITE
- 13 FOOD POISONING
- 14 CHEMICAL POISONING

**[AHS007-04] - NUTRITION,FAMILY PLANNING,COMMUNICABLE DISEASES****NUTRITION, FAMILY PLANNING AND COMMUNICABLE DISEASES****NUTRITION****DEFINITION****FUNCTIONS OF BALANCED DIET****MAL NUTRITION, UNDER NUTRITION, OVER NUTRITION****REQUIREMENTS OF FOOD FOR THE VARIOUS AGE GROUPS****DEFICIENCY DISEASES****DIET OF THE SICK,AGED CHILD,PRE-SCHOOL, PREGNANT & LACTATING MOTHERS****NUTRIENTS AND ITS FUNCTIONS AND SPECIFIC DEFICIENCY DISEASES****FAMILY PLANNING****SMALL FAMILY & NUCLEAR FAMILY****VARIOUS METHODS OF FAMILY PLANNING****MTP & ABORTIONS****METHODS OF EDUCATION TO SOCIAL GROUPS****1. INDIVIDUAL TEACHEING****2. GROUP TEACHING****3. FAMILY GUIDANCE AND COUNCELLING****COMMUNICABLE DISEASES AND COMMON DISEASES****CLASSIFICATION OF DISEASES**

DROPLET INFECTION.MEASELES,CHICKEN POX,SMALL POX,MUMPS, INFLUENZA  
DISEASES AFFECTING RESPIRATORY SYSTEM:TUBERCULOSIS, PNEUMONIA, ASTHMA, BRONCHITIS  
DISEASES AFFECTING GASTRO INTESTINAL SYSTEM: DYSENTERY, DIORRHEA,TYPHOID, CHOLERA,PEPTIC ULCER, LIVER  
DISEASES (JAUNDICE,HEPATITIS,CIRRHOSIS,GASTRITIS,APPENDICIITIS)  
SKIN DISEASES & VENEREAL DISEASES, SCABIES, SORIASIS,FUNGAL INFECTION, VENEREAL DISEASES,LEPROSY.  
BLOOD ANAEMIA, LEUKEMIA,BLEEDING DISORDERS  
URINARY DISEASES: GLOMERULO NEPHRITIS, PYELO NEPHRITIS  
CARDIOVASCULAR DISEASES: ANGINA PECTORIS, HYPERTENSION, VALVULAR DISEASES  
NERVOUS SYSTEM- POLIO, MENINGITIS  
VIRAL DISEASES : AIDS, RABIES, INSCT-BORN DISEASES: MALARIA, FILARIASIS

**[AHS007-05] - PRACTICAL - I**

[AHS007-05]-PRACTICAL - I should be conducted based on PAPER 1

BSS RECORD NOTE must be utilized by the student to complete this Practical.

**[AHS007-06] - PRACTICAL - II**

[AHS007-06]-PRACTICAL - II should be conducted based on PAPER 2

BSS RECORD NOTE must be utilized by the student to complete this Practical.

**[AHS007-07] - PRACTICAL - III**

[AHS007-07]-PRACTICAL - III should be conducted based on PAPER 3

BSS RECORD NOTE must be utilized by the student to complete this Practical.

**[AHS007-08] - PRACTICAL - IV**

[AHS007-08]-PRACTICAL - IV should be conducted based on PAPER 4

BSS RECORD NOTE must be utilized by the student to complete this Practical.