

BSS SYLLABUS

[AHS022] - CERTIFICATE IN FEMALE PATIENT CARE ASSISTANT - [ONE YEAR]			
1	PAPER 1	AHS022-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	PAPER 2	AHS022-02	FUNDAMENTALS OF NURSING, PHARMACOLOGY AND MICROBIOLOGY
3	PAPER 3	AHS022-03	ANATOMY AND PHYSIOLOGY SOCIOLOGY, PSYCHOLOGY AND FIRSTAID
4	PAPER 4	AHS022-04	NUTRITION, FAMILY PLANNING, COMMUNICABLE DISEASES AND ELEMENTS OF MIDWIFERY
5	PAPER 5	AHS022-05	PRACTICAL - I
6	PAPER 6	AHS022-06	PRACTICAL - II
7	PAPER 7	AHS022-07	PRACTICAL - III
8	PAPER 8	AHS022-08	PRACTICAL - IV

[AHS022] - CERTIFICATE IN FEMALE PATIENT CARE ASSISTANT - [ONE YEAR]

[AHS022-01] - 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, Scolding Selecting Ranges, Using Menu, Using Tool Bar, 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.Format
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.

[AHS022-02] - 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

ORIGIN 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 FURNITURE

CARE OF SANITARY UNITS

PLACE OF PATIENT IN THE HOSPITAL

ENVIRONMENTAL HYGIENE

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

MICRO ORGANISMS AND DISEASE TRANSMISSION

IMPORTANT OF CLEANLINESS AND CLEANING AGENTS

BASIC NURSING CARE NEEDS OF THE PATIENT

PSYCHOLOGICAL, SOCIAL & SPIRITUAL NEEDS

PHYSICAL COMFORT

HYGIENIC NEEDS

NUTRITIONAL NEEDS

ELIMINATION 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, FOMENTATION, DIFFERENT TYPES OF FOMENTATION, ICE BAG, COLD

COMPRESS, COLD SPONGE

ENEMA-DIFFERENT TYPES OF ENEMA, PURPOSE OF ENEMA

EVACUANT ENEMA

SIMPLE ENEMA

MEDICATED MEDICATED
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

[AHS022-03] - ANATOMY AND PHYSIOLOGY SOCIOLOGY,PSYCHOLOGY AND FIRSAID

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

[AHS022-04] - NUTRITION,FAMILY PLANNING,COMMUNICABLE DISEASES AND ELEMENTS OF MIDWIFERY

NUTRITION, FAMILY PLANNING , COMMUNICABLE DISEASES AND ELEMENTS OF MIDWIFERY

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,CIRRHOISIS,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, INSC-T-BORN DISEASES: MALARIA, FILARIASIS

ELEMENTS OF MIDWIFERY

A NORMAL LABOUR-ANTENATAL CARE-ANTEPARTUM HAEMORRAGE (APH)-POST PARTEM HAEMORRAGE (PPH)

B ABNORMAL LABOUR-ABNORMAL PREGENENCY

C BABY BATH-NEW BORN CARE & PERMATURE BABY CARE

D PUREPERIUM & POST CARTUM CARE-IMMUNIZATION
E HEALTH EDUCATION AFTER DELIVERY
REPORTS & RECORD KEEPING

[AHS022-05] - PRACTICAL - I

[AHS022-05]-PRACTICAL - I should be conducted based on PAPER 1

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

[AHS022-06] - PRACTICAL - II

[AHS022-06]-PRACTICAL - II should be conducted based on PAPER 2

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

[AHS022-07] - PRACTICAL - III

[AHS022-07]-PRACTICAL - III should be conducted based on PAPER 3

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

[AHS022-08] - PRACTICAL - IV

[AHS022-08]-PRACTICAL - IV should be conducted based on PAPER 4

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