

USHAA120 - SKILL BASED ELECTIVE I: LIFE SKILLS

Year: I	Course Code: USHAA120	Title of the Course: Life Skills	Course Type: Theory	Course Category : Skill Based Elective	H/W 2	Credits 2	Marks 60
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Objectives

1. To understand the importance of Basic Life Support (BLS).
2. To understand the essentials of Chemical and Radiation Safety.
3. To understand the significance of Hand Hygiene.
4. To understand the aspects of Occupational Health.
5. To understand the mandates of Fire Safety and Disaster Management.

COURSE OUTCOMES (CO)

1. Understand and deliver Basic Life Support (BLS) in case of emergency.
2. Recognise the sources and effects of radiation and learn the principles of Radiation Protection and Safety.
3. Understand and demonstrate the various steps of hand hygiene.
4. Comprehend several occupational health hazards and its preventive measures.
5. **Acquire knowledge on the Fire Safety and Disaster Management and practical exposure to handle fire extinguishers.**

CO	PO					
	1	2	3	4	5	6
CO1	H	H	M	L	L	M
CO2	H	L	M	L	L	M
CO3	H	L	M	L	L	M
CO4	H	L	M	L	L	M
CO5	H	L	M	L	L	M

CO	PSO					
	1	2	3	4	5	6
CO1	L	L	L	L	M	L
CO2	L	L	L	L	L	L
CO3	L	L	L	L	L	L
CO4	L	L	L	L	M	L
CO5	L	L	L	L	M	L

(Low - L, Medium - M, High - H)

Syllabus

Unit I: Basic Life Support (BLS) and Chemical Safety

Immediate Life Support (ILS) (K1, K2, K3, K4)

Sequence of Actions (K1, K2, K3, K4)

Procedure (K1, K2, K3, K4)

Choking (K1, K2, K3, K4)

Chemical Safety (K1, K2, K3, K4)

Physical, health and Environment Hazards (K1, K2, K3, K4)

Unit II: Radiation Safety

Safety Data Sheet (K1, K2, K3, K4)

Personal Protective Equipment (K1, K2, K3, K4)

Radiation Safety (K1, K2, K3, K4)

Radiation and Radioactivity (K1, K2, K3, K4)

Biological Effects – ALARA (K1, K2, K3, K4)

General Radiation safety (K1, K2, K3, K4)

Unit III: Hand Hygiene

Hand hygiene techniques (K1, K2, K3, K4)

Stages of effective hand hygiene (K1, K2, K3, K4)

General rules of hand hygiene at work (K1, K2, K3, and K4)

Unit IV: Occupational Health Introduction

to OHS (K1, K2, K3, K4)

standards (K1, K2, K3, K4)

Safe and Healthful workplace (K1, K2, K3, K4)

Employer Responsibilities (K1, K2, K3, K4)

Unit V: Fire Safety and Disaster Management

Fire- Classes of fire (K1, K2, K3, K4)

Types of Fire extinguisher - Dos and Don'ts during fire (K1, K2, K3, and K4)

Disaster Management Preparedness – Response – Recovery – Mitigation (K1, K2, K3, K4)

Types of disaster – Natural and Manmade disaster (K1, K2, K3, K4)

Characteristics and phases of disaster (K1, K2, K3, K4)

Disaster impact (K1, K2, K3, K4)

Text Books

1. K.V.Ramani, Hospital Management: Text and Cases, 1st edition, Pearson Education India, 2013.
2. D.C.Joshi, Mamta Joshi, Hospital Administration, Jaypee Brothers Medical Publishers, 2009.

Reference Books

1. National Disaster Management Guidelines, Hospital Safety: A publication of National Disaster Management, Authority Government of India, NDMA February, 2016.
2. OSHA Field Safety and Health Manual, Occupational Safety and Health Administration, (OSHA).
3. Patient safety assessment manual, WHO, 2nd Edition, 2016.

USHAB220 – SKILL BASED ELECTIVE II: PRACTICAL:COMMUNICATION SKILLS IN ENGLISH

Year:	Course Code:	Title of the Course:	Course Type:	Course Category:	H/W	Credits	Marks
I Sem: II	USHAB220	Communication Skills in English	Practical	Skill Based Elective	2	2	60

Objectives

1. To gain knowledge about the concepts of communication.
2. To communicate effectively by drafting letters for business and banking correspondence.
3. To develop English language skills in listening, speaking, reading and writing by having learners engage in a range of communicative tasks and activities.
4. To increase vocabulary through the study of word parts, use of context clues and Practice with a dictionary.
5. To develop public speaking abilities by giving opportunities to speak in class, both informally and formally.

COURSE OUTCOMES (CO)

1. Understand the elements, types, process and barriers in communication.
2. **Develop the skill of communicating through drafting various types of letters for business and banking correspondence.**
3. Improve the vocabulary for daily usage.
4. Be able to write discharge summary and consent form related to hospitals. Also prepare the students for group discussions and role plays.
5. Develop the skill to make students prepare PowerPoint presentations.

CO	PO					
	1	2	3	4	5	6
CO1	H	M	M	L	L	H
CO2	H	M	M	L	L	H
CO3	H	M	M	L	L	H
CO4	H	M	M	L	L	H
CO5	H	M	M	L	L	H

CO	PSO					
	1	2	3	4	5	6
CO1	H	L	L	L	L	L
CO2	H	M	M	H	M	H
CO3	M	M	L	H	L	H
CO4	M	M	H	H	L	M
CO5	H	M	L	M	H	H

(Low- L, Medium - M, High - H)

Syllabus

Unit I: Introduction to Communication

Definition of Communication – Elements – Types and Media's of communication – Process of communication Barriers in communication (K5)

Unit II: Letter writing skills

Structure of letter – Leave letter – Complaint letter – Letter of Application Enquiry – Sales Letter – Banking Correspondence (K5)

Unit III: Vocabulary and Phrases

Every day words General statements – Past – Present – Future (K5)

Unit IV: Professional Skills

Aptitude Test – Logical and Reasoning – Basic Interview Questions Preparation of Resume Writing discharge summary Consent for admission (K5)

Unit V: Practical Sessions

Group discussions – Role-play – Email – Browsing for assignments Presentation skills Use of Google scholars (K5)

Textbooks

1. P. D. Chaturvedi and MukeshChaturvedi, Communication Skills, Pearson Education, 1st Edition, 2012.
2. B. S. Verma and R. T. S. Pundir, Professional Communication, Vayu Education of India, 1st Edition, 2011.

Reference Books

1. B. S. Sijwali and InduSijwali, You & the Interview Board, Arihant Publications 1st Edition, 2009
2. Hari Mohan Prasad and Rajnish Mohan, How to prepare for Group discussion & Interview, Tata Macgraw Hill Education Private Limited, 1st Edition 2012.

USHAD420 – SKILL BASED ELECTIVE IV: PRACTICAL: COMMUNICATION SKILLS IN**HINDI**

Year: II Sem: IV	Course Code: USHAD420	Title of the Course: Communication Skills in Hindi	Course Type: Practical	Course Category: Skill Based Elective IV	H/W 2	Credits 2	Marks 60
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Objectives

1. To gain knowledge about basic words and phrases.
2. To communicate effectively.
3. To increase vocabulary for regular usage.
4. To acquire ability to converse politely.
5. To develop public speaking abilities by giving opportunities to speak in class, both informally and formally.

COURSE OUTCOMES (CO)

1. Learn the basic words and phrases.
2. Develop the skill of communicating in a hospital scenario through practice
3. Learn Hindi numerals.
4. Be able to direct and speak politely and with due respect.
5. **Develop the skill to use appropriate terms and statements.**

CO	PO					
	1	2	3	4	5	6
CO1	L	L	M	L	M	L
CO2	L	M	M	L	M	L
CO3	L	L	L	L	L	M
CO4	L	M	M	L	L	L
CO5	L	L	L	L	L	L

CO	PSO					
	1	2	3	4	5	6
CO1	M	L	L	M	L	L
CO2	M	L	M	H	M	H
CO3	M	M	L	H	L	M
CO4	M	M	H	H	M	H
CO5	M	M	L	M	H	L

(Low - L, Medium - M, High - H)

Syllabus

Unit I: Basics

Words - Meaning - Translating

Sentences (K5) **Unit II: Words**

Numbers/Weeks/Days/Years/Months (K5) **Unit III: Pronunciation**

Proper Pronunciation. (K5)

Unit IV: Rules

Avoiding Rude Language/ Using Polite Language Phrases (K5)

Unit V: Statements

Commonly used Statements - Greetings. (K5)

Text Books

1. N. Sreedharan, Spoken Hindi, Sura Books, 2012.
2. Rupert Snell, Get Started in Hindi Absolute Beginner Course, 2014.

Reference Books

1. Suresh Kumar, Ramanath Sahai, English-English-Hindi Dictionary, 2015.
2. Krishna Gopal Vikal, Learn Hindi in 30 Days through English, 2005.
3. Ajay Kumar Bhalla, Learn Hindi Through English, 2013.

USHAE520 - SKILL BASED ELECTIVE V: PRACTICAL: ACCOUNTING PACKAGES

Year: III Sem: V	Course Code: USHAE520	Title of the Course: Accounting Packages	Course Type: Practical	Course Category: Skill Based Elective V	H / W 2	Credits 2	Marks 100
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Objectives

1. To introduce the students to the Basic of Accounts and the usage of Tally for accounting purpose.
2. To acquaint students with the accounting concept, tools and techniques influencing business organization will be liable for preparation of financial statements in the modern technological era.
3. To enable the students to record the business transactions and manage the accounts information for an organization using the popular Tally Business Accounting Software.
4. To enable the students to explore to and acquire skills in respect of most sophisticated computerized accounting procedures and practices so as to help them serve better the vast accounting needs of every commercial organization.

- To enable the students ready with required skill for employability in the job market.

COURSE OUTCOMES (CO)

- Gain knowledge in various accounting packages and the basics of Tally ERP 9.0
- Be trained in creating company, enter accounting vouchers and to print profit and loss and Balance Sheet.
- Prepare inventory and stock items for an organisation and print the stock summary report.
- Understand how to create and maintain cost categories, cost centres of a product for easy processing of sales and purchase inventories.
- Analyse the financial statements using ratio analysis and interpreting the result thereof.

CO	PO					
	1	2	3	4	5	6
CO1	H	M	H	L	L	M
CO2	H	M	H	L	L	M
CO3	H	M	H	L	L	M
CO4	H	M	H	L	H	M
CO5	H	M	H	L	H	M

CO	PSO					
	1	2	3	4	5	6
CO1	H	M	H	M	M	L
CO2	H	M	H	M	M	L
CO3	H	M	H	H	H	L
CO4	H	M	H	M	H	L
CO5	H	M	H	M	H	M

(Low - L, Medium - M, High - H)

Syllabus

Unit I: Introduction

Introduction to Accounting Software Packages : Marg – Zip books – Profit

Books – Money Manager Ex – Quick Books – Zoho Books – Vyapar – MProfit – Marg ERP – Tally (K1)

Unit II: Profit & Loss and Balance Sheet

Journal, ledger accounts – Trial Balance – Trading and Profit and Loss account – Profit and Loss account – Balance Sheet - Display Balance Sheet – Profit and Loss Account – Display trial balance (K5)

Unit III: Inventory and Stock

Fundamentals of Inventory – Stock Groups – Stock categories – Godowns /Locations –Units of Measure Stock items (K5)

Unit IV: Cost Categories

Cost Categories – Cost Centers – Inventory Master Creation: Stock groups – Entering Vouchers; Voucher types – How to enter Voucher – Different Types of Accounting Vouchers (Payments / Receipt, Journal, Sales and Purchase) (K5)

Unit V: Introduction to Ratio Analysis

Ratio Analysis (K5)

Lab Exercises

1. Trading and profit and loss account of a company
2. Balance Sheet of the Company
3. Cost category and cost center
4. Inventory and stock

Textbooks

1. Namrata Agarwal, Tally 9, Dreamtech Press, 2nd Edition, 2013.
2. A.K.Nadhani, K.K.Nadhani, Implementing Tally 9, BPB Publications, 2nd Edition, 2007.

Reference Books

1. Shraddha Singh, Navneet Mehra, Tally Power of Simplicity, V&S Publishers, 2015.
2. www.tally9book.com