

# **Bachelor of Vocational (Hospital Management)**

## **B.Voc(HM)**

<b>I Semester</b>				
<b>S.No.</b>	<b>Course Code</b>	<b>Subject</b>	<b>Content Type</b>	<b>Credit</b>
1	BVHM-101	General Human Anatomy & Physiology-1	Gen	4
2	BVHM-102	Principal of Management	Gen	4
3	BVHM-103	Medical terminology I	Skill	3
4	BVHM-104	Hospital and health system -1	Skill	4
5	BVHM-105	<b>Fundamentals of computer</b>	Skill	3
6	BVHM-106	<b>General English</b>	General	3
7	BVHM-107	<b>Personal Grooming</b>	General	2
8	<b>BVHMP-1</b>	<b>Vocational Practical</b>	<b>Skill</b>	<b>13</b>

### **BVHM -101 Fundamental of Human Anatomy & Physiology-1**

#### **UNIT-1**

Anatomy : Introduction to human body , definition of anatomy, planes, position and movement of human body, anatomy of head and neck, cranial cavity, mouth pharynx, nose, pectoral region, shoulder, scapular region, upper and lower limbs ,bones and joints, pericardium and heart, lungs , diaphragm, trachea, esophagus, thoracic duct, brief introduction of skeletal system, organization of skeleton, definition, classification, constituents of bones and bone tissue, growth and development of bones, bones of cranium, electronic microscopic structure of cell, Structure of arteries, veins and capillaries

#### **UNIT-2**

Anatomy: Tissue- classification, functions and structure of primary tissues – epithelial tissue, connective tissue, muscular tissue, nervous tissue, function of arteries, veins and capillaries, cardiac cycle and heart sound, factors affecting heart rate and its regulation, physiological variations, factors controlling blood pressure, hemorrhage and shock, disease related to cardiovascular system, definition and classification of muscular tissue, characterization of skeletal, smooth, cardiac muscles, types of cartilage, skeletal, smooth and cardiac muscle.

#### **UNIT-3**

Physiology: introduction on physiology, cell-description of cell and its components, functions of cell, homeostasis, basics about different organs and systems, structure and functions of urinary system, organs of urinary system, glomerular filtration, physiology of urine formation, functions of kidney, glomerular filtration rate.

## **UNIT-4**

Physiology: Introduction to blood and its components, functions of RBCs, WBCs and platelets, difference between serum and plasma components and organs of lymphatic system, introduction to reproductive system, structure and functions of male and female reproductive organs, parts of male and female reproductive organs.

## **BVHM- 102 Principal of Management**

### **UNIT-1**

Introduction to Management: The evolution of Management, Definition and importance of Management. Different schools of Management thought- classical school, Management Sciences School, Behavioral School, Human Relation School, Operational approach, system approach and contingency approach to Management.

Management Process: An overview of Planning, Organizing, Staffing, Directing and Controlling\

Planning: Meaning objective, nature and importance of planning, planning process, planning premises, types of plan.

### **UNIT-2**

Organizing: Meaning and importance, organization structure / chart, responsibility and authority, span of control, delegation of authority, centralization-decentralization, line and staff relationships, types of organizations, formal and informal groups in organizations, Matrix organization.

Staffing: Staffing function, manpower needs, manpower position, recruitment & selection, training & development, performance appraisal, human resource audit.

Directing: Meaning of direction, nature of directing; Motivation; basis of motivation-fear, money, satisfaction; importance of behaviour; individual needs, needs of organization; factors influencing performance; work environment, group dynamics- formal & informal, Communication principles and practices.

### **UNIT-3**

Leadership-nature, styles, attitudes, leader behaviour, leader effectiveness, leadership models.

Controlling: Concept of managerial control, importance of control, control process, methods of control, essentials of effective control.

Social Responsibility of Management: Professional Management as compared to traditional

system of owner Management , Impact of political system, government Policy, national economic planning on managerial policy.

#### **UNIT-4**

Managing Ethics - Top Management, Codes of Ethics, Ethics Committees, Ethics Hotlines. Ethics and Law. Corporate Culture and Ethical Climate. Improving Ethical Decision Making- Difficulties in Decision-Making, Suggestions for making Ethical Decisions.

### **BVHM-103 Medical terminology-1**

#### **UNIT-1**

Introduction to medical terminology

Word formation & syntax

Greek alphabet

Greek & Latin prepositional & adverbial prefixes

#### **UNIT-2**

Singular & plural endings

Commonly used prefixes in medical terminology

Commonly used suffixes in medical terminology

#### **UNIT-3**

Commonly used root words in medical terminology

Common Latin term used in prescription writing

#### **UNIT-4**

Study of standard abbreviations

Commonly used medical terms to define different parts of the boY

### **BVHM-104 Hospital & Health System -I**

#### **UNIT-**

Definition and meaning of Health, Holistic approach to health,

Basic information relating to health, Historical development of health care system in India, Definition and meaning of hospital, historical development of hospitals,

growth of hospital in India, Changing concept of hospital during 1900-2003

## **UNIT-2**

The modern hospital, A complex entity,

Present status of hospitals in India, Present State of Govt. hospital, National Health policy, Goals for Health for all by 2000 AD and beyond

## **UNIT-3**

Health committee and their recommendation,

Health plan outlay during 1951-2003, Hospital viewed as a system,

Role of Hospitals, Hospital Viewed as a Social system, Peculiarities of hospital systems, benefits to the Health Care systems, Overview of Health Care delivery system.

# **BVHM -105-Fundamental of Computers**

## **UNIT-1**

Introduction to Computers, History of Computer , Generations, Characteristics, Advantages and limitations of Computer, Classification of Computers, Functional Components of Computer, Input ,Output and Processing, Concept of Hardware and Software, Data & Information .Concept of data storage .

Number system. Decimal, Binary, Hexadecimal ASCII .

## **UNIT-2**

Introduction to GUI Based Operating System

Basics of Operating system , Basics of DOS & LINUX, The User interface, File and directory management, Windows setting, Control Panel, devices and Printer setting, Using various window commands for desktop.

## **UNIT-3**

Word Processing

Word processing basics, Menu Bar, Opening and closing documents, save & save as, Page setup ,print preview, and printing. Text creation and manipulation Editing, cut copy paste.

Document creation ,editing, Formatting the text – Paragraph indenting, bullets and numbering, changing case, Table manipulation – creation of table ,insertion and deletion of cell, row and column.

## UNIT-4

Network basics , Internet

Basics of computer network LAN, WAN etc, Concept of Internet ,Basic of Internet Achitecture,

Services on Internet Architecture, World wide web and websites, Communication on Internet, Internet Services, Preparing Computer for Internet Access, ISPs and Examples ,Internet Access Technologies. Web Browsing , Configuring web browser, Popular search engines Downloading and printing web pages.

Internet application

Basics of E-mail, E-mail addressing, forwarding and searching, Composing

### **BVHM -106-GENERAL ENGLISH AND SOFT SKILL**

Introduction to English language

- a) Role and significance of English language in the present scenario
- b) English language: its relevance for the Indian industry.
- c) Introduction to listening, speaking, reading, writing and bench marking of the class.

Functional Grammar

- a) Parts of speech, articles, tenses, verbs and modals.
  - b) Practice of daily use words, numerals and tongue twisters
  - c) Vocabulary building, construction of simple sentences: Basic sentence pattern, subject and predicate.
  - d) Sentence construction – simple, complex and compound English communication-  
About myself
- a) Let's talk, making conversation, meeting and greeting
  - b) Introduction myself, my family and my friends
  - c) My opinions, my likes and dislikes
  - d) Life at collage, hostel and workplace