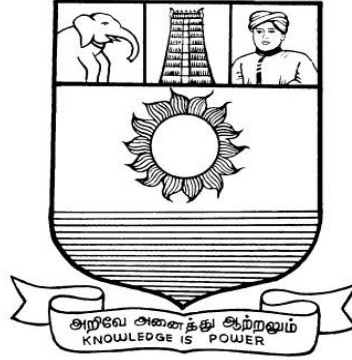


மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்  
திருநெல்வேலி – 627 012

**Manonmaniam Sundaranar University**  
**Thirunelveli – 627 012.**



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON  
ACADEMIC AFFAIRS HELD ON FRIDAY  
THE 27<sup>th</sup> OCTOBER 2017.**

**Syllabus for Diploma in Human Care Services Course offered  
through Directorate of Vocational Education  
(Community Colleges and Extension Learning Programme)  
from 2017 – 2018**

Course Code: 5237

**DIPLOMA IN HUMAN CARE SERVICES**  
**SCHEME OF EXAMINATION**

Subject Code	Title of the Paper	Credit	Hours	Passing Minimum
<b>Semester I</b>				
C17HC11/E17HC01	Basic Human System	6	90	40/100
C17HC12/E17HC02	Food and Dietetics	6	90	40/100
C17HC13/E17HC03	Basic Technique	6	90	40/100
C17CE10/E17CE10	Communicative English	6	90	40/100
C17HCP1/E17HCP1	Practical - I	4	60	40/100
<b>Semester II</b>				
C17HC21/E17HC04	Preventive Care	6	90	40/100
C17HC22/E17HC05	Health and Hygiene	6	90	40/100
C17LS23/E17LS05	Life Skill	6	90	40/100
C17HCP2/E17HCP2	Practical - II	4	60	40/100
C17HCPW/E17HCPW	Project/Internship	10	120	40/100

**Eligibility for admission:** Pass in 12th Std examination conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent examination.

**Examination:** Passing Minimum for each paper is 40%. Classification will be done on the basis of percentage marks of the total marks obtained in all the papers and as given below:

40% but less than 50%      - Third class  
50% but less than 60%      - Second class  
60% and above                - First class

**Syllabus**

**First Semester**

Paper-I                        : Basic Human System  
Paper-II                       : Food and Dietetics  
Paper-III                      : Basic Technique  
Paper-IV                      : Communicative English  
Paper-V                        : Practical – I

**Second Semester**

Paper-VI                      : Preventive Care  
Paper-VII                     : Health and Hygiene  
Paper-VIII                    : Life Skill  
Paper-IX                      : Practical – II  
Paper-X                        : Project/Internship

**\*(Semester Pattern for Community College Only)**

**(C17HC11/E17HC01) PAPER-I BASIC HUMAN SYSTEM**

**Unit – I** Structure and Function of Human Skeletal systems, Types of bone and Functions

**Unit – II** Muscular System, Respiratory System, Excretory System

**Unit – III** Internal Organs: Brain, Heart, Lungs, Liver, Stomach, Pancreas, Spleen, Kidney

**Unit – IV** Nervous System, Reproductive System and Endocrine System

**Unit – V** Cardiovascular system and circulatory system

**Reference Books**

- Bruce Forciea (2012) An eText of Human Anatomy and Physiology, Creative Commons Attribution
- OpenStax College (2013) Anatomy & Physiology, Rice University, MS, ISBN 978-1-938168-13-0
- Elden D Enger, FC Ross and DB Bailey (2005) Concepts in Biology, (11thEdn), TMH
- Tortora Gerald J and Bryan Derrickson (2014) Anatomy and Physiology, India Edn, Wiley India
- Hall John E (2013) Guyton and Hall Textbook of Medical Physiology, (South Asian Edn), Elsevier India
- David Shier, David N Shier, Jackie Butler, Jackie L Butler, Ricki Lewis (2013) Hole's Human Anatomy & Physiology (13th Edn) McGraw-Hill

**(C17HC12/E17HC02) PAPER-II FOOD AND DIETETICS**

**Unit – I** Classification and Functions of Food nutrients, Carbohydrates, Protein, Fat, Vitamins and minerals

**Unit – II** Nutrition sources and deficiency diseases, Nutrition for various groups of people. Dietary guidelines for good health

**Unit – III** Diet in Obesity and Over-weight, Dietary management, Balanced Diet, Food Pyramid

**Unit – IV** Malnutrition- Prevention and care, Education, contents of Health care

**Unit – V** Nutrition for aged people, Common diseases and prevention of diseases – promote Health

**References**

- M. Swaminathan "Principles of Nutrition and Dietetics", 1993, Bappeo 88, Mysore Road, Bangalore - 560 018.
- Wardlaw, G.M. INsel, P.H. - Perspectives in Nutrition (1990) Times Mirror / Mosby College Publishing Co. St. Louis, Toronto, Boston.
- Guthrie H.A. - Introductory Nutrition C.V. Mosby Co. St. Louis.
- Bogert, J.G.V, Briggs, DR Calloway Nutrition and physical fitness, 11<sup>th</sup> edition - 1985 - W.B. Saunders Co., Philadelphia, London, Toronto.
- Shoban Chand Negi, Food, Health and Vitamins (2017), Sports Educational technologies, New Delhi-110002

**(C17HC13/E17HC03) PAPER – III BASIC TECHNIQUE**

**Unit – I CONCEPT OF HEALTH AND ILLNESS** – Definition of Health & Hygiene- Responsibilities of Care giving Worker- Services- Records- Reports.

**Unit – II PROMOTING, CLEANLINESS AND SURROUNDING-** Protection from injuries and infection – free from micro- organisms- operation theatre maintenance- articles and preparation of equipment – pre and post operative procedure

**Unit – IV PROCEDURES DRUGS** – oral medication – Injection – Hot and cold Application – surgical procedures – Dressing Enema, Bowl wash Urinary Treatment – care of catheter O2 administration Assisting Feeding – Tube feeding steam inhalation Assisting for Rectal exams and physical examination.

**Unit - V FIRST AID** - Principals of First Aid, Heart Care, Bone Injuries – Wound - Bleeding, Poisons - Loss of Consciousness - Burns, Bites and sting Bandages.

**References**

- Arbara H. Estridge, Anna P. Reynolds, Norma J. Walters – Basic Medical Laboratory Techniques (2000), 4<sup>th</sup> Edition, ISBN: 0- 7668-1206-5

## **(C17CE10/E17CE10) Paper IV Communicative English**

### **Unit I: Learning context**

Concept of learning – Learning style –Grammatical framework – sentence framing – paragraph and texts

### **Unit II: Reading**

Basic concept – Purposes of reading-Decoding-Reading materials – Barriers of reading

### **Unit III: Writing**

Basic concept-Writing style-Terminology-stages-English spelling and punctuation – Written texts

### **Unit IV: Speaking**

Language functions-Conversation- Features of spoken English – Types of English course: functional English, English literature, advance English – Phonetic

### **Unit V: Developing Communication Skills**

Meaning –Classroom presence- Features of developing learning process- Practical skills and Listening- uses of communicative English

### **Reference Books:**

1. Raman,m.&S.Sharma (2011) communication skills,OUP,New Delhi: India
2. Lata,P.&S.Kumar(2011) communication skills,OUP,New Delhi: India,
- 3.Leech,G&J.Svartvik(2002) A communicative grammar of English,Pearson,India,
4. Sethi,J. and P.V. Dharmija (2007) A course in Phonetics and spoken English.Second edition, Prentice hall: New Delhi

## **(C17HCP1/E17HCP1) PAPER V – PRACTICAL – I**

### **BASIC PRACTICAL**

1. Pulse Reading
2. Respiratory Rate
3. Temperature Checkup
4. Urine, Blood, Stool, Sputum, Collections

## **NURSING CARE**

5. Bed making
6. Bath of patients
7. Sponge bath
8. Oral Hygiene
9. Food of the Sick Patient
10. Feeding the Sick Patient
11. Back Care

## **STERILIZATION**

12. Equipment's
13. Wound Dressing
14. Operation Preparation

## **FIRST AID**

15. Different type of bandages
16. Managements of Fracture
17. Artificial Respiration
18. Removal of Foreign Body
19. Poison Management Snake Scorpion string bites

## **SEMESTER II**

### **(C17HC21/E17HC04) PAPER - VI PREVENTIVE CARE**

**Unit - I CHILD CARE:** Growth and development of newborn, - stages growth and development - Infant, preschool age and Adolescent - Various method of immunization common childhood - disease and prevention - Child safety.

**Unit - II PREGNANCY AND LABOUR** - Antenatal Care and checkup Normal Labour - Bleeding during pregnancy, Abortion, Normal Labour - Labour room Technique mother and new born Care

**Unit – III FAMILY WELFARE** – Methods of Family planning- temporary, Permanent

**Unit – IV SURROUNDING** – Cleanliness and Basic problem safe water - Disposal of excreta waste control of insects and rodents – House Hygiene latrine, water supply

**Unit – V COMMUNICABLE AND NON COMMUNICABLE DISEASE-** Types of communicable disease – water, Air, Sound, Pollution, Viral and bacterial infections – Care of communicable disease, Non communicable disease- Hypertension, Diabetics, Heart diseases, Arthritis, kidney diseases, Care and prevention of diseases.

## **References**

- World Health Organization (WHO):
- Prevention of hospital acquired Infections: A practical guide. 2nd edition, Chap II Infection control programmes  
[http://www.who.int/csr/resources/publications/drugresist/WHO\\_CDS\\_CSR\\_EPH\\_2002\\_12/en/](http://www.who.int/csr/resources/publications/drugresist/WHO_CDS_CSR_EPH_2002_12/en/)
- Prevention of hospital acquired Infections: A practical guide. 2nd edition, Introduction, pp 4-9 <http://www.who.int/csr/resources/publications/drugresist/en/whocdscsreph200212.pdf>
- Centers for Disease Control (CDC): National Healthcare Safety Network (NHSN) Report, data summary for 2006 through 2007, issued November 2008, <http://www.cdc.gov/nhsn/PDFs/dataStat/2009NHSNReport.pdf>
- Graves N. Economics and preventing hospital-acquired infection. *Emerg Infect Dis* [serial online] 2004 Apr Available from: <http://www.cdc.gov/ncidod/EID/vol10no4/02-0754.htm>

### **(C17HC22/E17HC05) PAPER VII HEALTH AND PERSONAL HYGIENE**

**Unit – I** Concept of Health, WHO, Physical Health, Mental Health, Social Health, Self Esteem, BMI

**Unit – II** Communicable and Non Communicable Diseases-Obesity, Malnutrition, Adulteration in food, school health service, Role of health education in schools-Health Services

**Unit – III** Physical wellbeing, mental wellbeing, Emotional wellbeing, social well being, Family welfare programmers-HIV/AIDS, women and child welfare

**Unit – IV** Meaning of Hygiene, Type of Hygiene, Oral and dental Hygiene, personal cleanliness: Hair, Nail, Hands, Skin and feet, menstrual hygiene,

**Unit – V** Personal and Environmental Hygiene for schools, Hygiene of eating and drinking, Food hygiene- inspection & legal provisions

## **References:**

- Rajinder Singh Sekhon, Health Education (2017), Sports Educational technologies, New Delhi-110002
- Sarah Edmunds & Angela Clow, Physical Activity and Mental Health (2014), Human Kinetics, ISBN:978-1-44504-3433-1
- Boyd-Eaton S. et al., (1989). *The Stone Age Health Programme: Diet and Exercise as Nature Intended*. Angus and Robertson.
- Chandra, Soti Shivendra, Puri, & Krishan, (2005). *Health Education and Physical Education*. New Delhi: Surjeet Publications.
- Chaube S.P & Chaube Akhilesh, (2005). *School Hygiene and Health Education*. Agra: Vinod Pustak Mandir.

**(C17LS23/E17LS05) PAPER VIII (LIFE SKILL)**

**(Common to All Courses)**

**UNIT-I ATTITUDE** : Positive thinking – Goal setting – Problem Solving and Decision making – Leadership and Team Work.

**UNIT-II COMMUNICATION SKILLS:** Oral communication: Concept of English language – Fluency – Verbal communication in official and public situations.

**UNIT-III COMMUNICATION SKILLS:** Written Communication: Comprehension – Writing a formal letter like application for Job, enquiry, reply, complaint and such others – preparation of Resume, Curriculum Vitae.

**UNIT-IV COMPUTING SKILLS – 1:** Introduction to Computers, its various components and their respective functions – Memory storage devices – Microsoft (MS) Office – MS Word.

**UNIT-V COMPUTING SKILLS – 2** Internet Basics – Origin of Internet – MODEM – ISP – Upload – Download – e-mail – Origin of worldwide web (www) Browsers – Search engines.

Reference books:

Life skill, Manonmaniam Sundaranar University Publications Division (2011)

**(C17HCP2/E17HCP2) PAPER IX – PRACTICAL – II**

**ASSIGNMENTS IN HOSPITALS**

1. Oral medication
2. Assisting for I.V Injection IM/SE/ID injection
3. Administration of Oxygen therapy
4. Administration of enema
5. Use of Ice Bag of Hot water Bag
6. Ear/eye drops
7. Antenatal & postnatal Care
8. New Born Care



## **RECORDS**

1. Procedures Signed (Listed above Nursing Tutor)
2. Experience Certificate (From Hospital)
3. Assignments don in Hospital

## **(C17HCPW/E17HCPW) PAPER X - PROJECT/INTERNSHIP**

### **Health Check-up**

1. BMI Testing
2. Cardio respiratory Assessment
3. Strength Assessment
4. Movement analysis

### **Awareness program**

5. Awareness of communicable diseases
6. Awareness of prevention care
7. Suggestions and recommendations of treatments

### **Field Visit**

8. Direct supervision
9. History of Records
10. Family History
11. Submission of records