

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI**

1	Name of Course	C. C. IN HEALTH & SANITATION OFFICER (HSO) (Revise W. E. F. 2020-21)																		
2	Course Code	201140																		
3	Max.No.of Students Per Batch	25 Students																		
4	Duration	6 MONTH																		
5	Type	Full Time																		
6	No.Of Days / Week	6 Days																		
7	No.Of Hours /Days	7 hrs.																		
8	Space Required	Practical Lab = 200 Sq feet <u>Class Room = 200</u> <u>Sq feet</u> <b>Total = 400 Sq feet</b> 1) Institute Should have MOU with 10 Bedded General Hospital 2) Two hospital (combine 10 Bedded) MOU is allowed 3) But distance between Hospital and Institute Should not be more than 10 Km.																		
9	Minimum Entry Qualification	GRADUATION																		
10	Objective Of Course	To Create Skill for HEALTH & SANITATION																		
11	Employment Opportunity	As a Medical Attendant in Hospitals, Nursing Homes, home Health Nursing Clinics ,Schools , colleges, factories, industries, malls, tourist places , beaches and any other place where there is requirement of medical care.																		
12	Teacher's Qualification	1) Degree in Medical / Public Health with 1years Teaching Experience 2) Basic Nursing / GNM / ANM with 1 Years Experience.																		
13	Training System	<table><tr><th colspan="4">Training System Per Week</th></tr><tr><th>Theory ( 2 months)</th><th colspan="2">Practical ( 4 months)</th><th>Total</th></tr><tr><td>4 hrs/ day x 25 days / month x 2 months = 200 hours</td><td colspan="2">4 hrs/ day x 25 days / month x 4 months = 400 hours</td><td>24 hrs</td></tr></table>							Training System Per Week				Theory ( 2 months)	Practical ( 4 months)		Total	4 hrs/ day x 25 days / month x 2 months = 200 hours	4 hrs/ day x 25 days / month x 4 months = 400 hours		24 hrs
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14	Exam System	Sr. No	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks												
		1	20114011	Communication skills & ICT	TH-I	3 hrs.	100	35												
		2	20114012	Hygiene & Sanitation	TH - II	3 hrs.	100	35												
		3	20114013	First aid & Medication	TH- III	3 hrs.	100	35												
		4	20114021	PRACTICAL	PR-1	3 Hrs	100	50												
				TOTAL			400	155												

## C. C. IN HEALTH & SANITATION OFFICER

Modules	Topics/Expected Key Learning Outcomes
<b>1. COMMUNICATION SKILLS &amp; ICT</b>	
A.Communication Skills	<p>After completing this module, participants will be able to:</p> <p>Introduction to communication skills</p> <ul style="list-style-type: none"> <li>• Explain communication basics and its importance</li> <li>• Describe principles of effective communication</li> </ul>
	<ul style="list-style-type: none"> <li>• Explain types of communication - verbal, non- verbal, written, email, talking over phone</li> <li>• Describe characteristics of non-verbal communication</li> <li>• Explain paralanguage</li> <li>• Identify different body languages</li> <li>• Identify barriers to communication and process of dealing with them</li> <li>• Handle nervousness and discomfort in related situations</li> </ul> <p>Listening skills</p> <ul style="list-style-type: none"> <li>• Differentiate hearing, listening and active listening</li> <li>• Apply techniques of effective listening skills</li> <li>• Identify barriers to effective listening and methods to prevent them</li> <li>• Follow guidelines for effective listening</li> <li>• Explain “Triple A Listening” – Attitude, Attention &amp; Adjustment</li> </ul> <p>Motivational training</p> <ul style="list-style-type: none"> <li>• Explain the importance and benefits of motivational training</li> <li>• Identify ways to motivate oneself</li> <li>• List the characteristics of entrepreneurs with achievement motivation</li> <li>• Identify the power of positive attitude</li> <li>• Discuss how to maintain a positive attitude</li> <li>• Describe self-awareness importance and techniques</li> <li>• Explain the importance of commitment</li> <li>• Follow ethics and values</li> <li>• Explain the importance and benefits of personal goal setting and employability planning</li> </ul> <p>Facing interviews</p> <ul style="list-style-type: none"> <li>• Follow the steps to prepare for an interview</li> <li>• Create an effective Resume</li> <li>• Identify the most frequently asked interview questions</li> <li>• Discuss how to answer the most frequently asked interview questions</li> <li>• Apply techniques of effective speaking</li> <li>• Identify basic workplace terminology</li> <li>• Follow manners, etiquettes, dress code for an interview</li> <li>• Discuss Do's &amp; Don'ts for an interview</li> </ul>

	<p>Behavioral skills</p> <ul style="list-style-type: none"> <li>• Solve problems by identifying important problem- solving traits</li> <li>• Discuss the role of attitude in self- analysis</li> <li>• Discuss the techniques of decision making Explain the importance confidence building</li> </ul>
B. BASIC COMPUTER LITERACY	<p>After completing this module, participants will be able to:</p> <p><b>Basics of computer</b></p> <ul style="list-style-type: none"> <li>• Explain the computer basics and its application</li> <li>• Identify parts of computer like hardware and peripherals</li> <li>• Recall basic computer terminology</li> <li>• Identify the functions of basic computer keys</li> <li>• Carry out starting and shutting down of computer</li> </ul> <p><b>Computer operating system</b></p> <ul style="list-style-type: none"> <li>• Explain basics of Operating System, WINDOWS and the user interface of Windows OS</li> <li>• Perform create, copy, move and delete files and folders</li> <li>• Use external memory like pen drive, CD, DVD etc.</li> </ul> <p><b>Word processing and worksheet</b></p> <ul style="list-style-type: none"> <li>• Discuss the main applications of MS Office</li> <li>• Discuss basic operating of Word Processing</li> <li>• Perform creating, opening and closing Documents</li> <li>• Use shortcuts</li> <li>• Perform creating, editing and formatting of text</li> <li>• Perform insertion and creation of tables</li> <li>• Carry out printing of document (word, excel etc.)</li> <li>• Explain basics of Excel worksheet</li> <li>• Use basic commands</li> <li>• Create simple worksheets</li> <li>• Use simple formulas and functions whenever required</li> </ul> <p><b>Computer networking and INTERNET</b></p> <ul style="list-style-type: none"> <li>• Explain basics of computer Networks (using real life examples)</li> <li>• Define Local Area Network (LAN), Wide Area Network (WAN)</li> <li>• Describe concept of internet (Network of Networks)</li> <li>• Explain World Wide Web (WWW), Web browser, Web site, Web page and search engines</li> <li>• Access the Internet using web browser</li> </ul>

	<ul style="list-style-type: none"> <li>• Download and print web pages</li> <li>• Open an email account to use</li> <li>• Identify social media sites and its implication</li> <li>• Explain information security and antivirus tools</li> <li>• Discuss do's and don'ts in Information Security</li> <li>• Show awareness of IT – ACT</li> </ul>
3)	<p>Hygiene &amp; Sanitation</p> <p>a) <b>Epidemiology :</b> Communicable diseases, Micro-organisms, Methods of communication, Diseases communicated by discharges of intestines, nose and throat, other communicable diseases and their control.</p> <p>b) <b>Insects and Rodent Control :</b> Mosquitoes, life cycles, factors of diseases control methods – natural and chemical, Fly control methods and prevention of fly breeding, Rodents and public health, plague control methods, engineering and bio-control methods, disinfectants (Phenols, Lime, Chlorine, Ammonium compounds), Insecticides (DDT, BHC).</p> <p>c) <b>Industrial sanitation :</b> Schools, Public Buildings, Hospitals, Eating establishments, Swimming pools – Study of factors like Light, Heat, Ventilation, Plumbing fixtures, Cleanliness and maintenance and comfort.</p> <p>d) <b>Industrial Hygiene:</b> Industrial poisons, Dust, Noise, Heat, Compressed air, Vibrations and shocks- Industrial plant sanitation.</p> <p>e) <b>Rural Sanitation:</b> Rural areas, Population habits and environmental conditions, problems of water supply and sanitation aspects, low cost excreta disposal systems. Rural sanitation improvement schemes.</p>
4)	<p><b>FIRST AID &amp; MEDIATION</b></p> <p>a) <b>Basic Human Anatomy</b> Demonstrate General Anatomy:  <ul style="list-style-type: none"> <li>- Various Anatomical terms</li> <li>- Anatomical terms</li> <li>- Axis</li> <li>- Plane</li> </ul> </p> <p>2. <b>Bone:</b>  <ul style="list-style-type: none"> <li>- Composition &amp; Function</li> <li>- Classifications</li> <li>- Various terms &amp; markings on the bones</li> </ul> </p> <p>3. <b>Muscle:</b>  <ul style="list-style-type: none"> <li>- Structure of various types of muscle.</li> <li>- Classifications</li> <li>- Isometric &amp; Isotonic Muscle contraction</li> </ul> </p> <p>4. <b>Nerve:</b>  <ul style="list-style-type: none"> <li>- Structure of Peripheral nerve</li> </ul> </p>

- Introduction of Brain & Spinal Cord

5. Joints:

- Definition

- Classification

- Structure of synovial Joints

6. Blood:

- Composition & Function

- Blood Groups

7. Function of the following Systems:

- Digestive

8. Meaning of first aid

9. first aid given for a) Fever

b) Insect Bite, C) Snake Bite, D) Animal Bite Etc, E) Electric Shock F) Accident G) Burns H) Cardiac Arrest I) Cuts J) Allergic Reaction K) Epilepsy Etc

b) Medical Abbreviations

c) COMMON DISEASES & MEDICINES USED

a) Allergies

B) Cold & Flu

C) Diarrhea

D) Headaches

E) Gastritis

F) Constipation

G) Fever

Etc

D. VACCINES & ITS DOSAGE

1) POLIO

2) MMR

3) BCG

4) HEPATITIS VACCINE

5) RABIES

T.T Etc

I. Practical/On the Job Training Component (Block II)

Units	Topics/Expected Key Learning Outcomes
1. Sanitization Methods & Procedure	The job holder is expected to have the knowledge Thermal Sanitization <ul style="list-style-type: none"> <li>• Chemical Sanitization</li> </ul>
2. Knowledge of Routine Vaccines	The job holder is expected to have the knowledge of how <ul style="list-style-type: none"> <li>• Vaccinate the Patients</li> <li>• Give Medicines to Patients</li> <li>• Active and Passive Exercising</li> </ul>
3. Preparing Dressing Tray	<ul style="list-style-type: none"> <li>• Collect All the Materials Needed For Dressing</li> <li>• Arrange the Items In Auto Calved Tray</li> <li>• Identify Hydrogen Peroxide, ,Betadine Lotion, Betadine Ointment, Soframicine Ointment, Sofra Tulle, Gauge, Cotton, Various Size Of Bandage Etc.</li> </ul> <p>Identify Various Types OF SCISSORS &amp;ITS USES</p>
4. First Aid	<ul style="list-style-type: none"> <li>• Identifying the Conditions For Giving First Aid &amp; Should Be Expertise In Giving First Aid In The Following Conditions: <ul style="list-style-type: none"> <li>➤ Burns.</li> <li>➤ Cuts.</li> <li>➤ Abrasions (scrapes)</li> <li>➤ Stings.</li> <li>➤ Splinters.</li> <li>➤ Sprains.</li> </ul> </li> </ul> <p>Strains.</p>

**Infrastructure & Tool, Equipment required to be available in Institute**

Instiute Infrastructure	Require Quantity
One Office	As per requirement.
One Class Room Capacity 30 Student	As per requirement.
OHP & Slide Pojector Or LCD Projector	As per requirement.
Library Facility	As per requirement.
Bons set	As per requirement.
BP Apparatus	02
Stethoscope	05
Thermometer	05
First Aid Kit	01
All Types Of Anatomy & Physiology Charts	As per requirement.

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