



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University, Chennai
சென்னை – 15

தொடர் கல்விக்கானப் பள்ளி
School of Continuing Education

பொது சுகாதார உதவியாளர் தொழிற்கல்வி
பட்டயம்
Vocational Diploma in General Duty Assistant
(VDGD)

(From Academic Year 2021-2021 onwards)

பாடத்திட்ட அறிக்கை
Programme Project Report (PPR)
&
Syllabus

Members of the Board of Studies [BOS] of School of Continuing Education

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2. Internal Faculty Members		
(1)	Er. R. Meenambigai	Assistant Professor School of Continuing Education Tamil Nadu Open University, Chennai
(2)	Dr. I. Ambeth	Assistant Professor & Regional Director i/c Madurai Regional Centre, Tamil Nadu Open University, Madurai
3. Outside Experts		
(1)	Dr. K. Devan	Professor & Centre Head Centre for Adult and Continuing Education, Pondicherry University, R.V. Nagar, Puducherry
(2)	Dr. V.P. Matheswaran	Professor & Head Department of Adult & Continuing Education, University of Madras, Chepauk, Chennai
(3)	Dr. S. Jayalakshmi	Assistant Professor, DDU-KAUSHAL Kendra, Bharathidasan University, Tiruchirappalli
4. Industrialist		
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(2)	Mrs.C.Rohini Chandrasekaran	Consultant, Fair Labour Associations, Tirupur, Tamil Nadu
5. Alumni		
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(2)	Mrs. V. Rubini	Nurse, Health Centre, Tamil Nadu Open University, Chennai
6. Students on Roll		
(1)	Ms.N.Saranya	Student, Nano Nagle Community College, Chennai
(2)	Mr.B.Saravanan	Student, Global Progressive Community College, Chennai

**Vocational Vocational Diploma in
General Duty Assistant (VDGD)
Programme Project Report (PPR)
(From Academic Year-2021-2022 onwards)**

Programme's Mission & Objectives

The main Objectives of the Vocational Diploma in General Duty Assistant Programme is to train the learners for the job of a Patient Care Assistant and in the Allied Health & Paramedics as well as in the "Healthcare" Sector/Industry and also building the key competencies amongst the learner.

Relevance of the Programme with HEI's Mission and Goals

Tamil Nadu Open University one of Mission and Goal is to encourage Skill Development to empower the human resource through Participatory Education System and accordingly the Vocational Diploma Programme has been developed. The Programme is being offered under Flexible Skill Training mode.

Nature of prospective target group of learners

Candidates who wish to seek employment in the Health care Industries particularly the young girls, slum dwellers, unskilled workers employed in the Health Care Industries, rural dwellers, unemployed youths and minorities.

Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and Competence

Apart from ODL Mode, the Programme also has been designed to offer under Flexible Skill Training mode. General Duty Assistant is to provide personal care, comfort and assistance, needs of the patient while ensuring their safety. To acquire Specific Skill, the Core Skills, Generic Skills and Professional Skills component are also included

Instructional Design

The Curriculum and the Syllabi are designed by covering all the aspect of Health Care Assistant under modular Method. The duration of the Programme is one Year and it will be offered both English and Tamil Medium. Required Faculties working in the Community Colleges will handle classes for the Vocational Diploma Programme in General Duty Assistant. The Programme will be delivered through Community Colleges of Tamil Nadu Open University which is having required faculties and support staff. The Credits systems suggested as per UGC-ODL Regulations-2020 has been followed. Accordingly 32 Credits have been assigned for the Vocational Diploma in General Duty Assistant. Print, Audio and Video materials also developed for the Programme.

Procedure for Admissions, Curriculum Transaction and Evaluation

The admission for the General Duty Assistant Programme will be carried out through on-line by Tamil Nadu Open University and the Counselling and Practical classes will be conducted through Constituent Community College and Community Colleges of Tamil Nadu Open University. The hands on training will be provided in the Hospitals. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Assignment and External Assessment through Term End Examination.

(i).Eligibility: Candidates who have passed in the 10th Standard Examinations or its equivalent as per Tamil Nadu Government Order No-163 dated 22-05-2008.

(ii).Fee Structure: Rs.7200/- and other Charges.

(iii). Age: 15 Years and above

(iv).Duration of Programme: 1 Year and Maximum of 3 Years

(v).Examination System: Examination to Vocational Diploma Programme in General Duty Assistant is designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

(vi).Assignment (Internal): Assignment carries 30marks, consists of descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write 10-15 pages for each assignment. Submission of Assignment is compulsory.

(vii).Theory Examination (External): Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term -End Examination shall carry Section- A Section- B and Section-C.

Section-A	Three out of Five Short Answer Questions [Each 3- Marks]	3 X 3 = 9 Marks
Section-B	Three out of Five Long Answer Questions [Each 7- Marks]	3 X 7 = 21 Marks
Section-C	Four out of Seven Essay questions of which one will be Multiple Choice Question [Each 10-marks]	4 X 10 = 40 Marks
Total		70 Marks

(viii).Passing Minimum: The passing minimum is 35 percent in the internal and external/ theory examination and overall 40 per cent for successful completion of each course.

(ix).Classification of Successful Candidate: Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class. Those securing 40 per cent and above but below 50 per cent in the aggregate will be placed in the Third Class.

Financial Assistance

Scholarships for SC/ST category are available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.

Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

Requirement of the laboratory support and Library Resources

Lab Facilities are made available in Constituent Community Colleges and Community Colleges of Tamil Nadu Open University as per requirement as given in the National Skill Development Corporation(NSDC), Qualification Pack(QP). Practical Manual developed by the Tamil Nadu Open University will be supplied to the Students apart from Self Learning Materials. Library Books are available at the Headquarters, Regional Centres and Constituent Community Colleges and Community Colleges of TNOU.

Cost Estimate of the Programme and the Provisions

The cost estimate for development, delivery and maintenance of the Vocational Advanced Diploma General Duty Assistant is provided in the following Table.

S.No	Details	Amount in (Rs.)
1	Programme Development, Delivery and Maintenance (Expenditure)	8,56,618
2	Programme Fee Charged	7200
3	Examination Fee Charged	1125
4	Examination Expenses Per Student (Expenditure)	900

Quality Assurance Mechanism and Expected Programme Outcomes

Tamil Nadu Open University, Centre for Internal Quality Assurance (CIQA) will monitor the delivering aspect of Constituent Community Colleges and community Colleges of TNOU for maintaining quality. Feedback will be collected from the Learners and success story if any will also be shared with learners. After completion of general Duty Assistant Programme, Learner will acquire the Core Skills, Generic Skills and Professional Skills components and will be employed in the Healthcare Industry.

Programme Structure of Vocational Diploma in General Duty Assistant

S.No	Course Code	Course Title	Credits	Marks Distribution		
				Internal	External	Total
1	VDGD-11	Basic Sciences and Fundamentals of Nursing	4	30	70	100
2	VDGD-12	Community Health Nursing	4	30	70	100
3	VDGD-13	Maternal and Child Health	4	30	70	100
4	VDGD-P1	Practical-1	4	30	70	100
5	VDGD-P2	Practical-2	4	30	70	100
6	LCS	Life Coping Skills	6	30	70	100
7	CNS	Communication Skills	6	30	70	100
Total			32	210	490	700



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**Name of the Programme– Vocational Diploma in General Duty Assistant -
Syllabus (Flexible Skill Training Mode)**

Course Title : Basic Sciences and Fundamentals of Nursing
Course Code : VDGD-11X
Course Credit : 4

Course Objectives

While studying the **Fundamentals of Nursing**, the student shall be able to:

- Describe the concept of Nursing, Community Services and Health
 - Summarize the different types of records and files to be maintained
 - Identify the various hospital equipments and it working
 - Gain knowledge about care of patients and doing examinations
-

Course Outcomes

After completion of the **Course Fundamentals of Nursing**, the student will be able to:

- Identify the various equipments related to nursing
 - Describe the components and working of supplies and equipments
 - Understand the procedure for caring of patients
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Block-1: Anatomy and Physiology

Unit-1: The Body as an Integrated Whole

Organization of Living Things - Properties of Cell Living Processes - Structure and functions of the Skin

Unit-2: The Erect and Moving Body

Skeletal System - Axial Skeleton - Appendicular Skeleton - Joints - Muscular System

Unit-3: Integration and Control of Body

Nervous System - Brain and its functions - Spinal Nerves - Cranial Nerves - Hearing and the Ear - The Sense of Sight Vision - Sensation of Task

Unit-4: Maintaining the Metabolism of the Body

Circulatory System - Anatomy and Physiology of Respiratory System - Digestive System - Anatomy of Stomach -Juxta Glomerular Apparatus (JCA) - Endocrine System

Unit-5: Human Reproduction

Parental Development - The Male Reproductive Tract - Female Reproductive Tract - Menstrual Cycle

Block-2: Nutrition

Unit-6: Introduction to the study of Nutrition

Definition of Nutrition - Health and Nutrition - Classification and functions of foods - Carbohydrates - Lipids - Proteins - Vitamins - Minerals 245

Unit-7: Nutritive Values

Cereals - Pulses - Vegetables - Fruits - Milk & Milk products - Flesh foods - Fats and oils

Unit-8: Balanced Diet

Factors to be considered in planning of Meals and Dim - Selection of foods - Cultural factors - Nutritional requirements for special groups - Nutritional requirements for vulnerable groups - Improving Maternal and child nutrition - Modified Diets

Unit-9: Preservation of Food

Effects of cooking on nutrients - Methods of cooking - Principles of cooking - Preservation and Principles of food - Food hygiene and general house hold methods

Unit-10: Food Adulteration Practice

Malnutrition - Protein Calorie Malnutrition - Food Adulteration Practice - Cultural Factors in Nutrition

Block-3: Nursing- Maintenance of Equipments and Records

Unit-11: Concept of Nursing as a Health and Community Services

Concept of Health - Concept of Nursing - Community Services - Health Problems - Responsibilities of Health Workers - Ethics and Behaviour of Health Workers - Concept of Health Team

Unit-12: Organisation of Health and Nursing Services

Principles of Organizing Care - Principles of Organizing Care According to Degree of "Wellness or Illness" - Principles of Organizing Care According to Need of the Patient - Principles of Organizing Care According to Patient Groups

Unit-13: Maintenance of Supplies and Equipments

Maintenance of Supplies and Equipments - Aids in keeping an adequate supply on hand - Frequently of Ordering - Health Oriented Facilities - Disease Oriented Facilities - Economy in the use of supplies and Equipment - Economy in the use of linen breakage or during linen - Delegation of responsibility for the handling of types supplies and equipments - Reporting

Unit-14: Records and Reports

Records – Reports - Use of Diary by Health Worker - Understanding the Referral System.

Block-4: Health, Hygiene and Examinations

Unit-15 : Maintaining Healthy Environment

Disinfection - Washing and Dusting - Sterilizing - Safety Factors in the Environment - Provision for Clean Equipment and Supplies - Cleanliness of the Unit - Disposal of Waste and Garbage

Unit-16: Meeting Hygienic and Comfort Needs

Care of Skin-Bathing a Patient - Bed bath/Sponge Bath - Partial bath - Care of Hair-Giving a Hair Wash - Treatment for Pediculosis - Care of Hands, Feet & Nails - Care of Eyes (Eye Wash) - Nutrition - Mouth Care - Changing Position of Patient - Use of Comfort and Improved Devices - Making a Comfortable Bed in home and Hospital

Unit-17: Observation and Examinations

Vital Signs - Checking Weight and Height - History Taking (Health and Sick Individual) - Physical Examination of Child - Assisting Doctor with Medical and Special Examinations - Urine Analysis - Collection of Specimen of Urine - Collection of Specimen for the Laboratory Tests - Diagnostic Procedures

Block-5: Nursing Procedures and Care of Patients

Unit-18: Aseptic Practices and Procedures

Medical and Surgical Asepsis - Isolation Techniques - Hand Washing - Wearing Gown and Mask - Disinfection and Sterilization of Contaminated Equipment - Disposal of Contaminated Waste or Refuse - Cleaning the Sick Room - Surgical Asepsis

Unit-19: Nursing Procedures and Techniques

Classification and Drugs - Oral Medications - Types of Drugs - Surgical Asepsis - Routes of Administration of Drugs - Preparation of Equipment for Injection - Selection of Needle - Intra muscular Injection - Intra dermal Injection - Hot Applications - Cold Applications - Fomentation - Warm Soaks - Dressing - Instillation of Eye, Ear and Nasal - Throat Irrigations - Painting of Throat - Treatment for Scabies and Impetigo - Treatment for Conjunctivitis

Unit-20: Basic of Nursing Care of Patients

Care of Patients with Respiratory Problems - Care of Patients with Heart Disease, Cardiac Symptoms - Care of Patient with Elimination Problems - Care of Patient with Fever, Chills - Care of Chronically Ill Patient - Pre Operative Care of Patient



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**Name of the Programme– Vocational Diploma in General Duty Assistant -
Syllabus (Flexible Skill Training Mode)**

Course Title	:	Community Health Nursing
Course Code	:	VDGD-12X
Course Credit	:	4

Course Objectives

While studying the **Community Health Nursing**, the student shall be able to:

- Describe the Community health facilities
 - Summarize the different health care plan and managing it
 - Gain knowledge about midwifery and delivery at home
 - Illustrate the various post-partum care to be done
 - Explain about the communicable diseases and the immunization schemes
-

Course Outcomes

After completion of the **Course Community Health Nursing**, the student will be able to:

- Identify and understand the community organization structure
 - State the components of family health care
 - Demonstrate the execute the home delivery
 - Elucidate the immunization schedule of family members
-

Block-1: Community Health and Family Healthcare

Unit-1: Introduction to Community Health

Introduction to Community Health - Understanding the Community Characteristics - Local Community Organizations Structure and Functions - Community Health Facilities

Unit-2: Family Health Care

The Family as Integral Unit of the Health Services - Working with Families in Relation to Healthful Environment in the Home, Family Life - Immunization for Family Members - Maternal and Child Health Care - Prevention and Control of Communicable Diseases

Block-2: Midwifery

Unit-3: Domicillary Midwifery

Contacting and Case Finding Techniques of Antenatal Mothers - Utilizing Opportunities for Incidental Teaching in the Homes Adopting Antenatal Care Situation - Establishing a Good Relationship with Mother and Family Members - Risk Factors for Home Delivery - Mother Attending Regular Antenatal Clinic (or) Not - Arranging Antenatal Equipments and Supplies, Antenatal Bag - Linen for Baby - Establishing Procedure for Contacting Female Health Worker When Labour Begins

Unit-4: Conducting a Delivery in the Home

Preparing and Arranging Bag Contents - When Labour Begins - Preparation for Delivery - Management of Labour - Immediate Care of the Newborn - Emergency during Labour and Delivery

Unit-5: Post Partum Care

Organising Postnatal Care - Post Natal Bag Content - Care of Equipment - Observation during Puerperium - Normal Changes (Puerperium) - Identifying Complications and Abnormalities of the Postnatal Period - Postnatal Visits - Care of Postnatal Abnormalities - Records to be Maintained in Postnatal Period

Block-3: Health Services

Unit-6: School Health Services

Initiation of a School Health Programme - Prevention of Communicable Disease - Healthful School Environment - Health Sanitation - Health and Population Education - School Health Records - First Aid and Emergency Care - Treatment of Minor Ailments - Role of Health Worker in School Health Programme - Serving as a Liaison between School, The Home and the Community

Unit-7: Health Problems and Plans

Health Problems - Health Problems and Quality of Life Health Worker's Role

Block-4: Diseases and Immunization

Unit-8: Communicable Diseases

Terminology - Prevalence of Communicable Diseases - Dynamics of Disease Transmission - General Measures for Prevention and Control of Communicable Diseases - Role of Health Workers, Family, Community, Individuals and Public Health Authority in Specific Measures - Vector Control

Unit-9: Immunity and Immunization

Immunity and Immunization - National Immunization Schedule - Types of Vaccine - Hazards of Immunization - Precaution to be taken - Methods of Carrying out Immunization - Techniques of Vaccination

Block-5: Care and Treatment of Patients

Unit-10: Care and Treatment of Patient with Infection

Recognition of Signs and Symptoms of Infection - Common Signs and Symptoms of Infection - Principles of Care and Treatment - Observation of Patient - Measures for Prevention: Spread of Infection - Home Care Of Sick Patient, Individual Articles For Hygienic Care, Food and Fluids

Unit-11: Prevention and Control of Specific Communicable Diseases and Infections

Malaria - Filaria - Dengue Fever - Typhoid Fever - Cholera - Trachoma - Worm Infestations - Rabies - Tuberculosis - Poliomyelitis - Infectious Hepatitis - Other Gastro Intestinal Infections - Small Pox - Chicken Pox (Vorticella) - Mumps - Measles (Rubeola) - Pertussis (Whooping Cough) - Diphtheria



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**Name of the Programme– Vocational Diploma in General Duty Assistant -
Syllabus (Flexible Skill Training Mode)**

Course Title	:	Maternal and Child Health
Course Code	:	VDGD-13X
Course Credit	:	4

Course Objectives

While studying the **Maternal and Child Health**, the student shall be able to:

- Describe the Organization of MCH Care Services
 - Summarize about the female reproductive system
 - Gain knowledge about Maternity cycle and pregnancy
 - Explain about Labour and its complications
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Course Outcomes

After completion of the **Course Maternal and Child Health**, the student will be able to:

- Identify and understand the Maternal Child Health services in clinic and in home
 - State the principles of care during Maternity cycle
 - Demonstrate the execute the labour
 - Elucidate the complications involved in labour
-

Block-1: Maternal Health Care

Unit-1: Organisation of Maternal Health Care

History and Development of Maternal Health Services in India - Organisation of MCH Care Services - Rural and Urban Services - Maternal Child Health Services in the Clinics - Maternal Child Health Services in the Home - Maternal Child Health Services in the Health Centres - Maternal Child Health Services in the Hospitals Working with dais integration of Nutrition - Equipment and Supplies and replenishing supplies for Home Visits / Clinic - Responsibilities of Health Workers in Maternal Health Services - Records and Reports

Unit-2: Female Reproductive System

Female Pelvis - Difference between Male and Female Pelvis - Female Reproductive Organs - External and Internal organ - The Menstrual Cycle - Safe Period Method - Conception and Fertilization

Block-2: Care during Maternity Cycle

Unit-3: Growth and Development of Foetus

Growth and Development of Foetus - Placental abnormalities - Umbilical cord abnormalities - Foetal Skull - Diameters - Moulding - Sutures and Fontanelers - Foetal circulation

Unit-4: Principles of Care during Maternity Cycle

Preconceptional - Antenatal Care - Intranatal Care - Postnatal Care

Block-3: Health Factors and Pregnancy

Unit-5: Maternal Health Factors

Cultural Practices - Social and Economic Factors - Nutrition and Food Stuffs - Literacy/Maternal Education - Brutal Habits and Customs(Beliefs) - Maternal Mortality and Morbidity - Health Statistics - Role of Community Health Nurse

Unit-6: Pregnancy

Physiological Changes during Pregnancy - Diagnosis of Pregnancy - Minor disorder of Pregnancy - Antenatal Care - Importance of Antenatal Care - General Examination - Detecting signs and Symptoms of Complication, Oedema - Early Identification of High Risk Cases - Antenatal advice regarding Diet, Rest, Breast Care Diet - Preparation for Home Delivery - Education for Adoption of Family Planning Methods after Delivery

Block-4: Labour and its Complications

Unit-7: Complications of Pregnancy

Vaginal Bleeding Early Pregnancy - Hyperemesis Gravidarum - Abortion - Medical Termination of Pregnancy - Toxemias of Pregnancy - Ectopic Pregnancy - Nutritional Problems - Pregnancies with Uterine Abnormalities - Disease Complicating Pregnancy

Unit-8: Labour

Labour - The Mechanism of Normal Labour - Signs and Symptoms of Labour - Care during First, Second and Third state of Labour - Complications with Obstructed Labour - Immediate Care of Normal Newborn - Resuscitation of Newborn - Examination of Newborn

Unit-9: Complication of Labour

Abnormal Presentation - Deep Transverse Arrest - Face Presentation - Brow Presentation - Shoulder Presentation - Cord Prolapses

Block-5: Obstetrics

Unit-10: Normal Puerperium

Observation of Normal Changes in the Postpartum Period - Postnatal Examination - Recognizing Signs and Symptoms of Complications in the Postpartum Period - Postnatal Advice regarding Diet - Importance of Breast Feeding - Hygiene of Hands and Breast - Danger Signs - Activation & Exercise

Unit-11 : Abnormal Puerperium

Retention of Urine - Catheterization - Venous Thrombosis - Thrombophlebitis - Puerperal Sepsis - Injuries - Breast Abscess - Cracked Nipple - Depression - Melancholia

Unit-12: Obstetrics Operation

Obstetric Operation - Admission of Patient Pre-operative Care - Medical and Surgical Techniques for Induction of Labour - Artificial Rupture of Membrane - Episiotomy - Low and Mid cavity Forceps - Vacuum Extraction - Trial Labour - Caesarean Section - Destructive Operations - Decapitation and Embryotomy

Unit-13: Drugs in Obstetrics

Drugs in Obstetrics Introduction - Sedatives - Narcotics - Hormonal Drugs - Analgesics



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**Name of the Programme– Vocational Diploma in General Duty Assistant-
Syllabus (Flexible Skill Training Mode)**

Course Title : **Basic Science and Fundamentals of Nursing
(Practical)**

Course Code : **VDGD- P1X**

Course Credit : **4**

- Introduction to Basic Human Anatomy
- Tissues of the Body
- The Integumentary and Facial Systems
- The Skeletal System
- The Muscular System
- The Digestive System
- The Respiratory System and Breathing
- The Urogenital Systems
- The Cardiovascular and Lymphatic Systems
- Introduction of Nursing
- Hospital Admission, Discharge and Transfer of the Patient
- Carbolization, Beds and Bed Making
- Vital Signs
- Administrations of Medicine
- Hot and Cold Application
- Maintaining Personal Hygiene
- Bed-making, open, occupiers, post operation bed
- Admission and discharge of patients
- Sponge bath
- Hair wash
- Pediculosis treatment
- Mouth care
- Feeding the sick patient



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**Name of the Programme– Vocational Diploma in General Duty Assistant-
Syllabus (Flexible Skill Training Mode)**

Course Title	:	Maternal and Child Health (Practical)
Course Code	:	VDGD- P2X
Course Credit	:	4

- Examinations and Diagnostic Test
- Pre & Post Operative Care
- Elimination Needs
- Basic Information about First Aid
- Handling & Transportation
- Immobilizations and Bandages
- TPR checking and recording, oral axilla, rectal
- Checking weight, height, BP
- Testing urine sugar, Albumin
- Assisting for rectal & vaginal examination
- Collection of specimens – urine, stool, sputum, discharges
- General Observation Signs and Symptoms of Pregnancy
- Antenatal Care
- Intranatal Care
- Postnatal Care
- Hand washing, handling sterile equipments
- Surgical dressing
- Pre-operative preparations
- Post operative care



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Life Coping Skills (LCS) and Communication Skills (CNS)-Core Course for all Vocational Diploma Programmes

Life Coping Skills and Communication Skills have been included to help the students to understand the meaning of life and to understand the meaning of relationship and how we communicate in every day life.

Examination System: Examination to Life Coping Skills and Communication Skills are designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

Assignment (Internal): Assignment carries 30 marks, consists of descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write 10-15 pages for each assignment. Submission of Assignment is compulsory.

Theory Examination (External): Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term-End Examination shall carry Section- A, Section- B and Section- C

Section-A	Three out of Five Short Answer Questions [Each 3- Marks]	3 X 3 = 9 Marks
Section-B	Three out of Five Long Answer Questions [Each 7- Marks]	3 X 7 = 21 Marks
Section-C	Four out of Seven Essay questions of which one will be Multiple Choice Question [Each 10-marks]	4 X 10 = 40 Marks
Total		70 Marks

Passing Minimum: The passing minimum is 35 percent in the internal and external/ theory examination taken together for successful completion of each course.



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Name of the Course – Life Coping Skills - Syllabus (Flexible Skill Training Mode)

Course Title : **Life Coping Skills**
Course Code : **LCS**
Course Credit : **6**

(1).Life Coping Skills : The main objectives of the Life Coping skills is to understand the meaning of life and its challenges, provide skills and knowledge needed to cope with life’s problems and challenges, develop a positive attitude, train to be successful and useful citizens through positive thinking, cope with criticism, failure, anger, loneliness, physical and verbal abuse, improve self-esteem, manage time and stress, develop one’s personality to its full potential, help the students to become team players, develop personal skills and to provide skill problems solving and decision making.

Block- 1-Self Skills

Unit-1: Self Skill – I

Meaning and Process of Coping- Restructuring the Life Story - External and Internal Influences in One's Life - Messages: Positive and Negative - Life Illustrations - Self Esteem - Self Concept - Self Acceptance - Self Actualisation- Personality Development

Unit-2: Self Skill – II

Positive Thinking - Goal Setting - Problem Solving - Decision Making

Block- 2: Social and Leadership Skills

Unit-3: Social Skills

Social Skills- Motivation- De-motivating Factor- Meaning and Attitude to Success- Time Management -The Management of Time is the Management of Life - How to gain an extra mile every day- Tips for Time Management - Stress Management

Unit-4: Leadership Skills

Emergence of a Leader -Characteristics of Leadership -Various kinds of Leaders - What should Leader do- The Moulding of a Leader - Characteristics of a Successful Leader- Team Work - What is it like work in a Team- What is Team Learning

Unit-5: Coping Skills – I

What is Shyness- How to Overcome Shyness- Tips to Overcome Shyness - Coping with Loneliness-Finding Ways to Change the Feelings of Loneliness-Overcoming Loneliness - Tips to Overcome Loneliness- Coping with Depression - Coping with Fear- Coping with Anger and Verbal Abuse -Verbal Abuse- Coping with Failure - Coping with Criticism

Unit-6: Coping Skills – II

Coping with HIV – AIDS- Coping with Alcoholism - Tobacco and Smoking - Coping with Substance Abuse

Block -4: Managerial and Entrepreneur Skills

Unit-7: Managerial Skills

Coping with Conflict- Conflict can be Constructive or Destructive- Constructive Nature of Conflicts- What are the Strategies for Managing Conflicts- Tactics of Conflict Management- Coping with Change- Twelve Steps to Implement Change

Unit-8: Entrepreneur Skills

Career Guidance - Career Planning- Preparation for Employment- Looking for Opportunities - Preparation for the Interview - Work Environment - Thriving in Today's Work Environment .



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Name of the Course – Communication Skills - Syllabus (Flexible Skill Training Mode)

Course Title	:	Communication Skills
Course Code	:	CNS
Course Credit	:	6

(2).Communication Skills: The main objectives of the Communication Skills is to introduce to the students the process and kinds of communication, train the students to code and decode communication effectively, explain the various interpersonal skills required to interact with others and make the students understand the meaning of relationship and how we communicate in every day life.

Block -1: Communication

Unit-1: Introduction to Communication

Communication concept- Process of Communication- Elements of Communication- Types of Messages- Types of Communication- Speech- Different Types of Verbal Communication-Effective Communication-Interpersonal Communication- Communication as Skilled Behaviour-Social Skills Model- Social Skills Model to Interpersonal Communication-Implications of the Approach-Components of Interpersonal Skills-Characteristics of a Good Conversation-Hints for Inter-Personal Relation-Ship

Unit-2: Effective Communication

Definition of Effective Communication- Common Forms of Communication- The Positive Value of Good Communication- Guidelines for Effective Communication- Review Questions- Three Principles of Communication- Communication Strategies

Block- 2:Situational and Behavioural Communication

Unit-3: Situational Language

Greeting and Introducing- Inviting Someone and Making Requests- Offering Help and Seeking Permission- Asking for Advice and Expressing Gratitude-Asking whether Someone Remembers- Persuading, Complimenting and Congratulating- Expressing Sympathy- Complaining and Apologising- Making Suggestions and Warning Someone- Asking for Excuse and Ending a Conversation- Asking for Information and Someone's Opinion- Asking if someone is sure and to Say Something

Again- Checking that you have understood- Asking whether someone knows- Asking About Possibility and Preference- Requesting Someone- Asking if someone Agrees- Asking if someone is Obligated to do something- Some Useful Expressions- Different Models of Situational Conversations

Unit-4: Behavioural Communication

Effective Criticism Made Easy: Basic Rules for Delivering-Negative Feedback to Others- Before Delivering to Negative Feedback- While Delivering Negative Feedback- After Delivering Negative Feedback

Block -3: Types and Modes of Communication

Unit-5: Modes of Communication

Group Discussion- Importance of Group Testing- Factors that Contribute to Group-Worthiness- Guidelines for Group Discussion- Factors that Matter in a Group Discussion- Important Parameters in Group Discussion- Types of Groups- Speech-Speech Distractions- Five ways to make your Audience Sit Up- Successful Public Speaking- Drafting a Speech- Major Pitfalls in Public Speaking- Body Language-The Constituents of Body Language

Unit-6: Leadership and Team Communication

Definition of a Leadership- Types of Leadership- Shared Leadership- Ten Principles for Leadership Communication- Styles of Leadership- Team Communication-Achieving Effectiveness through Team Communication- The Components of Communication- Characteristics of Highly Cohesive Teams

Block- 4: Interview Skills and English Language

Unit-7: Interview Skills

Interview Defined- Kinds of Interviews- Preparation for a Job Interview- Telephonic Interview- Preparation for a Telephonic Interview- Speaking to Foreigners- Success in Interview-Ten Most Frequently Asked Questions- Inter Whew- Inter Phew

Unit-8: English as Spoken and Written Language

Simple Sentence- Word Order- Modals- Passive Voice- Letter Writing-An Informal Letter-Formal Letter-Personal Letters- Official Letters- Paragraph Writing- Essay Writing- Types of Essay- Prose Comprehension- Poetry Comprehension- Precise Writing- Dialogues.