

CMJ UNIVERSITY
SHILLONG, MEGHALAYA.
Recognized by UGC

DETAILED SYLLABUS

Certificate Program
Hospital Management

(YEARLY SYSTEM)

**COURSE TITLE : CERTIFICATE IN HOSPITAL
MANAGEMENT**

DURATION : 1 YEAR

TOTAL DIPLOMA MARKS: 900

YEAR 1

<i>COURSE TITLE</i>	<i>Paper Code</i>	<i>MARKS</i>		
		THEORY	PRACTICAL	TOTAL
INTRODUCTION TO MANAGEMENT	CHM-110	100	00	100
COMPUTER SKILLS	CHM-120	100	00	100
PUBLIC RELATION	CHM-130	100	00	100
COMMUNICATION SKILLS	CHM-140	100	00	100
BASICS OF HUMAN ANATOMY	CHM-210 CHM-210P	100	100	200
PHYSCHOLOGY	CHM-220	100	00	100
FINANCIAL ACCOUNTING & MANAGEMENT	CHM-230	100	00	100
MS-OFFICE	CHM-240	50	50	100

Note:

Theory Paper: 30% Continuous Internal Assessment and 70% University examination.

Practical Paper:30% Continuous Internal Assessment and 70% University examination.

Continuous Internal Assessment:

- 1) Two or three tests out of which minimum two Internal Assessment will be considered for Assessment 60% of Continuous
- 2) Seminars/Assignments/Quizzes Internal Assessment 30% of Continuous
- 3) Attendance, class participation and behavior Continuous Internal Assessment 10% of

**CHM-110 INTRODUCTION TO HOSPITAL
MANAGEMENT**

Maximum Time : 3 Hrs. University Examination :70%
Total Marks : 100 Continuous Internal Assessment:30%
Minimum Pass Marks : 40%

A) Instructions for paper-setter

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

B) Instructions for the candidates

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

Basic concepts of management Science, Transportation, transshipment and routing problems.

Assignment models and Goal programming. Queuing theory for single and multiple channels inventory management techniques.

Network concepts, Program evaluation and review techniques (PERT).

Decision theory Game theory.

CHM -120

COMPUTER SKILLS

Maximum Time : 3 Hrs. University Examination : 70%
Total Marks : 100 Continuous Internal Assessment : 30 %
Minimum Pass Marks : 40%

A) Instructions for paper-setter

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

B) Instructions for the candidates

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

COURSE CONTENTS

Hardware & Software: CPU, RAM, SSD, Operating Systems, System Softwares, Application Software. Inside Computers. Computer Systems. Input-Output devices: Monitor, Keyboard, Mouse, System Unit, Printer, Scanner.

Storage devices : Floppy disk, Hard disk, Cartridge tape, CD-ROM

Printers : Dot-Matrix, Inkjet, Laserjet, Colour printer, High speed printer, Label printer, Plotters.

PROGRAMMING LANGUAGE:-Compiler, Assembly Language, Machine Language.

Graphical user interface : Windows 3x, Program manager, Main & accessories program groups, Multiasking.

CHM-130

PUBLIC RELATION

Maximum Time : 3 Hrs. University Examination : 70%
Total Marks : 100 Continuous Internal Assessment : 30 %
Minimum Pass Marks : 40%

A) Instructions for paper-setter

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

B) Instructions for the candidates

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

Public relations skills used in the business organisation and the wider society. The principles and practice of public relations

Study the professional practice of public relations, campaign development, media relations, corporate identity and ethical and professional behaviour.

The public relations function in various industries; key public relations theories; the role of public relations research and planning; measurement and evaluation of public relations activities

The relationship between public relations; marketing and advertising; career paths in the public relations professions.

CHM-140

COMMUNICATION SKILLS

Maximum Time : 3 Hrs. University Examination : 70%
Total Marks : 100 Continuous Internal Assessment : 30 %
Minimum Pass Marks : 40%

A) Instructions for paper-setter

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

B) Instructions for the candidates

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

Basic Skills: - Listening, Speaking, Reading and Writing.

Comprehension: - Reading Comprehension, Passages, Poems.

Listening Comprehension: - Talks, Reports, Poems

Writing Skills: - Paragraph Writing, Composition Writing, Report Writing, Application & Letter Writing

Grammar: - Simple, Compound and complex sentences, Co-ordinate clause (with, but or either-or, Neither-Nor otherwise or else), Subordinate clauses-noun clauses-as subjects object and complement: Relative Clauses (restrictive and non-restrictive clauses). Adverb clauses (open and hypothetical, Comparative Clauses

Simple present, progressive and present perfect, simple past, progressive and past perfect, indication of futurity, the passive (Sample present and past, present and past perfect and 'to' infinitive structure), Reported Speech: - (I) Declarative sentences, (ii) Imperatives (iii) Interrogatives –question, Yes/No Questions, Exclamation sentences, Modals (will, shall, should, would, ought to, have to/have got to, can, could, might and need), Verb structures (infinitives and gerundial)

CHM-210

BASIC OF HUMAN ANATOMY

Maximum Time : 3 Hrs. University Examination :70%
Total Marks : 100 Continuous Internal Assessment:30%
Minimum Pass Marks : 40%

A) Instructions for paper-setter

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

B) Instructions for the candidates

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

Skeleton Structures of Bone, Vertebral Column, Upper Extremity, Lower Extremity, superior extremity, inferior extremity, ossification centers, bone of upper limb, radius and uina, surface marker of thorax abdomen, head and neck.

CHM-210P**BASIC OF HUMAN ANATOMY**

Maximum Time : 3 Hrs. University Examination :70%
Total Marks : 100 Continuous Internal Assessment:30%
Minimum Pass Marks : 40%

The laboratory course will comprise of exercises on what is learnt in the theory classes of the same course i.e. CHM 210.

CHM-220

PYSCHOLOGY

Maximum Time : 3 Hrs. University Examination : 70%
Total Marks : 100 Continuous Internal Assessment : 30 %
Minimum Pass Marks : 40%

A) Instructions for paper-setter

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

B) Instructions for the candidates

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

The fundamentals of human behavior.:- biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality, and social psychology.

Personal and social adjustment in modern society. Topics include maturing self-concept, healthy interpersonal relationships, constructive management of emotion and stress, and prevention of maladjustment.

The biological and environmental factors influencing the physical, intellectual, social, emotional, and language development from birth until death

CHM-230 FINANCIAL ACCOUNTING & MANAGEMENT

Maximum Time : 3 Hrs. University Examination : 70%
Total Marks : 100 Continuous Internal Assessment : 30 %
Minimum Pass Marks : 40%

A) Instructions for paper-setter

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

B) Instructions for the candidates

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

COURSE CONTENTS

Introduction to Financial & Management Accounting. Accounting Process – An Overview. Books of Original Record. Ledger and Trial Balance.

Accounting Concepts

Preparation of Simple Final Accounts. Final Accounts with Adjustments

Understanding Financial Statements. Analysis of Financial Statements(Techniques & Key Ratios). Fund Flow Statement (simple)

Basic Concepts of Costs: Classification of Costs, Elements of Cost and Cost Sheet, Ascertainment and Allocation of Cost (material, Labour & Overheads), Inventory Valuation

Budgeting and Budgetary Control, Standard Costing, Variance analysis

Variable (Managerial) Costing: Cost Volume Profit Analysis, Relevant Costs
for Decision Making

CHM-240

MS-OFFICE

Maximum Time : 3 Hrs. University Examination : 35%
Total Marks : 50 Continuous Internal Assessment : 15 %
Minimum Pass Marks : 40%

A) Instructions for paper-setter

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

B) Instructions for the candidates

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

COURSE CONTENTS

MS Word : Creating documents, Formatting, Auto text, Auto correct, Tables, Page setup, Printing, Object linking & embedding, Spell check, Thesaurus, Mail merge, Word art, Clip art.
setup.

MS Excel : Creating workbooks & worksheets, Formulas & functions, Linking workbooks & worksheets, Cell references, Formatting, Creating charts, Data lists, Page setup, Printing.

MS Power Point : Creating slides with different layouts and templates, Inserting charts, Tables, Organisation charts, Pictures, Running a screen show, Presentation

CHM-240P

MS-OFFICE

Maximum Time	: 3 Hrs.	University Examination	: 35%
Total Marks	: 50	Continuous Internal Assessment	: 15 %
Minimum Pass Marks	: 40%		

The laboratory course will comprise of exercises on what is learnt in the theory classes of the same course i.e. CHM 240P.