



# **BOARD OF SCHOOL EDUCATION HARYANA**

## **Syllabus and Chapter wise division of Marks (2024-25)**

**Class-11<sup>th</sup>**

**Subject: Healthcare**

**Code: PCA 973**

### **General Instructions:**

1. There will be an Annual Examination based on the entire syllabus.
2. The Annual Examination will be of 60/2=30 marks, Practical Examination will be of 50 marks and 20 marks weightage shall be for Internal Assessment.
3. For Practical Examination:
  - i) Practical File of 25 marks.
  - ii) One activity of 10 marks.
  - iii) Viva-voce of 15 marks.
4. For Internal Assessment:

There will be Periodic Assessment that would include:

- i) For 6 marks- Three SAT exams will be conducted and will have a weightage of 06 marks towards the final Internal Assessment.
- ii) For 2 marks- One half yearly exam will be conducted and will have a weightage of 02 marks towards the final Internal Assessment.
- iii) For 2 marks- Subject teacher will assess and give maximum 02 marks for CRP (Class room participation).
- iv) For 5 marks- A project work to be done by students and will have a weightage of 05 marks towards the final Internal Assessment.
- v) For 5 marks- Attendance of student will be awarded 05 marks as:

75% to 80%	- 01 Marks
Above 80% to 85%	- 02 Marks
Above 85% to 90%	- 03 Marks
Above 90% to 95%	- 04 Marks
Above 95% to -	- 05 Marks



# Course Structure (2024-25)

Class-11<sup>th</sup>

Subject: Healthcare

Code: PCA 973

Unit. No.	Vocational Skill Unit Name	Unit Marks
1.	Unit - 1- Hospital management system	10
2.	Unit - 2 - Role of General Duty Assistant for outpatient care	10
3.	Unit - 3 - Role of General Duty Assistant for inpatient care	10
4.	Unit - 4 - First Aid	10
5	Unit - 5 - Maintaining safe, Healthy and Secure Environment	10
Unit. No.	Employability Skill Units	Unit Marks
1.	Unit - 1- Communication skills-1	2
2.	Unit - 2- Self management skills-1	2
3.	Unit - 3- Information and communication Technology skills-1	2
4.	Unit - 4- Entrepreneurial Skills-1	2
5.	Unit - 5- Green Skills-1	2
Total		60/2=30
Practical Examination		50
Internal Assessment		20
<b>Grand Total</b>		<b>100</b>



## **Unit 1: Hospital Management System**

Session 1: Health Care Delivery System

Session 2: Qualities of a General Duty Assistant

Session 3: Codes of Conduct for General Duty Assistant

Session 4: Personal Hygiene Practices for General Duty Assistant

## **Unit 2: Role of General Duty Assistant for Outpatient Care**

Session 1: Role and Functions of Medical Receptionist .

Session 2: Identifying Vital Signs in Patients

Session 3: Assisting in the Examination of Patient

## **Unit 3: Role of General Duty Assistant for Inpatient Care**

Session 1: Role of General Duty Assistant during the Admission of Patients

Session 2: Activities of Patient Care

Session 3: Bed Making for the Patient

Session 4: Transportation of Specimens

Session 5: Care of the Body after Death

## **Unit 4: First Aid**

Session 1: Principles and Rules of First Aid

Session 2: Identify Facilities, Equipment and Materials for First Aid

Session 3: Performing the Role of First Aider for Fever, Heatstroke,  
Back Pain, Asthma and Food-borne Illness

## **Unit 5: Maintaining Safe, Healthy and Secure Environment**

Session 1: Promoting a Safe Working Environment



## **Employability Skill: -**

### Unit 1: Communication Skills

- Session 1: Introduction to Communication
- Session 2: Verbal Communication
- Session 3: Non-verbal Communication
- Session 4: Pronunciation Basics
- Session 5: Communication Styles — Assertiveness
- Session 6: Saying No — Refusal Skills
- Session 7: Writing Skills — Parts of Speech
- Session 8: Writing Skills — Sentences
- Session 9: Greetings and Introduction
- Session 10: Talking about Self
- Session 11: Asking Questions
- Session 12: Talking about Family
- Session 13: Describing Habits and Routines
- Session 14: Asking for Directions

### Unit 2: Self-management Skills

- Session 1: Strength and Weakness Analysis
- Session 2: Grooming
- Session 3: Personal Hygiene
- Session 4: Team Work
- Session 5: Networking Skills
- Session 6: Self-motivation
- Session 7: Goal Setting
- Session 8: Time Management

### Unit 3: Information and Communication Technology Skills

- Session 1: Introduction to ICT
- Session 2: Basic Interface of Libre Office Writer
- Session 3: Saving, Closing, Opening and Printing Document
- Session 4: Formatting Text in a Word Document
- Session 5: Checking Spelling and Grammar
- Session 6: Inserting Lists, Tables, Pictures, and Shapes
- Session 7: Header, Footer and Page Number
- Session 8: Tracking Changes in LibreOffice Writer



Unit 4: Entrepreneurship Skills

Session 1: Introduction to Entrepreneurship

Session 2: Values of an Entrepreneur

Session 3: Attitude of an Entrepreneur

Session 4: Thinking Like an Entrepreneur

Session 5: Coming Up with a Business Idea

Session 6: Understanding the Market

Session 7: Business Planning

Unit 5: Green Skills

Session 1: Sectors of Green Economy

Session 2: Policies for a Green Economy

Session 3: Stakeholders in Green Economy

Session 4: Government and Private Agencies





## Month wise NSQF Syllabus Teaching Plan (2024-25)

Class- 11<sup>th</sup>

Subject: Healthcare

Code: PCA 973

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<p><b>Vocational Skill:</b> - Class Admission and Class Readiness Programme.</p> <p>Introduction to Patient care, Activities Healthcare, need of healthcare , Scope of Healthcare Industry</p> <p><b>Unit - 1 - Hospital management system -</b></p> <p>Session 1: Health Care Delivery System</p> <p><b>Employability Skill:</b> - Motivation and Introduction to NSQF Subjects.</p> <p><b>Unit 1: Communication Skills-</b></p> <p>Session 1: Introduction to Communication</p>	11	5	5
May	<p><b>Vocational Skill.</b></p> <p><b>Unit - 1 - Hospital management system -</b></p> <p>Session 2: Qualities of a General Duty Assistant</p> <p>Session 3: Codes of Conduct for General Duty Assistant</p> <p><b>Employability Skill.</b></p> <p><b>Unit 1: Communication Skills</b></p> <p>Session 2: Verbal Communication</p> <p>Session 3: Non-verbal Communication</p>	13	6	4
June	<p>Summer Vacations - Students need to complete their portfolio topics and prepare 1 chart and model on following topics or topics can also be given by their teachers- Hospital, Functions, Components of Hospital, Departments of Hospital,, Qualities of GDA, TRIAGE,, Hand washing, Personal grooming, Admission of patients, History of patient, Patient admission form, Bed, types of bed, first aid, , CPR, Drugs for common ailments, Types of hazard, PPE, Physical examination and its techniques, Vital signs in all ages and all procedures which will be taught in Incubation center - Vital signs Active passive, exercise, Mouth care, Eye care, Nebulization, Secretion, Steam inhalation, Bed making, Medical hand washing ,Medical glove, First aid C.P.R Back care, Hair care, Oxygen administration Suctioning</p>			



July	<b>Vocational Skill .</b> <b>Unit - 1 - Hospital management system -</b> Session 4: Personal Hygiene Practices for General Duty Assistant <b>Unit 2: Role of General Duty Assistant for Outpatient Care</b> Session 1: Role and Functions of Medical Receptionist <b>Employability Skill.</b> <b>Unit 1: Communication Skills-</b> Session 4: Pronunciation Basics Session 5: Communication Styles Assertiveness Session 6: Saying No — Refusal Skills Session 7: Writing Skills — Parts of Speech Session 8: Writing Skills — Sentences	12	6	5
August	<b>Vocational Skill .</b> <b>Unit 2: Role of General Duty Assistant for Outpatient Care</b> Session 2: Identifying Vital Signs in Patients Session 3: Assisting in the Examination of Patient <b>Employability Skill.</b> Session 9: Greetings and Introduction Session 10: Talking about Self Session 11: Asking Questions Session 12: Talking about Family Session 13: Describing Habits and Routines Session 14: Asking for Directions <b>Unit 2: Self-management Skills</b> Session 1: Strength and Weakness Analysis Session 2: Grooming	11	6	5



September	<p><b><u>Vocational Skill</u></b> .</p> <p><b><u>Unit 3: Role of General Duty Assistant for Inpatient Care</u></b></p> <p>Session 1: Role of General Duty Assistant during the Admission of Patients</p> <p>Session 2: Activities of Patient Care</p> <p>Session 3: Bed Making for the Patient</p> <p><b><u>Employability Skill.</u></b></p> <p><b><u>Unit 2: Self-management Skills</u></b></p> <p>Session 3: Personal Hygiene</p> <p>Session 4: Team Work</p> <p>Session 5: Networking Skills</p> <p>Session 6: Self-motivation</p> <p>Session 7: Goal Setting</p> <p>Session 8: Time Management</p>	11	7	5
October	<p><b><u>Vocational Skill</u></b> .</p> <p><b><u>Unit 3: Role of General Duty Assistant for Inpatient Care</u></b></p> <p>Session 4: Transportation of Specimens</p> <p>Session 5: Care of the Body after Death</p> <p><b><u>Unit 4: First Aid</u></b></p> <p>Session 1: Principles and Rules of First Aid</p> <p><b><u>Employability Skill.</u></b></p> <p><b><u>Unit - 3 - Information and Communication Technology Skills</u></b></p> <p>Session 1: Introduction to ICT</p> <p>Session 2: Basic Interface of Libre Office Writer</p> <p>Session 3: Saving, Closing, Opening and Printing Document</p> <p>Session 4: Formatting Text in a Word Document</p> <p>Session 5: Checking Spelling and Grammar</p>	10	6	4
November	<p><b><u>Vocational Skill. Unit 4: First Aid</u></b></p> <p>Session 2: Identify Facilities, Equipment and Materials for First Aid</p> <p>Session 3: Performing the Role of First Aider for Fever, Heatstroke, Back Pain, Asthma and Food-borne Illness</p> <p><b><u>Employability Skill.</u></b></p> <p><b><u>Unit 3: Information and Communication Technology Skills</u></b></p> <p>Session 6: Inserting Lists, Tables, Pictures, and Shapes</p> <p>Session 7: Header, Footer and Page Number</p> <p>Session 8: Tracking Changes in Libre Office Writer</p>	12	6	4





December	<p><b><u>Vocational Skill.</u></b>  <b>Unit 5: Maintaining Safe, Healthy and Secure Environment</b>            Session 1: Promoting a Safe Working Environment</p> <p><b><u>Employability Skill.</u></b>  <b>Unit 4: Entrepreneurship Skills</b>            Session 1: Introduction to Entrepreneurship            Session 2: Values of an Entrepreneur            Session 3: Attitude of an Entrepreneur            Session 4: Thinking Like an Entrepreneur            Session 5: Coming Up with a Business Idea            Session 6: Understanding the Market            Session 7: Business Planning</p>	13	6	5
January	<p><b><u>Vocational Skill</u></b>            Practical re-demonstrations, Overall Revision of theory and portfolios            Basic of Communications skills</p> <p><b><u>Employability Skill.</u></b>  <b>Unit 5: Green Skills</b>            Session 1: Sectors of Green Economy            Session 2: Policies for a Green Economy            Session 3: Stakeholders in Green Economy            Session 4: Government and Private Agencies</p>	10	5	4
February	<p><b><u>Vocational Skill</u></b>            Revision of Complete Syllabus.</p> <p><b><u>Employability Skill.</u></b>            Revision of Complete Syllabus</p>	8	8	5
March	Annual Examination			

**Note:**

- Subject Teachers are advised to direct the students to prepare notebook of the Terminology/Definitional Words used in the chapters for enhancement of vocabulary or clarity of the concept.

**Prescribed Books:**

1. Patient Care Assistant Skill Book-Text book for Class XI, NCERT Publication.
2. Employability Skill Book- Text book for Class IX, NCERT Publication



# NSQF Question Paper Design (2024-25)

Class- 11<sup>th</sup>

Subject: Healthcare

Code: PCA 973

Time 2 Hours 30 Minutes

Competencies	Total
Knowledge	40%
Understanding	30%
Application	20%
Skill	10%
Total	100%

Type of Question	Marks	Number	Description	Total Marks
Objective Type Question	1	15	6 Multiple Choice Questions, 3 Fill in the Blanks Questions. 3 One word Answer Type Questions 3 Assertion - Reason Questions	15
Very Short Answer Type Question	2	6	Internal choice will be given in any 2 questions	12
Short Answer Type Question	3	6	Internal choice will be given in any 2 questions	18
Essay Type Question	5	3	Internal option will be given in Essay Type question.	15
Total		30		60