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COLLEGE OF ALLIED HEALTH SCIENCES

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TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.




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SYLLABUS FOR VALUE ADDED COURSES



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SYLLABUS FOR VALUE ADDED COURSES

ACADEMIC YEAR 2022-2023



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Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

Course code: VAC222301

Course Name: FIRE AND SAFETY COURSE SYLLABUS

Course Duration: 8 hours

Course Description:

The Fire and Safety course is designed to equip participants with the necessary knowledge and skills to prevent, respond to and control fire-related incidents effectively. This comprehensive course covers a range of topics including fire prevention, fire behavior, emergency response planning, fire fighting equipment and evacuation procedures. The syllabus is structured to provide foundational knowledge and practical training to ensure the safety of individuals and property in various settings.

Course Objectives:

1. To develop an understanding of fire safety regulations, codes and standards.
2. To familiarize participants with the principles of fire behavior and the different classes of fires.
3. To teach participants how to effectively prevent fires through proper hazard identification and risk assessment.
4. To provide guidance on emergency response planning including evacuation procedures and emergency assembly points.
5. To train participants on the selection use and maintenance of firefighting equipment including fire extinguishers and fire suppression systems.
6. To educate participants on the importance of fire safety inspections and the implementation of fire safety measures.
7. To teach participants how to respond to different fire scenarios and effectively control and extinguish fires using appropriate techniques and equipment.
8. To raise awareness about the importance of fire safety in specific settings such as residential commercial and industrial environments.




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COURSE OUTLINE:

Module 1: Introduction to Fire Safety (2 hours)

- Overview of fire safety regulations codes and standards
- Understanding the fire triangle
- Roles and responsibilities of individuals in fire safety

Module 2: Fire Behavior and Classes of Fire (2 hours)

- Understanding the behavior of fire including heat transfer and fire spread
- Classification of fires based on fuel types
- Introduction to different fire suppression methods

Module 3: Fire Prevention and Risk Assessment (2 hours)

- Identifying fire hazards and conducting risk assessments
- Fire prevention measures including housekeeping and safe storage practices
- Fire safety planning and training

Module 4: Emergency Response and Evacuation (2 hours)

- Developing emergency response plans
- Evacuation procedures and assembly points
- Roles and responsibilities during an evacuation

Module 5: Firefighting Equipment (2 hours)

- Types and selection of firefighting equipment
- Proper use and maintenance of fire extinguishers
- Overview of fire detection and suppression systems

Module 6: Fire Safety Inspections and Measures (1.5 hours)

- Conducting fire safety inspections
- Implementing fire safety measures in buildings and workplaces
- Fire safety signage and emergency lighting

Module 7: Fire Incident Response and Control (2 hours)

- Response procedures for different fire scenarios
- Utilizing portable fire extinguishers effectively
- Suppressing fires using appropriate techniques and equipment




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Module 8: Fire Safety in Specific Settings (1.5 hours)

- Residential fire safety measures including smoke detectors and escape plans
- Commercial and office fire safety measures
- Industrial fire safety practices and hazard control

Module 9: Fire Safety Training and Education (1.5 hours)

- Importance of fire safety training and education for employees and the public
- Fire safety drills and simulations
- Public awareness campaigns

Module 10: Case Studies and Practical Exercises (2 hours)

- Analyzing real-life fire incidents and learning from them
- Practical exercises on fire extinguisher usage and evacuation procedures
- Discussion of best practices and lessons learned




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Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

Course code: VAC222302

Course Name: SOFT SKILL DEVELOPMENT

Course Duration: 15 hours

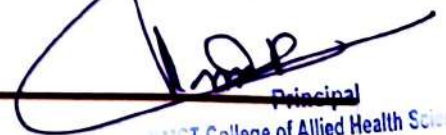
Course Description:

Our Soft Skill Development Course focuses on enhancing essential non-technical skills for personal and professional success. Students learn effective communication, teamwork, leadership, problem-solving, and time management. The course includes interactive sessions, practical exercises, and real-life scenarios. Students develop emotional intelligence, stress management, and personal branding skills. This course equips students to thrive in their careers and handle various professional and personal situations confidently.

Course Objectives:

1. Develop a foundational understanding of soft skills and their significance in personal and professional success.
2. Enhance communication skills including verbal and non-verbal communication, active listening and expressing ideas clearly.
3. Cultivate emotional intelligence to manage emotions effectively in oneself and others build empathy and handle conflicts with empathy.
4. Learn effective time management and organizational skills to set and achieve goals, prioritize tasks and maintain productivity.
5. Develop teamwork and collaboration skills to build effective team relationships, contribute positively and resolve conflicts.
6. Foster adaptability and resilience to navigate change and challenges with ease, maintain flexibility and manage stress effectively.
7. Enhance problem-solving and decision-making abilities by analyzing problems, generating creative solutions and making informed decisions.
8. Develop leadership and influence skills to build effective relationships, motivate and inspire others and exert positive influence.
9. Apply the acquired soft skills in real-life situations and set personal goals for ongoing growth and development.




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COURSE OUTLINE:

Module 1. Introduction to Soft Skills (1 hour)

- Understanding the importance of soft skills in personal and professional success
- Differentiating between soft skills and hard skills
- Overview of the soft skills to be covered in the course

Module 2. Effective Communication (2 hours)

- Verbal and non-verbal communication
- Active listening and empathetic communication
- Assertiveness and expressing ideas clearly
- Overcoming communication barriers

Module 3. Emotional Intelligence (2 hours)

- Understanding emotions and their impact on communication and relationships
- Recognizing and managing emotions in oneself and others
- Developing empathy and building rapport
- Handling conflicts and difficult situations with emotional intelligence

Module 4. Time Management and Organization (2 hours)

- Setting goals and priorities
- Prioritizing tasks and managing deadlines
- Strategies for effective time management
- Organizing workflows and maintaining productivity

Module 5. Teamwork and Collaboration (2 hours)

- Building and fostering effective team relationships
- Enhancing interpersonal skills for collaboration
- Active participation and contribution within a team
- Resolving conflicts and building consensus

Module 6. Adaptability and Resilience (2 hours)

- Dealing with change and uncertainty
- Developing resilience in the face of challenges
- Flexibility and adapting to new situations
- Managing stress and maintaining well-being

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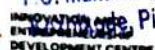
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Module 7. Problem-Solving and Decision Making (2 hours)

- Analyzing problems and identifying root causes
- Generating creative solutions
- Evaluating options and making informed decisions
- Implementing and evaluating the effectiveness of chosen solutions

Module 8. Leadership and Influence (2 hours)

- Understanding different leadership styles
- Building effective relationships with team members
- Motivating and inspiring others
- Influencing others positively

Module 9. Wrap-up and Application (1 hour)

- Reviewing key concepts and skills learned throughout the course
- Setting personal goals for ongoing development
- Identifying opportunities to apply and practice soft skills




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Course code: VAC222303

Course Name: CARDIOPULMONARY RESUSCITATION

Course Duration: 15 hours

Course Description:

The Cardiopulmonary Resuscitation (CPR) course offered by our institution provides essential life-saving skills. Students learn how to respond to cardiac emergencies and perform CPR techniques. The course covers proper chest compressions, rescue breaths, and the use of automated external defibrillators (AEDs). Through hands-on training and simulations, students gain the knowledge and confidence to act quickly in emergency situations. By completing this course, students will be equipped with the skills to potentially save lives and make a positive impact in their communities.

Course Objectives:

Upon completion of the 15-hour CPR course participants should be able to:

1. Understand the importance of early CPR and its role in saving lives.
2. Recognize the signs of cardiac arrest and effectively assess the responsiveness of a victim.
3. Activate the emergency response system and communicate relevant information to the dispatcher.
4. Perform high-quality chest compressions including proper hand placement depth rate and recoil.
5. Demonstrate proper technique for providing rescue breaths to a victim of different age categories (adults, children and infants).
6. Use an automated external defibrillator (AED) appropriately and safely.
7. Adapt CPR techniques for children and infants considering anatomical and physiological differences.
8. Recognize and manage choking emergencies in children and infants.
9. Understand special considerations for CPR in healthcare settings and with specific populations (e.g pregnant women obese individuals).
10. Work effectively as part of a team in two-rescuer CPR scenarios.
11. Identify and respond to foreign body airway obstruction (choking) in adults, children and infants.
12. Practice and demonstrate CPR skills on manikins receiving feedback and guidance from instructors.

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COURSE OUTLINE:

Module 1: Introduction to CPR (2 hours)

- Importance of CPR and its impact on survival rates
- Overview of the chain of survival
- Difference between adult child and infant CPR techniques

Module 2: Basic Life Support (BLS) Skills (2 hours)

- Recognition of cardiac arrest
- Assessing the responsiveness of the victim
- Activating the emergency response system
- Performing chest compressions
- Providing rescue breaths

Module 3: CPR Techniques for Adults (2 hours)

- Proper hand placement for chest compressions
- Compression-to-ventilation ratio, Effective compression depth and rate
- Demonstration and practice of single-rescuer CPR
- Introduction to automated external defibrillators (AEDs)

Module 4: CPR Techniques for Children and Infants (2.5 hours)

- Important anatomical differences to consider
- Modification of techniques for children and infants
- Recognizing and managing choking in children and infants

Module 5: Special Considerations and Advanced Skills (2.5 hours)

- CPR in special healthcare settings (e.g hospitals dental offices)
- CPR with a bag-mask device and two-rescuer CPR techniques
- CPR for pregnant women and obese individuals
- Assessment and management of foreign body airway obstruction

Module 6: Skills Practice and Evaluation (2 hours)

- Hands-on practice of CPR techniques on manikins
- Assessment and feedback from instructors
- Simulated scenarios to test the application of CPR skills

Module 7: Review and Examination (2 hours)

- Recap of key concepts and techniques covered
- Discussion of best practices and lessons learned

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Course code: VAC222304

Course Name: ARTIFICIAL INTELLIGENCE, ENHANCING ,UNDERSTANDING AND APPLICATION

Course Duration: 8 hours

Course Objective:

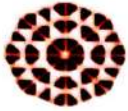
The objective of this 8-hour add-on course on basic artificial intelligence is to provide participants with a comprehensive understanding of the fundamental concepts techniques and applications of AI. By the end of the course participants should be able to:

1. Define artificial intelligence and explain its scope and potential applications.
2. Understand the historical development and evolution of AI and its impact on various domains.
3. Recognize ethical considerations and potential societal impacts of AI technologies.
4. Implement various problem-solving and search algorithms to solve AI-related problems.
5. Comprehend the basics of machine learning including supervised unsupervised and reinforcement learning techniques.
6. Apply natural language processing techniques for tasks like sentiment analysis and classification.
7. Grasp the principles of knowledge representation and reasoning in AI systems.
8. Gain familiarity with neural networks and deep learning algorithms for tasks such as image recognition and sequential data analysis.
9. Understand the importance of AI ethics and bias mitigation in AI development and deployment.
10. Identify future trends and advancements in AI and their potential impact on society and industries.




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Course outline:

Module 1: Introduction to Artificial Intelligence (1 hour)

- Definition, scope of artificial intelligence, Brief history and evolution of AI
- AI applications in various domains
- Ethical considerations and societal impacts of AI

Module 2: Problem Solving and Search Algorithms (1.5 hours)

- Overview of problem-solving strategies in AI
- Search algorithms including uninformed and informed search
- Heuristic functions and their role in search algorithms
- Implementation and application of search algorithms

Module 3: Machine Learning Fundamentals (1.5 hours)

- Introduction to the basics of machine learning
- Supervised unsupervised and reinforcement learning
- Training and evaluation of machine learning models
- Decision trees and linear regression as introductory machine learning algorithms

Module 4: Natural Language Processing (1 hour)

- Basics of natural language processing (NLP)
- Tokenization and text preprocessing techniques
- Sentiment analysis and text classification
- NLP applications such as language translation and chatbots

Module 5: Knowledge Representation and Reasoning (1 hour)

- Principles of knowledge representation in AI systems
- Symbolic representation using logic
- Rule-based systems and expert systems
- Inference and reasoning techniques



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Module 6: Neural Networks and Deep Learning (1.5 hours)

- Introduction to neural networks and their architecture
- Training neural networks using backpropagation
- Convolutional neural networks (CNNs) for image recognition
- Recurrent neural networks (RNNs) for sequential data analysis

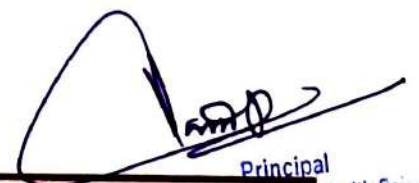
Module 7: AI Ethics and Bias (1 hour)

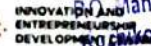
- Ethical considerations in AI development and deployment
- Bias and fairness in AI algorithms
- Responsible AI practices and guidelines
- Case studies and real-world examples

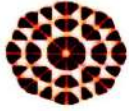
Module 8: Future Trends in AI (0.5 hour)

- Cutting-edge advancements and emerging trends in AI
- Impact of AI on industries and society
- Opportunities and challenges in AI research and application




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Course code: VAC212201

Course Name: BASIC PHOTOGRAPHY SKILLS DEVELOPMENT

Course Duration: 15 hours

Course Description:

The Basic Photography Skills Development course offered by our institution is designed to provide students with a solid foundation in photography. Students will learn essential skills such as understanding camera settings, composition techniques, lighting principles, and image editing basics. Through hands-on practice and constructive feedback, students will develop their creative eye and technical proficiency in capturing compelling photographs. This course is suitable for beginners and photography enthusiasts looking to improve their skills and unleash their artistic potential. By the end of the course, students will have acquired the necessary skills to confidently capture stunning images and tell visual stories through their photographs.

Course Objectives:

Upon completion of the 15-hour basic photography skills course participants should be able to:

1. Understand the basic principles of photography including exposure composition and lighting.
2. Operate a digital camera or smartphone camera including adjusting settings such as ISO aperture and shutter speed.
3. Use composition techniques to create visually appealing photographs including the rule of thirds leading lines and framing.
4. Apply basic editing techniques to enhance and refine photographs using software such as Adobe Lightroom or other editing programs.
5. Understand different types of lenses and their effects on image capture.
6. Explore various genres of photography such as landscape portrait street and still life.
7. Develop an understanding of basic lighting techniques for photography including natural light and artificial lighting.
8. Experiment with different perspectives and angles to create unique and engaging photographs.
9. Capture motion and freeze or blur action using appropriate shutter speed settings.

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10. Understand basic color theory and apply it to photography.
11. Learn about different file formats and how to save and share photographs effectively.
12. Explore basic post-processing techniques to enhance the visual impact of photographs.
13. Participate in hands-on photography exercises and receive feedback and guidance from instructors.
14. Develop a personal style and vision in photography.

COURSE OUTLINE:

Module 1: Introduction to Photography (2 hours)

- History of photography
- Different types of cameras and their features
- Photography as a form of artistic expression

Module 2: Understanding Exposure (2 hours)

- Aperture shutter speed and ISO
- Relationship between these three elements
- Balancing exposure for different lighting conditions

Module 3. Composition Techniques (2 hours)

- Rule of thirds
- Leading lines
- Framing
- Symmetry and patterns

Module 4. Mastering Camera Controls (2 hours)

- Understanding camera modes (e.g manual aperture priority shutter priority)
- Focus techniques (e.g autofocus manual focus)
- White balance settings



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Module 5. Lens Selection and Perspective (1 hour)

- Different types of lenses and their effects
- Choosing the right lens for various subjects and styles
- Exploring different perspectives and angles

Module 6. Lighting in Photography (1 hour)

- Natural light and its properties
- Artificial lighting techniques (e.g flash studio lighting)
- Controlling light for desired effects

Module 7. Basic Post-Processing and Editing (2 hour)

- Introduction to photo editing software (e.g Adobe Lightroom)
- Adjusting exposure contrast and colors
- Cropping and straightening images
- Basic retouching techniques

Module 8. Exploring Photographic Genres(1 hour)

- Landscape photography
- Portraiture
- Street photography
- Still life photography
- Macro photography

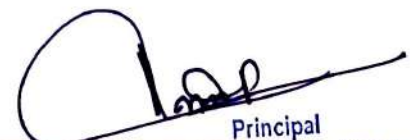
Module 9. Practical Assignments and Critique (1 hour)

- Hands-on shooting assignments to practice learned techniques
- Peer and instructor critique of photographs
- Feedback and guidance for improvement

Module 10. Developing Personal Style (1 hour)

- Understanding individual photography preferences and interests
- Cultivating a unique creative vision
- Finding inspiration from established photographers




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Course code: VAC212202

Course Name: SOFT SKILL DEVELOPMENT

Course Duration: 15 hours

Course Description:

Our Soft Skill Development Course focuses on enhancing essential non-technical skills for personal and professional success. Students learn effective communication, teamwork, leadership, problem-solving, and time management. The course includes interactive sessions, practical exercises, and real-life scenarios. Students develop emotional intelligence, stress management, and personal branding skills. This course equips students to thrive in their careers and handle various professional and personal situations confidently.

Course Objectives:

10. Develop a foundational understanding of soft skills and their significance in personal and professional success.
11. Enhance communication skills including verbal and non-verbal communication, active listening and expressing ideas clearly.
12. Cultivate emotional intelligence to manage emotions effectively in oneself and others build empathy and handle conflicts with empathy.
13. Learn effective time management and organizational skills to set and achieve goals, prioritize tasks and maintain productivity.
14. Develop teamwork and collaboration skills to build effective team relationships, contribute positively and resolve conflicts.
15. Foster adaptability and resilience to navigate change and challenges with ease, maintain flexibility and manage stress effectively.
16. Enhance problem-solving and decision-making abilities by analyzing problems, generating creative solutions and making informed decisions.
17. Develop leadership and influence skills to build effective relationships, motivate and inspire others and exert positive influence.
18. Apply the acquired soft skills in real-life situations and set personal goals for ongoing growth and development.

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COURSE OUTLINE:

Module 1. Introduction to Soft Skills (1 hour)

- Understanding the importance of soft skills in personal and professional success
- Differentiating between soft skills and hard skills
- Overview of the soft skills to be covered in the course

Module 2. Effective Communication (2 hours)

- Verbal and non-verbal communication
- Active listening and empathetic communication
- Assertiveness and expressing ideas clearly
- Overcoming communication barriers

Module 3. Emotional Intelligence (2 hours)

- Understanding emotions and their impact on communication and relationships
- Recognizing and managing emotions in oneself and others
- Developing empathy and building rapport
- Handling conflicts and difficult situations with emotional intelligence

Module 4. Time Management and Organization (2 hours)

- Setting goals and priorities
- Prioritizing tasks and managing deadlines
- Strategies for effective time management
- Organizing workflows and maintaining productivity

Module 5. Teamwork and Collaboration (2 hours)

- Building and fostering effective team relationships
- Enhancing interpersonal skills for collaboration
- Active participation and contribution within a team
- Resolving conflicts and building consensus

Module 6. Adaptability and Resilience (2 hours)

- Dealing with change and uncertainty
- Developing resilience in the face of challenges
- Flexibility and adapting to new situations
- Managing stress and maintaining well-being

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Module 7. Problem-Solving and Decision Making (2 hours)

- Analyzing problems and identifying root causes
- Generating creative solutions
- Evaluating options and making informed decisions
- Implementing and evaluating the effectiveness of chosen solutions

Module 8. Leadership and Influence (2 hours)

- Understanding different leadership styles
- Building effective relationships with team members
- Motivating and inspiring others
- Influencing others positively

Module 9. Wrap-up and Application (1 hour)

- Reviewing key concepts and skills learned throughout the course
- Setting personal goals for ongoing development
- Identifying opportunities to apply and practice soft skills




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Course code: VAC212203

Course Name: ARTIFICIAL INTELLIGENCE, ENHANCING ,UNDERSTANDING AND APPLICATION

Course Duration: 8 hours

Course Objective:

The objective of this 8-hour add-on course on basic artificial intelligence is to provide participants with a comprehensive understanding of the fundamental concepts, techniques and applications of AI. By the end of the course participants should be able to:

1. Define artificial intelligence and explain its scope and potential applications.
2. Understand the historical development and evolution of AI and its impact on various domains.
3. Recognize ethical considerations and potential societal impacts of AI technologies.
4. Implement various problem-solving and search algorithms to solve AI-related problems.
5. Comprehend the basics of machine learning including supervised unsupervised and reinforcement learning techniques.
6. Apply natural language processing techniques for tasks like sentiment analysis and classification.
7. Grasp the principles of knowledge representation and reasoning in AI systems.
8. Gain familiarity with neural networks and deep learning algorithms for tasks such as image recognition and sequential data analysis.
9. Understand the importance of AI ethics and bias mitigation in AI development and deployment.
10. Identify future trends and advancements in AI and their potential impact on society and industries.





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COURSE OUTLINE:

Session 1: Introduction to Artificial Intelligence (1 hour)

- Definition and scope of artificial intelligence
- Brief history and evolution of AI
- AI applications in various domains
- Ethical considerations and societal impacts of AI

Session 2: Problem Solving and Search Algorithms (1.5 hours)

- Overview of problem-solving strategies in AI
- Search algorithms including uninformed and informed search - Heuristic functions and their role in search algorithms
- Implementation and application of search algorithms

Session 3: Machine Learning Fundamentals (1.5 hours)

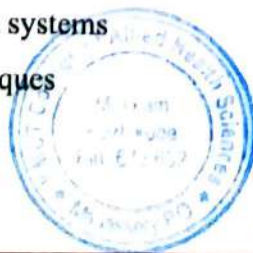
- Introduction to the basics of machine learning
- Supervised unsupervised and reinforcement learning
- Training and evaluation of machine learning models
- Decision trees and linear regression as introductory machine learning algorithms

Session 4: Natural Language Processing (1 hour)

- Basics of natural language processing (NLP)
- Tokenization and text preprocessing techniques
- Sentiment analysis and text classification
- NLP applications such as language translation and chatbots

Session 5: Knowledge Representation and Reasoning (1 hour)

- Principles of knowledge representation in AI systems
- Symbolic representation using logic
- Rule-based systems and expert systems
- Inference and reasoning techniques





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Session 6: Neural Networks and Deep Learning (1.5 hours)

- Introduction to neural networks and their architecture
- Training neural networks using backpropagation
- Convolutional neural networks (CNNs) for image recognition
- Recurrent neural networks (RNNs) for sequential data analysis

Session 7: AI Ethics and Bias (1 hour)

- Ethical considerations in AI development and deployment
- Bias and fairness in AI algorithms
- Responsible AI practices and guidelines
- Case studies and real-world examples

Session 8: Future Trends in AI (0.5 hour)

- Cutting-edge advancements and emerging trends in AI
- Impact of AI on industries and society
- Opportunities and challenges in AI research and application





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Course code: VAC212204

Course Name: FIRE AND SAFETY COURSE SYLLABUS

Course Duration: 8 hours

Course Description:

The Fire and Safety course is designed to equip participants with the necessary knowledge and skills to prevent, respond to and control fire-related incidents effectively. This comprehensive course covers a range of topics including fire prevention, fire behavior, emergency response planning, firefighting equipment and evacuation procedures. The syllabus is structured to provide foundational knowledge and practical training to ensure the safety of individuals and property in various settings.

Course Objectives:

1. To develop an understanding of fire safety regulations, codes and standards.
2. To familiarize participants with the principles of fire behavior and the different classes of fires.
3. To teach participants how to effectively prevent fires through proper hazard identification and risk assessment.
4. To provide guidance on emergency response planning including evacuation procedures and emergency assembly points.
5. To train participants on the selection use and maintenance of firefighting equipment including fire extinguishers and fire suppression systems.
6. To educate participants on the importance of fire safety inspections and the implementation of fire safety measures.
7. To teach participants how to respond to different fire scenarios and effectively control and extinguish fires using appropriate techniques and equipment.
8. To raise awareness about the importance of fire safety in specific settings such as residential commercial and industrial environments.



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DETAILED SYLLABUS:

Module 1: Introduction to Fire Safety (2 hours)

- Overview of fire safety regulations codes and standards
- Understanding the fire triangle
- Roles and responsibilities of individuals in fire safety

Module 2: Fire Behavior and Classes of Fire (2 hours)

- Understanding the behavior of fire including heat transfer and fire spread
- Classification of fires based on fuel types
- Introduction to different fire suppression methods

Module 3: Fire Prevention and Risk Assessment (2 hours)

- Identifying fire hazards and conducting risk assessments
- Fire prevention measures including housekeeping and safe storage practices
- Fire safety planning and training

Module 4: Emergency Response and Evacuation (2 hours)

- Developing emergency response plans
- Evacuation procedures and assembly points
- Roles and responsibilities during an evacuation

Module 5: Firefighting Equipment (2 hours)

- Types and selection of firefighting equipment
- Proper use and maintenance of fire extinguishers
- Overview of fire detection and suppression systems

Module 6: Fire Safety Inspections and Measures (1.5 hours)

- Conducting fire safety inspections
- Implementing fire safety measures in buildings and workplaces
- Fire safety signage and emergency lighting




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Module 7: Fire Incident Response and Control (2 hours)

- Response procedures for different fire scenarios
- Utilizing portable fire extinguishers effectively
- Suppressing fires using appropriate techniques and equipment

Module 8: Fire Safety in Specific Settings (1.5 hours)

- Residential fire safety measures including smoke detectors and escape plans
- Commercial and office fire safety measures
- Industrial fire safety practices and hazard control

Module 9: Fire Safety Training and Education (1.5 hours)

- Importance of fire safety training and education for employees and the public
- Fire safety drills and simulations
- Public awareness campaigns

Module 10: Case Studies and Practical Exercises (2 hours)

- Analyzing real-life fire incidents and learning from them
- Practical exercises on fire extinguisher usage and evacuation procedures
- Discussion of best practices and lessons learned



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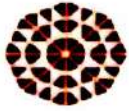
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SYLLABUS FOR VALUE ADDED COURSES

ACADEMIC YEAR 2020-2021



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Course code: VAC202101

Course Name: BASIC PHOTOGRAPHY SKILLS DEVELOPMENT

Course Duration: 15 hours

Course Description:

The Basic Photography Skills Development course offered by our institution is designed to provide students with a solid foundation in photography. Students will learn essential skills such as understanding camera settings, composition techniques, lighting principles, and image editing basics. Through hands-on practice and constructive feedback, students will develop their creative eye and technical proficiency in capturing compelling photographs. This course is suitable for beginners and photography enthusiasts looking to improve their skills and unleash their artistic potential. By the end of the course, students will have acquired the necessary skills to confidently capture stunning images and tell visual stories through their photographs.

Course Objectives:

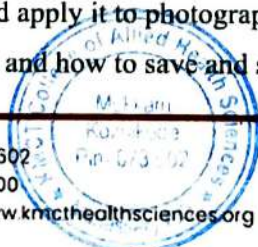
Upon completion of the 15-hour basic photography skills course participants should be able to:

1. Understand the basic principles of photography including exposure composition and lighting.
2. Operate a digital camera or smartphone camera including adjusting settings such as ISO aperture and shutter speed.
3. Use composition techniques to create visually appealing photographs including the rule of thirds leading lines and framing.
4. Apply basic editing techniques to enhance and refine photographs using software such as Adobe Lightroom or other editing programs.
5. Understand different types of lenses and their effects on image capture.
6. Explore various genres of photography such as landscape portrait street and still life.
7. Develop an understanding of basic lighting techniques for photography including natural light and artificial lighting.
8. Experiment with different perspectives and angles to create unique and engaging photographs.
9. Capture motion and freeze or blur action using appropriate shutter speed settings.
10. Understand basic color theory and apply it to photography.
11. Learn about different file formats and how to save and share photographs effectively.

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COURSE OUTLINE:

Module 1: Introduction to Photography (2 hours)

- History of photography
- Different types of cameras and their features
- Photography as a form of artistic expression

Module 2: Understanding Exposure (2 hours)

- Aperture shutter speed and ISO
- Relationship between these three elements
- Balancing exposure for different lighting conditions

Module 3. Composition Techniques (2 hours)

- Rule of thirds
- Leading lines
- Framing
- Symmetry and patterns

Module 4. Mastering Camera Controls (2 hours)

- Understanding camera modes (e.g manual aperture priority shutter priority)
- Focus techniques (e.g autofocus manual focus)
- White balance settings

Module 5. Lens Selection and Perspective (1 hour)

- Different types of lenses and their effects
- Choosing the right lens for various subjects and styles
- Exploring different perspectives and angles

Module 6. Lighting in Photography (1 hour)

- Natural light and its properties
- Artificial lighting techniques (e.g flash studio lighting)
- Controlling light for desired effects

Module 7. Basic Post-Processing and Editing (2 hour)

- Introduction to photo editing software (e.g Adobe Lightroom)
- Adjusting exposure contrast and colors
- Cropping and straightening images
- Basic retouching techniques



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Module 8. Exploring Photographic Genres(1 hour)

- Landscape photography
- Portraiture
- Street photography
- Still life photography
- Macro photography

Module 9. Practical Assignments and Critique (1 hour)

- Hands-on shooting assignments to practice learned techniques
- Peer and instructor critique of photographs
- Feedback and guidance for improvement

Module 10. Developing Personal Style (1 hour)

- Understanding individual photography preferences and interests
- Cultivating a unique creative vision
- Finding inspiration from established photographers



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Course code: VAC202102

Course Name: FIRE AND SAFETY COURSE SYLLABUS

Course Duration: 8 hours

Course Description:

The Fire and Safety course is designed to equip participants with the necessary knowledge and skills to prevent, respond to and control fire-related incidents effectively. This comprehensive course covers a range of topics including fire prevention, fire behavior, emergency response planning, firefighting equipment and evacuation procedures. The syllabus is structured to provide foundational knowledge and practical training to ensure the safety of individuals and property in various settings.

Course Objectives:

1. To develop an understanding of fire safety regulations, codes and standards.
2. To familiarize participants with the principles of fire behavior and the different classes of fires.
3. To teach participants how to effectively prevent fires through proper hazard identification and risk assessment.
4. To provide guidance on emergency response planning including evacuation procedures and emergency assembly points.
5. To train participants on the selection use and maintenance of firefighting equipment including fire extinguishers and fire suppression systems.
6. To educate participants on the importance of fire safety inspections and the implementation of fire safety measures.
7. To teach participants how to respond to different fire scenarios and effectively control and extinguish fires using appropriate techniques and equipment.
8. To raise awareness about the importance of fire safety in specific settings such as residential commercial and industrial environments.




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Course Description:

Module 1: Introduction to Fire Safety (2 hours)

- Overview of fire safety regulations codes and standards
- Understanding the fire triangle
- Roles and responsibilities of individuals in fire safety

Module 2: Fire Behavior and Classes of Fire (2 hours)

- Understanding the behavior of fire including heat transfer and fire spread
- Classification of fires based on fuel types
- Introduction to different fire suppression methods

Module 3: Fire Prevention and Risk Assessment (2 hours)

- Identifying fire hazards and conducting risk assessments
- Fire prevention measures including housekeeping and safe storage practices
- Fire safety planning and training

Module 4: Emergency Response and Evacuation (2 hours)

- Developing emergency response plans
- Evacuation procedures and assembly points
- Roles and responsibilities during an evacuation

Module 5: Firefighting Equipment (2 hours)

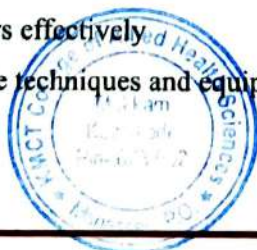
- Types and selection of firefighting equipment
- Proper use and maintenance of fire extinguishers
- Overview of fire detection and suppression systems

Module 6: Fire Safety Inspections and Measures (1.5 hours)

- Conducting fire safety inspections
- Implementing fire safety measures in buildings and workplaces
- Fire safety signage and emergency lighting

Module 7: Fire Incident Response and Control (2 hours)

- Response procedures for different fire scenarios
- Utilizing portable fire extinguishers effectively
- Suppressing fires using appropriate techniques and equipment




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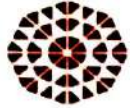
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Module 8: Fire Safety in Specific Settings (1.5 hours)

- Residential fire safety measures including smoke detectors and escape plans
- Commercial and office fire safety measures
- Industrial fire safety practices and hazard control

Module 9: Fire Safety Training and Education (1.5 hours)

- Importance of fire safety training and education for employees and the public
- Fire safety drills and simulations
- Public awareness campaigns

Module 10: Case Studies and Practical Exercises (2 hours)

- Analyzing real-life fire incidents and learning from them
- Practical exercises on fire extinguisher usage and evacuation procedures
- Discussion of best practices and lessons learned



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Course code: VAC202103

Course Name: CARDIOPULMONARY RESUSCITATION

Course Duration: 15 hours

Course Description:

The Cardiopulmonary Resuscitation (CPR) course offered by our institution provides essential life-saving skills. Students will learn how to recognize cardiac emergencies, perform chest compressions, and provide rescue breaths. The course also covers the use of automated external defibrillators (AEDs) and basic first aid techniques. Through hands-on training and simulations, students will develop the confidence and competence to respond effectively in emergency situations. By completing this course, students will be equipped to potentially save lives and make a difference in their communities.

Course Objectives:

Upon completion of the 15-hour CPR course participants should be able to:

1. Understand the importance of early CPR and its role in saving lives.
2. Recognize the signs of cardiac arrest and effectively assess the responsiveness of a victim.
3. Activate the emergency response system and communicate relevant information to the dispatcher.
4. Perform high-quality chest compressions including proper hand placement depth rate and recoil.
5. Demonstrate proper technique for providing rescue breaths to a victim of different age categories (adults, children and infants).
6. Use an automated external defibrillator (AED) appropriately and safely.
7. Adapt CPR techniques for children and infants considering anatomical and physiological differences.
8. Recognize and manage choking emergencies in children and infants.
9. Understand special considerations for CPR in healthcare settings and with specific populations (e.g pregnant women obese individuals).
10. Work effectively as part of a team in two-rescuer CPR scenarios.
11. Identify and respond to foreign body airway obstruction (choking) in adults, children and infants.
12. Practice and demonstrate CPR skills on manikins receiving feedback and guidance from instructors.




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Course outline :

Module 1: Introduction to CPR (2 hours)

- Importance of CPR and its impact on survival rates
- Overview of the chain of survival
- Difference between adult child and infant CPR techniques

Module 2: Basic Life Support (BLS) Skills (2 hours)

- Recognition of cardiac arrest
- Assessing the responsiveness of the victim
- Activating the emergency response system
- Performing chest compressions
- Providing rescue breaths

Module 3: CPR Techniques for Adults (2 hours)

- Proper hand placement for chest compressions
- Compression-to-ventilation ratio
- Effective compression depth and rate
- Demonstration and practice of single-rescuer CPR
- Introduction to automated external defibrillators (AEDs)

Module 4: CPR Techniques for Children and Infants (2.5 hours)

- Important anatomical differences to consider
- Modification of techniques for children and infants
- Recognizing and managing choking in children and infants

Module 5: Special Considerations and Advanced Skills (2.5 hours)

- CPR in special healthcare settings (e.g hospitals dental offices)
- CPR with a bag-mask device
- Two-rescuer CPR techniques
- CPR for pregnant women and obese individuals
- Assessment and management of foreign body airway obstruction




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Module 6: Skills Practice and Evaluation (2 hours)

Hands-on practice of CPR techniques on manikins

Assessment and feedback from instructors

Simulated scenarios to test the application of CPR skills

Module 7: Review and Examination (2 hours)

Recap of key concepts and techniques covered

Discussion of best practices and lessons learned




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Course code: VAC202104

Course Name: Communicative Skill Development

Course Duration: 15 hours

Course description:

The Communicative Skill Development course offered by our institution focuses on enhancing verbal and non-verbal communication skills. Students will learn effective techniques for public speaking, active listening, and expressing ideas clearly. The course also covers body language, interpersonal communication, and cross-cultural communication. Through practical exercises and real-life scenarios, students will gain confidence in their communication abilities and develop strong interpersonal skills. By completing this course, students will be equipped with the necessary skills to communicate effectively in various personal and professional settings.

Course Objectives:

1. Enhance verbal and nonverbal communication skills
2. Develop effective listening skills
3. Improve public speaking and presentation skills
4. Enhance interpersonal communication and networking abilities
5. Develop effective written communication skills
6. Enhance negotiation and conflict resolution skills
7. Develop active and empathetic listening skills
8. Improve critical thinking and problem-solving skills in communication
9. Enhance cross-cultural communication and diversity awareness
10. Develop assertive communication techniques




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COURSE OUTLINE:

Module 1: Introduction to Effective Communication (1 hour)

- Importance of effective communication
- Understanding the communication process
- Barriers to effective communication

Module 2: Verbal Communication Skills (1 hour)

- Importance of clarity and brevity in spoken language
- Techniques to improve articulation and pronunciation
- Enhancing vocabulary and word choice

Module 3: Nonverbal Communication Skills (1 hour)

- Understanding body language and facial expressions
- Enhancing eye contact and posture during communication
- Using gestures and physical movement effectively

Module 4: Effective Listening Skills (1 hour)

- Understanding the difference between hearing and listening
- Techniques for active and empathetic listening
- Overcoming barriers to listening effectively

Module 5: Public Speaking and Presentation Skills (1.5 hours)

- Overcoming stage fright and fear of public speaking
- Structuring impactful presentations
- Techniques for engaging and captivating an audience

Module 6: Written Communication Skills (1.5 hours)

- Enhancing clarity and coherence in written communication
- Writing effective emails reports and other business documents
- Grammar punctuation and proofreading techniques





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Module 7: Interpersonal Communication and Networking (1 hour)

- Building rapport and creating connections
- Active and effective questioning techniques
- Strategies for building professional relationships

Module 8: Negotiation and Conflict Resolution (1 hour)

- Techniques for effective negotiation and persuasion
- Strategies for resolving conflicts and managing difficult conversations
- Understanding different communication styles and adapting accordingly



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SYLLABUS FOR VALUE ADDED COURSES

ACADEMIC YEAR 2019-2020



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Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

Course code: VAC192001

Course Name: Communicative Skill Development

Course Duration: 15 hours

Course Description:

The Communicative Skill Development course offered by our institution focuses on enhancing verbal and non-verbal communication skills. Students will learn effective techniques for public speaking, active listening, and expressing ideas clearly. The course also covers body language, interpersonal communication, and cross-cultural communication. Through practical exercises and real-life scenarios, students will gain confidence in their communication abilities and develop strong interpersonal skills. By completing this course, students will be equipped with the necessary skills to communicate effectively in various personal and professional settings.

Course Objectives:

1. Enhance verbal and nonverbal communication skills
2. Develop effective listening skills
3. Improve public speaking and presentation skills
4. Enhance interpersonal communication and networking abilities
5. Develop effective written communication skills
6. Enhance negotiation and conflict resolution skills
7. Develop active and empathetic listening skills
8. Improve critical thinking and problem-solving skills in communication
9. Enhance cross-cultural communication and diversity awareness
10. Develop assertive communication techniques



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Course Outline:

Module 1: Introduction to Effective Communication (1 hour)

- Importance of effective communication
- Understanding the communication process
- Barriers to effective communication

Module 2: Verbal Communication Skills (1 hour)

- Importance of clarity and brevity in spoken language
- Techniques to improve articulation and pronunciation
- Enhancing vocabulary and word choice

Module 3: Nonverbal Communication Skills (1 hour)

- Understanding body language and facial expressions
- Enhancing eye contact and posture during communication
- Using gestures and physical movement effectively

Module 4: Effective Listening Skills (1 hour)

- Understanding the difference between hearing and listening
- Techniques for active and empathetic listening
- Overcoming barriers to listening effectively

Module 5: Public Speaking and Presentation Skills (1.5 hours)

- Overcoming stage fright and fear of public speaking
- Structuring impactful presentations
- Techniques for engaging and captivating an audience

Module 6: Written Communication Skills (1.5 hours)

- Enhancing clarity and coherence in written communication
- Writing effective emails reports and other business documents
- Grammar punctuation and proofreading techniques





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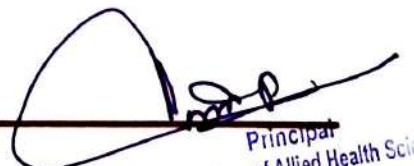
Module 7: Interpersonal Communication and Networking (1 hour)

- Building rapport and creating connections
- Active and effective questioning techniques
- Strategies for building professional relationships

Module 8: Negotiation and Conflict Resolution (1 hour)

- Techniques for effective negotiation and persuasion
- Strategies for resolving conflicts and managing difficult conversations
- Understanding different communication styles and adapting accordingly




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Course code: VAC192002

Course Name: FIRE AND SAFETY COURSE SYLLABUS

Course Duration: 8 hours

Course Description:

The Fire and Safety course is designed to equip participants with the necessary knowledge and skills to prevent, respond to and control fire-related incidents effectively. This comprehensive course covers a range of topics including fire prevention, fire behavior, emergency response planning, firefighting equipment and evacuation procedures. The syllabus is structured to provide foundational knowledge and practical training to ensure the safety of individuals and property in various settings.

Course Objectives:

1. To develop an understanding of fire safety regulations, codes and standards.
2. To familiarize participants with the principles of fire behavior and the different classes of fires.
3. To teach participants how to effectively prevent fires through proper hazard identification and risk assessment.
4. To provide guidance on emergency response planning including evacuation procedures and emergency assembly points.
5. To train participants on the selection use and maintenance of firefighting equipment including fire extinguishers and fire suppression systems.
6. To educate participants on the importance of fire safety inspections and the implementation of fire safety measures.
7. To teach participants how to respond to different fire scenarios and effectively control and extinguish fires using appropriate techniques and equipment.
8. To raise awareness about the importance of fire safety in specific settings such as residential commercial and industrial environments.



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Course outline:

Module 1: Introduction to Fire Safety (2 hours)

- Overview of fire safety regulations codes and standards
- Understanding the fire triangle
- Roles and responsibilities of individuals in fire safety

Module 2: Fire Behavior and Classes of Fire (2 hours)

- Understanding the behavior of fire including heat transfer and fire spread
- Classification of fires based on fuel types
- Introduction to different fire suppression methods

Module 3: Fire Prevention and Risk Assessment (2 hours)

- Identifying fire hazards and conducting risk assessments
- Fire prevention measures including housekeeping and safe storage practices
- Fire safety planning and training

Module 4: Emergency Response and Evacuation (2 hours)

- Developing emergency response plans
- Evacuation procedures and assembly points
- Roles and responsibilities during an evacuation

Module 5: Firefighting Equipment (2 hours)

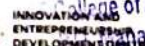
- Types and selection of firefighting equipment
- Proper use and maintenance of fire extinguishers
- Overview of fire detection and suppression systems

Module 6: Fire Safety Inspections and Measures (1.5 hours)

- Conducting fire safety inspections
- Implementing fire safety measures in buildings and workplaces
- Fire safety signage and emergency lighting

Module 7: Fire Incident Response and Control (2 hours)

- Response procedures for different fire scenarios
- Utilizing portable fire extinguishers effectively
- Suppressing fires using appropriate techniques and equipment





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Module 8: Fire Safety in Specific Settings (1.5 hours)

- Residential fire safety measures including smoke detectors and escape plans
- Commercial and office fire safety measures
- Industrial fire safety practices and hazard control

Module 9: Fire Safety Training and Education (1.5 hours)

- Importance of fire safety training and education for employees and the public
- Fire safety drills and simulations
- Public awareness campaigns

Module 10: Case Studies and Practical Exercises (2 hours)

- Analyzing real-life fire incidents and learning from them
- Practical exercises on fire extinguisher usage and evacuation procedures
- Discussion of best practices and lessons learned



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Course code: VAC192003

Course Name: CARDIOPULMONARY RESUSCITATION

Course Duration: 15 hours

Course Description:

The Cardiopulmonary Resuscitation (CPR) course offered by our institution provides essential life-saving skills. Students will learn how to recognize cardiac emergencies, perform chest compressions, and provide rescue breaths. The course also covers the use of automated external defibrillators (AEDs) and basic first aid techniques. Through hands-on training and simulations, students will develop the confidence and competence to respond effectively in emergency situations. By completing this course, students will be equipped to potentially save lives and make a difference in their communities.

Course Objectives:

Upon completion of the 15-hour CPR course participants should be able to:

1. Understand the importance of early CPR and its role in saving lives.
2. Recognize the signs of cardiac arrest and effectively assess the responsiveness of a victim.
3. Activate the emergency response system and communicate relevant information to the dispatcher.
4. Perform high-quality chest compressions including proper hand placement depth rate and recoil.
5. Demonstrate proper technique for providing rescue breaths to a victim of different age categories (adults, children and infants).
6. Use an automated external defibrillator (AED) appropriately and safely.
7. Adapt CPR techniques for children and infants considering anatomical and physiological differences.
8. Recognize and manage choking emergencies in children and infants.
9. Understand special considerations for CPR in healthcare settings and with specific populations (e.g pregnant women obese individuals).
10. Work effectively as part of a team in two-rescuer CPR scenarios.
11. Identify and respond to foreign body airway obstruction (choking) in adults, children and infants.
12. Practice and demonstrate CPR skills on manikins receiving feedback and guidance from instructors.





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Course outline:

Module 1: Introduction to CPR (2 hours)

- Importance of CPR and its impact on survival rates
- Overview of the chain of survival
- Difference between adult child and infant CPR techniques

Module 2: Basic Life Support (BLS) Skills (2 hours)

- Recognition of cardiac arrest
- Assessing the responsiveness of the victim
- Activating the emergency response system
- Performing chest compressions and providing rescue breaths

Module 3: CPR Techniques for Adults (2 hours)

- Proper hand placement for chest compressions
- Compression-to-ventilation ratio
- Effective compression depth and rate
- Demonstration and practice of single-rescuer CPR
- Introduction to automated external defibrillators (AEDs)

Module 4: CPR Techniques for Children and Infants (2.5 hours)

- Important anatomical differences to consider
- Modification of techniques for children and infants
- Recognizing and managing choking in children and infants

Module 5: Special Considerations and Advanced Skills (2.5 hours)

- CPR in special healthcare settings (e.g hospitals dental offices)
- CPR with a bag-mask device
- Two-rescuer CPR techniques
- CPR for pregnant women and obese individuals
- Assessment and management of foreign body airway obstruction

Module 6: Skills Practice and Evaluation (2 hours)

- Hands-on practice of CPR techniques on manikins
- Assessment and feedback from instructors
- Simulated scenarios to test the application of CPR skills

Module 7: Review and Examination (2 hours)

- Recap of key concepts and techniques covered and discussion of best practices and lessons learned

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Course code: VAC192004

Course Name: ENVIRONMENTAL EDUCATION EXPLORING SUSTAINABLE SOLUTIONS

Course Duration: 8 hours

Course Description:

This advanced environmental studies course aims to provide a comprehensive understanding of key concepts, challenges and potential solutions related to environmental sustainability. Through a multidisciplinary approach students will explore various aspects such as climate change biodiversity conservation pollution and resource management. The course will focus on critical thinking problem-solving and practical applications to encourage active engagement with environmental issues.

Course Objectives:

1. Understand the interconnectedness of environmental systems and their impacts on human societies.
2. Explore the causes and consequences of major environmental challenges including climate change, habitat destruction and pollution.
3. Analyze and critique different environmental policies, regulations and strategies for sustainability.
4. Evaluate the importance of biodiversity conservation and explore strategies for its preservation.
5. Investigate sustainable resource management practices and their potential for long-term environmental and social benefits.
6. Examine the role of technological innovation and renewable energy in mitigating environmental problems.
7. Engage in discussions and debates on ethical dilemmas and social justice issues pertaining to the environment.
8. Develop practical skills in conducting environmental assessments, impact analyses and sustainability audits.





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Course Outline:

Module 1: Introduction to Environmental Studies (1 hour)

- Definition and scope of environmental studies
- Historical background and emergence of environmentalism
- Key concepts and principles in environmental science

Module 2: Climate Change and Global Warming (2 hours)

- Causes and consequences of climate change
- Impacts on ecosystems biodiversity and human populations
- Mitigation and adaptation strategies

Module 3: Biodiversity Conservation and Ecological Restoration (1.5 hours)

- Importance of biodiversity for ecosystem functioning
- Threats to biodiversity and endangered species
- Conservation efforts and restoration techniques

Module 4: Pollution Control and Waste Management (1.5 hours)

- Types of pollution: air water soil and noise
- Effects on human health and ecosystems
- Strategies for pollution prevention and waste management

Module 5: Sustainable Resource Management (1.5 hours)

- Principles of sustainable resource use
- Case studies on sustainable agriculture forestry and fisheries
- Circular economy and resource recycling

Module 6: Renewable Energy and Technological Innovation (1 hour)

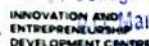
- Overview of renewable energy sources: solar wind hydro and geothermal
- Advantages and challenges of transitioning to a renewable energy economy
- Technological advancements and innovative solutions

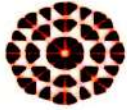
Module 7: Environmental Ethics and Social Justice (1 hour)

- Ethical dilemmas and conflicting values in environmental decision-making
- Environmental justice and equity in accessing resources and bearing the burden of environmental problems
- Exploring inclusive and equitable solutions

Module 8: Practical Applications and Project Presentations (1 hour)

- Students will work on a group project to apply the knowledge gained throughout the course.
- Each group will present their findings and propose innovative solutions to address specific environmental challenges.





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SYLLABUS FOR VALUE ADDED COURSES

ACADEMIC YEAR 2018-2019



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Course code: VAC181901

Course Name: COMMUNICATIVE SKILL DEVELOPMENT

Course Duration: 15 hours

Course Description:

The Communicative Skill Development course offered by our institution focuses on enhancing verbal and non-verbal communication skills. Students will learn effective techniques for public speaking, active listening, and expressing ideas clearly. The course also covers body language, interpersonal communication, and cross-cultural communication. Through practical exercises and real-life scenarios, students will gain confidence in their communication abilities and develop strong interpersonal skills. By completing this course, students will be equipped with the necessary skills to communicate effectively in various personal and professional settings.

Course Objectives:

1. Enhance verbal and nonverbal communication skills
2. Develop effective listening skills
3. Improve public speaking and presentation skills
4. Enhance interpersonal communication and networking abilities
5. Develop effective written communication skills
6. Enhance negotiation and conflict resolution skills
7. Develop active and empathetic listening skills
8. Improve critical thinking and problem-solving skills in communication
9. Enhance cross-cultural communication and diversity awareness
10. Develop assertive communication techniques




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Course Outline:

Module 1: Introduction to Effective Communication (1 hour)

- Importance of effective communication
- Understanding the communication process
- Barriers to effective communication

Module 2: Verbal Communication Skills (1 hour)

- Importance of clarity and brevity in spoken language
- Techniques to improve articulation and pronunciation
- Enhancing vocabulary and word choice

Module 3: Nonverbal Communication Skills (1 hour)

- Understanding body language and facial expressions
- Enhancing eye contact and posture during communication
- Using gestures and physical movement effectively

Module 4: Effective Listening Skills (1 hour)

- Understanding the difference between hearing and listening
- Techniques for active and empathetic listening
- Overcoming barriers to listening effectively

Module 5: Public Speaking and Presentation Skills (1.5 hours)

- Overcoming stage fright and fear of public speaking
- Structuring impactful presentations
- Techniques for engaging and captivating an audience

Module 6: Written Communication Skills (1.5 hours)

- Enhancing clarity and coherence in written communication
- Writing effective emails reports and other business documents
- Grammar punctuation and proofreading techniques

Module 7: Interpersonal Communication and Networking (1 hour)

- Building rapport and creating connections
- Active and effective questioning techniques
- Strategies for building professional relationships

Module 8: Negotiation and Conflict Resolution (1 hour)

- Techniques for effective negotiation and persuasion
- Strategies for resolving conflicts and managing difficult conversations
- Understanding different communication styles and adapting accordingly



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Course code: VAC181902

Course Name: CARDIOPULMONARY RESUSCITATION

Course Duration: 15 hours

Course Description:

The Cardiopulmonary Resuscitation (CPR) course offered by our institution provides essential life-saving skills. Students will learn how to recognize cardiac emergencies, perform chest compressions, and provide rescue breaths. The course also covers the use of automated external defibrillators (AEDs) and basic first aid techniques. Through hands-on training and simulations, students will develop the confidence and competence to respond effectively in emergency situations. By completing this course, students will be equipped to potentially save lives and make a difference in their communities.

Course Objectives:

Upon completion of the 15-hour CPR course participants should be able to:

1. Understand the importance of early CPR and its role in saving lives.
2. Recognize the signs of cardiac arrest and effectively assess the responsiveness of a victim.
3. Activate the emergency response system and communicate relevant information to the dispatcher.
4. Perform high-quality chest compressions including proper hand placement depth rate and recoil.
5. Demonstrate proper technique for providing rescue breaths to a victim of different age categories (adults, children and infants).
6. Use an automated external defibrillator (AED) appropriately and safely.
7. Adapt CPR techniques for children and infants considering anatomical and physiological differences.
8. Recognize and manage choking emergencies in children and infants.
9. Understand special considerations for CPR in healthcare settings and with specific populations (e.g pregnant women obese individuals).
10. Work effectively as part of a team in two-rescuer CPR scenarios.
11. Identify and respond to foreign body airway obstruction (choking) in adults, children and infants.
12. Practice and demonstrate CPR skills on manikins receiving feedback and guidance from instructors.



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Course outline:

Module 1: Introduction to CPR (2 hours)

- Importance of CPR and its impact on survival rates
- Overview of the chain of survival
- Difference between adult child and infant CPR techniques

Module 2: Basic Life Support (BLS) Skills (2 hours)

- Recognition of cardiac arrest
- Assessing the responsiveness of the victim
- Activating the emergency response system
- Performing chest compressions
- Providing rescue breaths

Module 3: CPR Techniques for Adults (2 hours)

- Proper hand placement for chest compressions
- Compression-to-ventilation ratio
- Effective compression depth and rate
- Demonstration and practice of single-rescuer CPR
- Introduction to automated external defibrillators (AEDs)

Module 4: CPR Techniques for Children and Infants (2.5 hours)

- Important anatomical differences to consider
- Modification of techniques for children and infants
- Recognizing and managing choking in children and infants

Module 5: Special Considerations and Advanced Skills (2.5 hours)

- CPR in special healthcare settings (e.g hospitals dental offices)
- CPR with a bag-mask device
- Two-rescuer CPR techniques
- CPR for pregnant women and obese individuals
- Assessment and management of foreign body airway obstruction

Module 6: Skills Practice and Evaluation (2 hours)

- Hands-on practice of CPR techniques on manikins
- Assessment and feedback from instructors
- Simulated scenarios to test the application of CPR skills

Module 7: Review and Examination (2 hours)

- Recap of key concepts and techniques covered
- Discussion of best practices and lessons learned



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Course code: VAC181903

Course Name: FIRE AND SAFETY COURSE SYLLABUS

Course Duration: 8 hours

Course Description:

The Fire and Safety course is designed to equip participants with the necessary knowledge and skills to prevent, respond to and control fire-related incidents effectively. This comprehensive course covers a range of topics including fire prevention, fire behavior, emergency response planning, firefighting equipment and evacuation procedures. The syllabus is structured to provide foundational knowledge and practical training to ensure the safety of individuals and property in various settings.

Course Objectives:

1. To develop an understanding of fire safety regulations, codes and standards.
2. To familiarize participants with the principles of fire behavior and the different classes of fires.
3. To teach participants how to effectively prevent fires through proper hazard identification and risk assessment.
4. To provide guidance on emergency response planning including evacuation procedures and emergency assembly points.
5. To train participants on the selection use and maintenance of firefighting equipment including fire extinguishers and fire suppression systems.
6. To educate participants on the importance of fire safety inspections and the implementation of fire safety measures.
7. To teach participants how to respond to different fire scenarios and effectively control and extinguish fires using appropriate techniques and equipment.
8. To raise awareness about the importance of fire safety in specific settings such as residential commercial and industrial environments.



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Course outline:

Module 1: Introduction to Fire Safety (2 hours)

- Overview of fire safety regulations codes and standards
- Understanding the fire triangle
- Roles and responsibilities of individuals in fire safety

Module 2: Fire Behavior and Classes of Fire (2 hours)

- Understanding the behavior of fire including heat transfer and fire spread
- Classification of fires based on fuel types
- Introduction to different fire suppression methods

Module 3: Fire Prevention and Risk Assessment (2 hours)

- Identifying fire hazards and conducting risk assessments
- Fire prevention measures including housekeeping and safe storage practices
- Fire safety planning and training

Module 4: Emergency Response and Evacuation (2 hours)

- Developing emergency response plans
- Evacuation procedures and assembly points
- Roles and responsibilities during an evacuation

Module 5: Firefighting Equipment (2 hours)

- Types and selection of firefighting equipment
- Proper use and maintenance of fire extinguishers
- Overview of fire detection and suppression systems

Module 6: Fire Safety Inspections and Measures (1.5 hours)

- Conducting fire safety inspections
- Implementing fire safety measures in buildings and workplaces
- Fire safety signage and emergency lighting

Module 7: Fire Incident Response and Control (2 hours)

- Response procedures for different fire scenarios
- Utilizing portable fire extinguishers effectively
- Suppressing fires using appropriate techniques and equipment

Module 8: Fire Safety in Specific Settings (1.5 hours)

- Residential fire safety measures including smoke detectors and escape plans
- Commercial and office fire safety measures
- Industrial fire safety practices and hazard control

Module 9: Fire Safety Training and Education (1.5 hours)

- Importance of fire safety training and education for employees and the public
- Fire safety drills and simulations
- Public awareness campaigns

Module 10: Case Studies and Practical Exercises (2 hours)

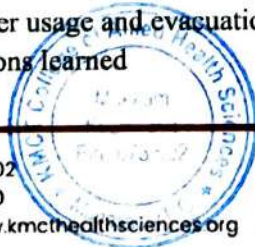
- Analyzing real-life fire incidents and learning from them
- Practical exercises on fire extinguisher usage and evacuation procedures
- Discussion of best practices and lessons learned

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Course code: VAC181904

Course Name: Environmental education Exploring Sustainable Solutions

Course Duration: 8 hours

Course Description:

This advanced environmental studies course aims to provide a comprehensive understanding of key concepts, challenges and potential solutions related to environmental sustainability. Through a multidisciplinary approach students will explore various aspects such as climate change biodiversity conservation pollution and resource management. The course will focus on critical thinking problem-solving and practical applications to encourage active engagement with environmental issues.

Course Objectives:

1. Understand the interconnectedness of environmental systems and their impacts on human societies.
2. Explore the causes and consequences of major environmental challenges including climate change, habitat destruction and pollution.
3. Analyze and critique different environmental policies, regulations and strategies for sustainability.
4. Evaluate the importance of biodiversity conservation and explore strategies for its preservation.
5. Investigate sustainable resource management practices and their potential for long-term environmental and social benefits.
6. Examine the role of technological innovation and renewable energy in mitigating environmental problems.
7. Engage in discussions and debates on ethical dilemmas and social justice issues pertaining to the environment.
8. Develop practical skills in conducting environmental assessments, impact analyses and sustainability audits.




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Course Outline:

Session 1: Introduction to Environmental Studies (1 hour)

- Definition and scope of environmental studies
- Historical background and emergence of environmentalism
- Key concepts and principles in environmental science

Session 2: Climate Change and Global Warming (2 hours)

- Causes and consequences of climate change
- Impacts on ecosystems biodiversity and human populations
- Mitigation and adaptation strategies

Session 3: Biodiversity Conservation and Ecological Restoration (1.5 hours)

- Importance of biodiversity for ecosystem functioning
- Threats to biodiversity and endangered species
- Conservation efforts and restoration techniques

Session 4: Pollution Control and Waste Management (1.5 hours)

- Types of pollution: air water soil and noise
- Effects on human health and ecosystems
- Strategies for pollution prevention and waste management

Session 5: Sustainable Resource Management (1.5 hours)

- Principles of sustainable resource use
- Case studies on sustainable agriculture forestry and fisheries
- Circular economy and resource recycling

Session 6: Renewable Energy and Technological Innovation (1 hour)

- Overview of renewable energy sources: solar wind hydro and geothermal
- Advantages and challenges of transitioning to a renewable energy economy
- Technological advancements and innovative solutions

Session 7: Environmental Ethics and Social Justice (1 hour)

- Ethical dilemmas and conflicting values in environmental decision-making
- Environmental justice and equity in accessing resources and bearing the burden of environmental problems
- Exploring inclusive and equitable solutions

Session 8: Practical Applications and Project Presentations (1 hour)

- Students will work on a group project to apply the knowledge gained throughout the course.
- Each group will present their findings and propose innovative solutions to address specific environmental challenges.



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