



SunRise University

Approved by Govt. of Rajasthan vide Sunrise University Act, 2011
Recognized by UGC Act, 1956 u/s 2 (f)

DIPLOMA IN HOSPITAL ADMINISTRATION(DHA)

SYLLABUS

PAPER CODE	PAPER NAME	INTERNAL	EXTERNAL	TOTAL
HA101	HOSPITAL ADMINISTRATION	40	60	100
HA 102	COMMUNICATIVE ENGLISH	40	60	100
TOTAL		80	120	200

HA101: HOSPITAL ADMINISTRATION

UNIT-1 THE HOSPITAL

Role of hospital in health care, Hospital planning and design

UNIT-2 MANAGEMENT

Effective hospital management, Planning, Organizing, Deciding and leading, Controlling, Financial Management

UNIT -3 ADMINISTRATIVE SERVICE

Medical records, Hospital Infection, Hospital Utilization statistics, Materials Management, Marketing of health services, Evaluation of hospital services.

UNIT 4 FUNCTIONAL HOSPITAL ORGANIZATION

Disposal of hospital waste, Public relations in hospitals, Ethical and legal aspects of hospital administration, Disaster Management, Quality Assurance through record review and medical audit.

UNIT 5- IN PATIENT AND OUT PATIENT AND NURSING SERVICES.

Out patient and In patient services, Nursing services, Intensive care unit

UNIT 6 CLINICAL AND SUPPORT SERVICES

Radiology and imaging services, Laboratory services, Operation theatre suit, Pharmacy, Central sterile supply department, Hospital Linen and Laundry services.

HA 102: COMMUNICATIVE ENGLISH

UNIT 1 : INTRODUCTION TO COMMUNICATION

Origin, Purpose of Communication, Importance of Communication, Basic Forms of Communication, Nature of Communication, Basics of Communication, Self-Development and Communication, Objectives of Self Development.

UNIT 2 : PROCESS OF COMMUNICATION AND BARRIERS IN COMMUNICATION

Process of Communication, Barriers in Communication

UNIT 3 : EFFECTIVE COMMUNICATION

Factors Affecting Communication, Importance of Effective Communication, Essentials of Effective Communication, Effective Managerial Communication, Miscommunication

UNIT 4 : BUSINESS COMMUNICATION

Nature of Business Communication, Objectives of Business Communication, Types/Scope of Business Communication, Importance of Business Communication, Business Correspondence

UNIT 5 : ORAL / WRITTEN COMMUNICATION

Pronunciation of Vowels and Consonants, Phrases and Sentences, Kinds of Sentences, Parts of Speech, Nouns and Pronouns, Gender and Number, Prepositions and Conjunctions, Verbs, Tense, Sentence Construction.