

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WB
Syllabus of BBA in Hospital Management
(Effective for 2021-2022 Admission Session)
Choice Based Credit System
140 Credit (3-Year UG)

Semester-II

Medical terminology
 Paper Code: BBA(HM) - 201
 Total Credit: 6
 Total hours of lectures: 60 hours

CO:

- 1) Identify structures and describe functions of each of the body systems.
- 2) Describe common diseases and disorders within each of the body systems.
- 3) Identify and interpret complex medical terms by breaking them into their component word parts in order to decipher their meaning.
- 4) Build medical words from their component word parts.

Sl.	Topic/Module	Hour
1.	Module 1: Basics of Prescription Reading. Common Latin term used in prescription writing, Study of standard abbreviations used in prescription, Study of common abbreviations used in various departments of hospitals.	10
2.	Module 2:a. Basics of Medical Terminology. Commonly used prefixes in medical terminology, Commonly used suffixes in medical terminology, Commonly used root words in medical terminology, Commonly used medical terms to define different parts of the body	10
3.	Module 3: Overview of various kinds of Medical Imaging.	10
4.	Module 4: Fundamentals of Digestive system. Fundamentals of Cardio-Vascular System. Fundamentals of Respiratory System.	10
5.	Module 5: Basic Concept on Elementary Diseases of Human System. Elementary Diseases of Musculo-skeletal System (Arthritis, Osteoporosis, Bone Fracture etc.) Elementary Diseases of Urinary System (Dialysis, Nephritis, BPH & Hydronephrosis). Elementary Diseases of Respiratory System (Asthma, Pneumonia, Tuberculosis .)	10
6.	Module 6: Fundamentals of medical Terms used by Medical terminology used by Cardiologist Medical terminology used by Neurologist Medical terminology used by Nephrologist Medical terminology used by Gastro-intestinologist Medical terminology used by ENT surgeon Medical terminology used by Dentist Medical terminology used by Orthopedic surgeon	10

Suggested Readings:

- 1) Paramedics-Six in One, Jaypee Brothers
- 2) Human physiology vol 1&2 by Dr. C C Chatterjee
- 3) Guyton and Hall Textbook of medical Physiology
- 4) Colour atlas of human body
- 5) Grays Anatomy for Students Ricard L Drake
- 6) Park's textbook of Preventive & Social medicine

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Paper Name: Hospital Overview

Paper Code: BBA (HM) 202

Total Credit: 5L +1T

Total hours of lectures: 60 hours

CO:

- 1) To know the Concept of Modern Hospital & Privatization in Health Sector.
- 1) Understanding functioning of Corporate multi-specialty hospital
- 2) To know about Public Sector Hospitals and Level of care / offered facilities.
- 3) To understand Concept of Corporate Hospital in developing countries.
- 4) To know IEC activities in health sector

Sl.	Topic/Module	Hour
1.	Module 1: Concept of Modern Hospital & Privatization In Health Sector, Concept of Health Care Industry & Its Ever-Changing Character, Understanding Functioning of Corporate Multi-Specialty Hospital.	16
2.	Module 2: Health Scenario of India- Past, Present And Future, Public Sector Hospitals And The Levels Of Care Offered.	10
3.	Module 3: Effects of Globalization In Health Care, Concept of Corporate Hospital In Developing Countries, Infrastructure And Lay Out of An Ideal Corporate Hospital.	12
4.	Module 4: Functioning Of Modern Hospitals & Changing Need of Patients, Hospitality In Hospital Care.	12
5.	Module 5: Managerial Activities For Effective Hospital Functioning	10

Suggested Readings:

1. Hospital Facilities Planning & Management, G.D Kunders—TMH
2. Principles of Hospital Administration & Planning, B.M Shakharkar—JAYPEE
3. Hospital Administration, D.C Joshi & Mamta Joshi—JAYPEE
4. Essentials for Hospital Support Services and Physical Infrastructure, Madhuri Sharma—JAYPEE
5. The Hospital Administrator, M.A George---JAYPEE
6. Hospitals and Nursing Homes Planning, Organizations and Management, Syed.A.Tabish, JAYPEE

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Paper: Environmental Science and Sustainable Development

Code : BBA (HM) 204
 Contacts Hours / Week : 2L
 Credits : 2

Sl.	Topic/Module	Hour
1.	Module 1 : Introduction , Multidisciplinary nature , Scope and importance; the need for environmental education. Concept of sustainability and sustainable development.	2
2.	Module 2 : Ecosystems: Definition, Structure: food chains, food webs and function of ecosystem: Energy flow, nutrient cycle and ecological succession. Ecological Interactions, Biodiversity and Conservation – Levels, India as a mega-biodiversity nation, Threats to biodiversity, Ecosystem and biodiversity services	2
3.	Module 3 : Environmental Pollution - Types:- Air pollution, Water pollution, Land pollution, Noise pollution; pollutants, Effects of pollution, Control and Remedial measures.	6
4.	Module 4 : Environmental Protection- Report of the Club of Rome: Sustainable Development, Different Renewable Energy Sources- Wind Power, Water Power, Bio Fuel/Solid Bio Mass, Geothermal Energy, Nuclear Power, Environmental Movements- Chipko movement; Narmada Bachao movement; Tehri Dam conflict.	5
5.	Module 5 : Environmental policies and Legislations: Environmental Regulations Different Acts, Environmental Ethics Environmental Impact Assessment (EIA), EIA – Methods and Tools, Appraisal and Clearance for Industry, Evaluation System.	5

Suggested Readings:

1. G.N. Pandey: Environmental Management, Vikas Publishing House Pvt. Ltd.
2. Cunningham: Environmental Science, TMH.
3. R. Rajagopalan: Environmental Studies, Oxford.
4. R. Joshi & Munish Kapila: Environment Management, Kalyani Publishers.
5. C.S. Rao: Environmental Pollution Control Engineering, New Age International Publication.
6. Navi Radjou and Jaideep Prabhu: Do Better with Less: Frugal Innovation for Sustainable Growth, Penguin Portfolio.