

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly West Bengal University of Technology)
Syllabus of BBA in Hospital Management
(Effective from 2023-24 Academic Sessions)

Graduate Attributes: By the end of the program the students will be able to:

1. Possess the necessary skills and knowledge to effectively navigate and apply hospital management principles.
2. Extrapolate to novel situations and Integration of knowledge in diverse contexts.
3. Integrate information from various sources and combine different ideas to create a comprehensive understanding of a topic.
4. collect, organise, and interpret data from different sources to gain insights and draw meaningful conclusions.
5. Demonstrate adeptness in accessing, evaluating, and leveraging various information sources using ICT.
6. Learn a team-oriented approach.
7. Display the ability to listen attentively, read and write critically, and deliver complicated material to various groups in a clear and coherent manner.
8. To exhibit ethical principles and values while overseeing hospital operations and decision-making.
9. Emphasize the obligation to address societal needs and contribute positively to the community.

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Course Name: HOSPITAL OPERATIONS PLANNING

Mode: Offline

Credits: 5(4T+1P)

BBAHM-101

Aim of the Course: The objective is to attain a comprehensive understanding of hospital management.

Course Objectives: The course is designed to foster comprehension of the core principles of hospital management. It also covers operational aspects. Upon finishing this course, students should have a grasp of the foundational tenets of healthcare management.

Goals:

CO1: This course equips students with foundational knowledge in hospital operation planning.

CO2: Through this course, students will gain the ability to harmonize practice with theoretical knowledge in hospital operation planning.

CO3: The course will facilitate active learning and the acquisition of knowledge regarding emerging trends in health planning.

CO4: The course is designed to furnish students with decision-making skills relevant to Health care planning.

CO5: Upon completing this course, students will be equipped to detect and assess hospital planning challenges and possibilities in practical settings.

| Sl | Course content | Mapped modules | Hour allotted |
|-----|---|----------------|---------------|
| CO1 | <ul style="list-style-type: none"> • Definition of Hospital • Overview of Professional service units of a hospital (clinical and non-clinical) • Organization of the hospital • Management structure • Governing body, Hospital committees and hospital functionaries Duties and responsibilities of various levels of management | M1 | 8 |
| CO2 | <p>Hospital Planning-concept</p> <ul style="list-style-type: none"> • Guiding principles in planning hospital facilities & services Planning the hospital building. • Stages in planning, Finance, Location, Need assessment survey of community, factors determining site, legal requirements, design consideration, Project management & implementation, Gantt Chart Planning the operational units, engineering, lighting etc. | M2 | 12 |

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| | | | |
|-----|--|--------|----|
| CO3 | Health Planning <ul style="list-style-type: none"> National Health Policy,2002(overview) National Health Policy,2017 National Population Policy NITI Aayog | M3 | 6 |
| CO4 | National Health Programmes: <ul style="list-style-type: none"> National Dengue control programme, National Leprosy Eradication Control Programme, National Framework for Malaria Elimination (2016-2030) programme, NACP-IV(2012-2017), RNTCP, Universal Immunization Programme including Indradhanush , RCH Phase II, Vision 2020, National Health Mission, National Mental Health Programme, National Family Planning Programme | M3, M4 | 10 |
| CO5 | <ul style="list-style-type: none"> Health Manpower Planning and distribution Health service Research | M5 | 4 |

Learning Outcome/ Skills:

Hospitals are complex organizations with intricate structures. Student will study how different departments and functions within a hospital interact, and how the organizational structure affects decision-making and efficiency.

| Module Number | Content | Total Hours | % of questions | Bloom Level (applicable) | Remarks, if any |
|---------------------|--|-------------|----------------|---------------------------|-----------------|
| THEORY | | | | | |
| M1 | Introduction to Hospital Planning | 8 | 20 | 1,2 | NA |
| M2 | Hospital Planning-concept | 12 | 35 | 1,2,3 | NA |
| M3 | Health Planning | 6 | 20 | 1,2 | NA |
| M4 | National Health Programmes | 10 | 15 | 1,2,3 | NA |
| M5 | <ul style="list-style-type: none"> Health Manpower Planning and distribution Health service Research | 4 | 10 | 1,2,3 | NA |
| Total Theory | | 40 | 100 | | |
| Practical | | 8 | - | - | - |
| TOTAL | | 48 | - | - | |

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Course Name: Accounts
BBAHM 102 (MAJOR)

Mode: Offline

Credits: 5(4T+1P)

Programme Outcome of BBA in Hospital Management (PO)

1. Possessing the necessary skills and knowledge to effectively navigate and apply hospital management principles.
2. Ability to extrapolate to novel situations and Integration of knowledge in diverse contexts.
3. Ability to integrate information from various sources and combine different ideas to create a comprehensive understanding of a topic.
4. After completion, students are capable of collecting, organising, and interpreting data from different sources to gain insights and draw meaningful conclusions.
5. Demonstrate adeptness in accessing, evaluating, and leveraging various information sources using ICT.
6. Able to learn a team-oriented approach.
7. Display the ability to listen attentively, read and write critically, and deliver complicated material to various groups in a clear and coherent manner.
8. Referring to the capacity to exhibit ethical principles and values while overseeing hospital operations and decision-making.
9. Emphasizing the obligation to address societal needs and contribute positively to the community.

Course Outcome (CO)

Aim of the Course: The aim is to achieve knowledge of the fundamentals of managerial accounts and practical application in the hospital operations.

Course Objectives: This course introduces the basic concepts and principles of accounting for preparing the financial statements such as income statement (financial performance) and balance sheet (financial position). The course focuses on detailed understanding of accounting information system, accounting concepts, accounting principles, accounting cycle, recording of transactions, and financial statement concepts.

Students are expected to gain the ability of using accounting information as a tool in applying solutions for managerial problems, evaluating the financial performance, and interpreting the financial structure.

Goals:

CO1: This course enables students to gain preliminary knowledge about accounts.

CO2: This course will enable the students to combine practice and theoretical knowledge of accounting.

CO3: The students of this course will be active learners and develop awareness of emerging trends in accounts

CO4: The course will provide decision making skills to the students in the financial analysis context,

CO5: The students of this course will have the ability to identify and analyse accounts related problems and opportunities in real life situations.

| Sl | Course content | Mapped modules | Hour allotted |
|-----|---|----------------|---------------|
| CO1 | <ul style="list-style-type: none">• Introduction to Accounting• Accounting: Meaning, Objectives and Advantages. Users of Accounting Information.• Fundamental Accounting Assumptions: (Going Concern, Consistency, Accrual.) Accounting• Principles: (Accounting Entity, Money Measurement, Accounting | M1 | 10 |

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| | | | |
|-----|--|-----------|-----------|
| | <ul style="list-style-type: none"> Period, • Full Disclosure, Materiality, Prudence, Cost Concept, and Dual Aspect, • Revenue recognition, matching.) Recording of • Transactions Double Entry System. Rules of • Debit and Credit • Journal and Ledger. • Preparation of Trial • Balance. | | |
| CO2 | <ul style="list-style-type: none"> • Financial Statements • Financial Statements: Objective and Importance. Trading and Profit and Loss Account: • Balance Sheet: Need, grouping, marshalling of assets and liabilities. Adjustments • in Preparation of Financial Statements: • (With respect to closing stock, outstanding expenses, prepaid expenses, accrued income, • Income received in advance, depreciation, bad debts, provision for doubtful debts.) | M2 | 10 |
| CO3 | <ul style="list-style-type: none"> • Cost Accounting: • Introduction: Definition of • Costing, Cost concepts • Types of costs, Classification of costs, Cost sheet | M2 | 8 |
| CO4 | <ul style="list-style-type: none"> • Materials control: Introduction: Various stock levels, • Economic Ordering Quantity • Various methods of pricing materials issues (FIFO and LIFO) | M3 | 8 |
| CO5 | <ul style="list-style-type: none"> • Analysis of Financial Statements. • Cash Flow Statement. • Glimpses of Computerised Accounting. | M4 | 4 |

Learning Outcome/ Skills:

The objective of this course is to introduce problems of financial accounting such as measuring and reporting issues related to assets and liabilities and preparing the financial statements. Students are expected to gain the ability of using accounting information as a tool in applying solutions for managerial problems, evaluating the financial performance, and interpreting the financial structure.

| Module Number | Content | Total Hours | % of questions | Bloom Level (applicable) | Remarks, if any |
|---------------|--|-------------|----------------|---------------------------|-----------------|
| THEORY | | | | | |
| M1 | Introduction to Accounts | 10 | 30 | 1,2 | NA |
| M2 | Financial statements and cost accounts | 18 | 35 | 1,2,3 | NA |

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| | | | | | |
|-------------------------|---|-----------|------------|--------------|-----------|
| M3 | Materials control: Introduction: Various stock levels, Economic Ordering Quantity Various methods of pricing materials issues (FIFO and LIFO) | 8 | 20 | 1,2 | NA |
| M4 | Analysis of Financial Statements. Cash Flow Statement. Glimpses of Computerised Accounting. | 4 | 15 | 1,2,3 | NA |
| Total Theory | | 40 | 100 | | |
| <u>Practical</u> | | 8 | - | - | - |
| | TOTAL | 48 | - | - | |

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Paper Name: Medical Terminology
BBAHM 201 (MAJOR)

Mode: Offline

Credits: 5(4T+1P)

Aim of the Course: The aim is to achieve knowledge of the fundamentals of human body system and medical terms used in healthcare.

Course Objectives: The course is aimed to build knowledge about the basics of human body system-physiology and anatomy of human body. The course is prepared to enhance the minds of the students with the objective that they shall grasp and comprehend fundamental medical terminology and can interpret the medical acronyms.

| | Graduate Attributes | | Hour/ week |
|-----|--|----|---------------|
| CO1 | Well-versed in defining the basics of human anatomy and physiology | M1 | 5 |
| CO2 | Identify and define prefixes, roots, and suffices in order to construct proper medical terminology. | M2 | 5 |
| CO3 | Skilled at interpreting the key body systems and functions, understanding the related diseases and surgical procedures | M3 | 15 |
| CO4 | Expert in evaluating and utilizing the correct prescription terms. | M4 | 5 |
| CO5 | Competent in understanding a variety of medical imaging technologies and standard examination positions | M5 | 10 |

| Module | Paper details |
|--------|---|
| 1. | <ul style="list-style-type: none"> • Basics of Human Body, Body cavities, Body planes and Basic examination • Cell and cell division |
| 2. | <ul style="list-style-type: none"> • Introduction to medical terminology, Word formation, Greek & Latin prepositional • Commonly used prefixes, suffixes and root words in medical terminology, • Commonly used medical terms to define different parts of the body |
| 3. | <ul style="list-style-type: none"> • Basic knowledge and Elementary Diseases of Human System • Elementary Diseases of Cardio-Vascular System (IHD, Angina, Heart valve Disease, CHD, Anemia, Thalasemia, Hemophilia), Therapeutic and surgical procedures- Angioplasty, CABG, CPR, Defibrillation, Pacemaker implantation, Heart transplantation. • Elementary Diseases of Digestive system (Peptic Ulcer, GERD, Dyspepsia, Jaundice, Gallstone, Hepatitis) Therapeutic and surgical procedures- Appendectomy, Whipple procedure, Cholecystectomy, Hiatal Hernia Repair, Nephrectomy, Nissen fundoplication) • Elementary Diseases of nervous system (Stroke, Quadriplegia, Bells' Palsy, Parkinsons ,Alzheimers's disease) Therapeutic and surgical procedures- Awake brain surgery, Brain aneurism surgery, Epilepsy surgery, Locomotor training for spinal cord injury, trigeminal neuralgia surgery, Deep brain stimulation |

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| | |
|----|---|
| | <ul style="list-style-type: none"> • Elementary Diseases of Urinary System (Dialysis, Nephritis, BPH & Hydronephrosis) • Elementary Diseases of Endocrine system (Diabetes, Diabetic Foot, Gangrene, Hypo and Hypersecretion diseases) • Elementary Diseases of Reproductive system- Male and female (Infertility, Endometriosis, PCOS, PCOD, Uterine fibroids, Syphilis, Prostatitis, Erectile dysfunction, Epididymitis) Surgical procedure- Hysterectomy, Laparotomy • Elementary Diseases of Respiratory System (Asthma, Pneumonia, Tuberculosis, COPD, Emphysema) |
| 4. | <ul style="list-style-type: none"> • Basics of Prescription Reading, Common Latin term and abbreviations used in prescription writing |
| 5. | <ul style="list-style-type: none"> • Fundamentals of Diagnostic procedure- USG, MRI, X-Ray, CT scan, PET scan, Biopsy, FNAC • Cardiology Dept: ECG, Echo, Angiogram, Coronary Angiography, Doppler ultrasonography, 64 Slice CT, Cardiac catheterization, Holter monitor • Gastroenterology Dept: Colonoscopy, ERCP, EGD, Sigmoidoscopy, Esophageal manometry, Capsule endoscopy, MRCP • Reproductive Dept: Colposcopy, HSG, Scrotal USG • Pulmonology Dept: Nuclear lung scanning, Pulmonary artery angiography • Orthopaedic Dept: Bone densitometry, Arthroscopy |

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Course Name: MEDICAL RECORD SCIENCE I
BBAHM 202 (MAJOR)

Mode: Offline

Credits: 5(4T+1P)

BBAHM 202

Aim of the Course: The aim is to achieve knowledge of the fundamentals of medical records science 1 and its practical application in the hospital operations.

Course Objectives: Students will understand the importance of accurate and comprehensive medical record documentation to support patient care, quality improvement, and legal purposes.

Students are expected to gain the ability of the collection, analysis, and organization of health data, ensuring accuracy and completeness of medical records. Students will become familiar with various coding systems, such as ICD-10 (International Classification of Diseases, 10th Revision)

Goals:

CO1: This course enables students to gain preliminary knowledge about medical records.

CO2: This course will enable the students to combine practice and theoretical knowledge of coding, indexing, computerization of MR.

CO3: The students of this course will be active learners and develop awareness of retention of medical records and about the various medico legal cases.

CO4: The students will also have a vivid knowledge about the medical audit processes for quality improvement.

| Sl | Course content | Mapped modules | Hour allotted |
|-----|--|----------------|---------------|
| CO1 | <ul style="list-style-type: none"> • Role of MR in health care delivery • Definition • Types of MR • Importance of MR, • Flow chart of function • Assembling & deficiency check • Format types of MR • Characteristics of MR • Ownership of MR • Maintenance of records in the ward • Content of MR | M1 | 10 |
| CO2 | <ul style="list-style-type: none"> • Coding • Indexing • Filing • Computerization of MR • Microfilming • Hospital statistics • ICD 9, 10 and 11 • Process of arranging medical records | M2 | 10 |

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| | | | |
|-----|---|----|----|
| CO3 | <ul style="list-style-type: none"> • Organization & management of MRD, • Retention of MR, • Preservation of MR, | M3 | 10 |
| CO4 | <ul style="list-style-type: none"> • Role of MRD personnel • Legal aspects of MR (Medico legal cases) • Medical Audit | M4 | 10 |

Learning Outcome/ Skills:

Upon completing the Medical Records Science course, students will gain the following essential skills:

1. Understanding the role and importance of medical records in healthcare delivery.
2. Defining medical records and recognizing their various types.
3. Assembling, checking, and maintaining accurate medical records.
4. Familiarity with different MR formats, characteristics, and ownership.
5. Efficiently coding, indexing, and filing medical records.
6. Embracing computerization and microfilming for data storage.
7. Utilizing medical records for hospital statistics and research.
8. Organizing and managing the Medical Records Department effectively.
9. Complying with legal aspects of medical records and handling medico-legal cases.
10. Understanding medical audit processes for quality improvement.

| Module Number | Content | Total Hours | % of questions | Bloom Level (applicable) | Remarks, if any |
|---------------------|-----------------------------------|-------------|----------------|--------------------------|-----------------|
| THEORY | | | | | |
| M1 | Introduction to MR | 10 | 30 | 1,2 | NA |
| M2 | Different elements of MR | 10 | 35 | 1,2,3 | NA |
| M3 | Organization and management of MR | 10 | 20 | 1,2 | NA |
| M4 | Auditing and legal aspects of MR | 10 | 15 | 1,2,3 | NA |
| Total Theory | | 40 | 100 | | |
| Practical | | 8 | | | |
| TOTAL | | 48 | | | |