

INSTITUTE OF MANAGEMENT STUDIES
Devi Ahilya Vishwavidyalaya, Indore



SYLLABUS
B.B.A. HOSPITAL ADMINISTRATION)
SEMESTER - II

2017 - 2020



Institute of Management Studies (DAVV), Indore

BBA (Hospital Administration)) MS6B

Semester II

Programme Objectives:

1. To enlighten students on the various clinical and non-clinical aspects of administration of a hospital.
2. To expose them to appropriate and optimum medical knowledge in order to appreciate the complexity of hospital operations.
3. To empower students with requisite exposure to the health care sector globally so that they may be aptly employed in various verticals of the same.

SNo	Code	Subject	Type	Credits
1.	BH201	English	Ability Enhancement	03
2.	BH202	Business Statistics II	Generic	03
3.	BH203	Accounting for Managers	Generic	03
4.	BH204	Information Technology Environment	Generic	03
5.	BH205	Introduction to Pathology & Microbiology	Core	03
6.	BH206	Business Environment	Core	03
7.	BH207	Nutrition & Dietetics	Core	03
8.	BH208	Comprehensive Viva Voce		

INSTITUTE OF MANAGEMENT STUDIES (DAVV, INDORE)**BBA (HA) MS6B II Sem (Batch 2017-2020)****Subject Name** English **Subject Code** BH 201**SUBJECT NATURE : ABILITY ENHANCEMENT****OBJECTIVE :** The objectives of the course are to enable students to learn and to have a good working practice of English.**EXAMINATION:**

The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.

LEARNING OUTCOME:

After completion of this course students will be capable to understand English language

CONTENT		Contact Hours
Unit	Prose (A.G. Gardiner)	
1	1. On Saying 'Please' 2. On Habits 3. On Courage 4. On Fear 5. On Keyhole Morals.	8
2	Poetry 1. On His Blindness – John Milton 2. It is not Growing Like a Tree – Ben Jonson 3. Elegy Written in a Country Churchyard – Thomas Gray	7
3	English Grammar & Usages	5
4	Concord; Agreement of the verb with its subject, structure of sentence, Element of a series, Active & Passive Voice, Reported Speech	7
5	Paragraph Writing	4
6	Precis-Writing	5
7	Letter & Application – Writing	5
8	Essay Writing	4
	Total Contact Hours	45

Text Books: (Latest Edition)

1. Kumkum Bhardwaj, **Professional Communication**, I.K. International Publication, New Delhi
2. Solomon Ambuchelvan, **What is what of English**, Acme Learning
3. Deepshikha Jain, **Communicative English** Parshva Publishers
4. Rajshri Dewan, **English and Business communication** Acme learning

INSTITUTE OF MANAGEMENT STUDIES(DAVV, INDORE)**BBA (HA)) MS6B II Sem (Batch: 2017-2020)**

Subject Name	Business Statistics II	Subject Code	BH 202
Subject Nature: Ability Enhancement			
OBJECTIVE: The objectives of the course are to teach important quantitative techniques to students so as to provide them exposure to rational decision process.			
EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.			
LEARNING OUTCOME: After completion of this course students will be capable to understand Statistical tool and how to apply in business and other fields.			
CONTENT			Contact Hours
Unit			3
1	Introduction to Quantitative Techniques and Statistics		
2	Introduction to statistical methods – Collection of data, Security of data, Presentation of numerical data and its diagrammatic representation.		7
3	Measures of Central Tendency and Dispersion – Arithmetic Mean, Median, Mode, Range, Mean deviation and standard deviation.		8
4	Basic Concepts of probability. Probability Distribution – Binominal, Poisson and Normal Distribution.		6
5	Sampling, Sampling methods, sampling and non sampling errors		7
6	Decision Theory Introduction to Decision Theory.		7
7	Simple Correlation and Regression Simple Regression and Simple Correlation, Trend Analysis using Regression line, Correlation Analysis		7
Total Contact Hours			45
TEXT READINGS: (Latest Edition)			
1. Business Statistics – J.K. Sharma, Pearson Education			
2. Fundamental of Statistics, D.N. Elhance			
3. Statistical Methods, Prof. S.P. Gupta			
4. Statistics for Management, Prof. R.I. Levin			
5. Statistics Theory, Methods and Applications, Sancheti and Kapoor			

INSTITUTE OF MANAGEMENT STUDIES (DAVV, INDORE)**BBA (HA)) MS6B II Sem Batch (2017-2020)**

Subject Name	Accounting For Managers	Subject Code	BH 203
Subject Nature: Generic			
OBJECTIVE: The objective of this course is to help students to acquire basic accounting concepts and use them as a tool of decision making.			
EXAMINATION : The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.			
LEARNING OUTCOME: After completion of this course students will be capable to understand Accounting practices and how to apply in business and other fields.			
CONTENT			Contact Hours
Unit			
1	Introduction to Accounting: Meaning of Accounting, The process of Accounting, Advantages of Accounting, Financial Accounting, Financial Statements, Uses of Financial Statements, and Limitations of Accounting. Relationship with other functional areas.		8
2	Accounting concepts and Mechanics: Generally Accepts Accounting Principles (GAAP), Basic Concepts, Concepts of Double entry system of accounting rules of debit credit entries, types of accounts, Journalizing the transactions, posting entries in ledger accounts and concept of trial balance, Cash Books, Subsidiary Books.		10
3	Preparation of Financial Statements, Trading Account, Profit and Loss Account, Balance Sheet and Adjustment Entries.		11
4	Bank Reconciliation Statement.		5
5	Depreciation: Meaning, Objectives, Methods of Depreciation		11
		Total Contact Hours	45
TEXT READINGS: (Latest Edition) 1.T.S.Grewal, Introduction to Accountancy , Sultan and Sons, New Delhi. 2. T.S.Grewal, Double Entry System of Book Keeping, Sultan Chand and Sons 3.Maheswari, Financial Accounting, Vikas Publications, New Delhi.			

INSTITUTE OF MANAGEMENT STUDIES(DAVV, INDORE)**BBA (HA)) MS6B II Sem (Batch 2017-2020)**

Subject Name	Information Technology Environment	Subject Code	BH 204
Subject Nature: Generic			
OBJECTIVE : The objectives of the course is to provide the students basic concepts of information technology and its applications so as to enable them to make more efficient use of IT.			
EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.			
LEARNING OUTCOME: After completion of this course students will be capable to understand Information Technology practices and how to apply in business and other fields.			
CONTENT			Contact Hours
Unit			7
1	Information Technology Concept, Definition, Characteristics and interpretation, Data its logical and physical concepts. Technology and its relevance in information age. Interpretation and elaboration of IT.		
2	Fundamental of Communication Technology Media of Communication, Guided and Unguided media, Data transmission rate, Channel capacity, Transmission impairments. Signal and Noise, Encoding / Decoding, Analog and digital signals. A to D A& D to A conversion. Modulation. Multiplexing FDM, TDM,		8
3	Communication Techniques, Circuit Switching, Message switching packet switching. Their advantages &disadvantages.		7
4	Internet Basics & extended services, www, hypertext http, search engines, internet applications, types of internet connection, h/w & s/w requirements.		8
5	Multimedia Introduction Tools, Graphics, Sound, Video & Animation.		6
6	Artificial Intelligence Basic Concept of Artificial intelligence and Expert system.		4
7	Exposure to application IT in various area of management function & corporate world.		5
Total Contact Hours			45

TEXT READINGS: (Latest Edition)

1. The Internet Complete – Pearson Education
 2. The Internet Book – Douglas e-Commerce, PHI
 3. Multimedia Making Work – Tayvauchan, Tata McGraw Hill.
 4. Computer Today – Suresh Basandra, Galgotia Publication.
 5. Computer Networks – Andrews Tanehbaum, PHI
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INSTITUTE OF MANAGEMENT STUDIES(DAVV, Indore)**BBA (HA)) MS6B II Sem (Batch 2017-2020)**

Subject Name	Introduction To Pathology & Microbiology	Subject Code	BH 205
Subject Nature: Core			
<p>OBJECTIVE : The aim of the course is to enable students to have a good understanding of Pathology & Microbiology necessary for hospital administration. The students at the end of the semester should be able to: Acquire the necessary knowledge. To appreciate the laboratory investigations to be done in a given simulated clinical problem. Appreciate the underlying principles of pathology/microbiology involved in a laboratory investigation and its application to diagnosis of the disease in question. Identify abnormal from normal values of common investigations & appreciate the difference between laboratory investigations done for screening, definitive diagnosis and those done for monitoring the course of the disease.</p>			
<p>EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.</p>			
LEARNING OUTCOME:			
At the end of the course students should be able to: To understand latest practices in Pathology & Microbiology			
CONTENT			Contact Hours
Unit			7
1	Inflammation acute & chronic Neoplasia : aetiology, clinical types and clinical course of disease. Haemo-stasis : Hemorrhage, shock & thrombosis . Basics of Immune system and its role in aetiology and prevention of Disease. Respiratory System:. Pulmonary tuberculosis and sputum examination. Carcinoma of lung. Bronchial asthma		8
2	Diseases of GIT and Liver: Infectious hepatitis. Infectious diarrheas. ,Peptic Ulcer Genito-urinary Tract: urinary tract infections; Nephritis, Renal failure Pathology of venereal diseases , including AIDS		7
3	Laboratory Investigations: Various profiles like Pyrexia, Lipid, Cardiac, Renal ,Hepatic ,Fertility, Obesity ,Cancers & hematological etc. Principles of Blood Banking. Pathology of some common diseases .Coronary Heart Disease, cerebro-vascular accidents, hypertension ..Diabetes mellitus		8
4	Microbiology & Parasitology: Parasitology , with special emphasis on the prevailing parasitic diseases of India specially Plasmodium, Amoeba & Giardia, Ascaris, Enterobius, Taenia, Woucheria , Dracunculus,Hydatid etc. Morphology and Physiology of bacteria, fungi and viruses.		7
5	Introduction to microbes Standard microbial laboratory processes and methods. Major bacterial, fungal and viral diseases and their findings. Drugs of Microbial origin.		

6	Basic Immunology :- Immunity, Antigen, Antibodies, Immune Response, Immune deficiency & hypersensitivity.	8
	Total Contact Hours	45

Text Books. (Latest Edition)

1. Basic Pathology Robin 5th ed. 1992 W.B. Saunders
2. Walter and Israel: General Pathology, 6th ed. Churchill and Livingstone.
3. Hand book of resource material for II Prof. MBBS students of Pathology prepared by Dept. of Pathology MGM Medical College, Indore.
4. Hand book of laboratory Investigations. Microbiology by Ananthnarayan Parasitology

INSTITUTE OF MANAGEMENT STUDIES(DAVV, INDORE)

BBA (HA)) MS6B II Sem(Batch 2017-2020)

Subject Name	BUSINESS ENVIRONMENT	Subject Code	BH 206
Subject Nature: Core			
OBJECTIVE : To familiarize the students with the business environment prevailing in India and in the world to help them understand its implications to business			
Examination The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks will have two sections A and B. Section A worth 40 marks will have 6 theory questions out of which students will be required to attempt any four questions. Section B carrying 20 marks will contain , cases/practical problems.			
LEARNING OUTCOME: After completion of this course students will be capable to understand Business Environment practices and how to apply in business and other fields.			
CONTENT			Contact Hours
Unit	Business Environment		12
1	1. Components and Significance of Business Environment, 1.1. Factors effecting environment of Business, 1.2. Economic factors and its Components, 1.3. Cultural factors and its impact on business, 1.4. Social Environment and its impact on Purchasing and Consumption, 1.5. Political Stability, 1.6. Sovereignty and its impact on the returns of Business, 1.7. Technological and its impact on internationalizing the business activities, Legal environment, 1.8. Dimensions of International Business Environment, Challenges.		
2	Economic Planning & Development 2.1 Indian Economic Systems-Economic planning with special reference to last three plans, 2.2 public, private joint and cooperative sectors – 2.3 Industrial Policy of the Government Latest Industrial Policy, 2.4 Foreign Trade Policy, 2.5 Fiscal Policy and Tax System in India, 2.6 Monetary Policy and Banks Reforms in India, 2.7 Challenges of Indian Economy, Rural Development Efforts, 2.8 India as one of the most prominently emerging economies of world,		11

3	3.1 Balance of Payments, 3.2 Concepts, Disequilibrium in BOP: 3.3 Methods of Correction, 3.4 Tread Barriers and Tread Strategy, 3.5 Free Trade vs. Protection, 3.6 World Financial Environment: 3.7 Foreign Exchange Market Mechanism, 3.8 Exchange Rate Determination and Euro Currency	11
4	4.1 Strategies for going Global 4.2 International Economic Integration, 4.3 Country Evaluation and Selection, 4.4 Foreign Market Entry Method, 4.5 International Trading Blocks, Their Objectives, 4.6 WTO Origin, Objectives, 4.7 Organization Structure and Functioning, 4.8 WTO and India.	11
	Total Contact Hours	45
Text Readings: 1. Shaikh Salim, Business Environment , Pearson Education, 2010 2. Mark Hirschey, Economics for Managers , Cengage, 2006 3. Palwar, Economic Environment of Business , PHI, New Delhi, 2009 4. D.N. Dwivedi, Managerial Economics , Vikas Publishing House, 2009.		

INSTITUTE OF MANAGEMENT STUDIES(DAVV, INDORE)**BBA (HA) MS6B II Sem(Batch 2017-2020)**

Subject Name	Nutrition & Dietetics	Subject Code	BH 207
Subject Nature: Core			
OBJECTIVE : The objective of the course is to enable students to have a good understanding of Nutrition & Dietetics as is necessary for a Hospital Administrator.			
EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.			
LEARNING OUTCOME: At the end of the course students should be able to: To understand latest practices in Nutrition and dietetics			
CONTENT			Contact Hours
Unit	Health food & nutrition - An introduction.	7	
1	(a) The concept of health. (b) Definition of nutrition, nutrients, nutritional status and nutritional care. (c) Classification of nutrients. (d) Five major food groups, functions of food. (e) Meal planning. (f) Balanced diet.		
2	The Nutrients- (a) Introduction, composition, properties, specific function sources, R.D.A of macro and micro nutrients. (1) Proteins (2) Carbohydrates (3) Lipids (4) Minerals (5) Vitamins and their metabolism. (b) Water and electrolyte balance.	8	
3	(a) An overview of digestion, absorption, transport and utilization of nutrients in the body. (b) Energy metabolism: Basal Metabolic Rate, factors affecting BMR	7	
4	Malnutrition and Deficiency diseases. (a) Malnutrition :- causes, hazards and symptoms of under nutrition. (b) Protein calorie malnutrition: marasmus and kwashiorkor. (c) Vitamin Deficiency:- vit. A,D, and deficiency of the B group. (d) Deficiency of iron - Anemias.	8	
5	DIETETICS a. Therapeutic modification of the Normal diet : a. Purpose of modified diets. b. soft diet Liquid diet - clear fluid diet & Full fluid	7	

	<p>diet.</p> <p>b. Diet in other diseased states : Over weight - Low calorie diets/Obesity Dietary consideration in Infections & Feves. Diet in diseases of stomach & G.I. Tract Peptic ulcer, diarrhoea, dysentery - Low Residue diet/High Fiber diet. (4) Diet in disturbances of the Liver- high Protein/High carbohydrate / Fat restricted diet Diet in Diabetes Mellitus. (5) Dietary management of acute & chronic Diseases of the heart :- sodium and fat restricted diet. (6) Diet in diseases of the kidney : controlled protein potassium, sodium diet. (7) Nutrition in surgical conditions :- Tube feedings, high protein, high fat, Low CHO diet.</p>	
6	<p>Role of Dietician in the hospital set up i) where food is provided by the hospital and ii) where food is not catered by the organization An introduction to food service system and their development Food service systems -Planning and operations :-</p> <ol style="list-style-type: none"> a. Layout and equipments. b. Menu planning. c. Food purchasing d. Receiving and store room management e. Prerequisites for Hygienic Bulk Food production f. Food production: <ol style="list-style-type: none"> g. i) Management of Quality and Quantity food ii) Kitchen productions iii) Quantity control iv) Quality control h. Delivery and service of food in different systems. (Centralized and Decentralized i. food distribution) j. Maintenance & Sanitation. k. Energy and time management. l. Food acceptability and sensory evaluation. m. Infection Control n. <input type="checkbox"/> Pest Control 	8
	Total Contact Hours	45
Text Reading:		
<ol style="list-style-type: none"> 1. Shrilaksmi, Nutrition & Dietetics, latest edition 2. Shubhangini Joshi, Nutrition & Dietetics, latest edition 3. N. Swaminathan, Food and Nutritions, latest edition 		