

<b>PR GOVERNMENT COLLEGE (AUTONOMOUS), KAKINADA</b>						
<b>HCM 102</b>	<b>Human Biology and Medical Terminology</b>			<b>I BBA (HCM) - I Sem 2022-23</b>		
Hours	75 (60 + 15)			L	T	P
Focus	<b>Employability</b>			4	1	-

<b>Course Objective</b>
To make the learners familiar with medical terminology, records and human body system so that they can effectively deal with operational issues

<b>Course Outcomes and mapping with Blooms taxonomy</b>		
<b>Outcome</b>	<b>Description</b>	<b>Level</b>
CO1	Know the human anatomy and functions of systems	1
CO2	Understand the medical terminology and glossary to use in communicating	1 and 2
CO3	Understand the etymology of medical terms and semantics and apply in a medical setup	1, 2 and 3
CO4	Understand the disease classifications, causes and spreading and able to distinguish	1, 2 and 3
CO5	Understand the components in a healthcare service	1 and 2

<b>Syllabus</b>		
<b>Unit</b>	<b>Content</b>	<b>Weightage</b>
Unit I	Human Anatomy and Physiology: Basic functions and importance of following system in Human body: Digestive System Respiratory system- Circulatory system-Central Nervous system. Musculoskeletal system- Reproductive system- Excretory system-Endocrine Glands Special Senses.	20%
Unit II	Medical Terminology-Reasons for using medical terms-Glossary of medical terms: major Diseases and medical specialties	20%
Unit III	Roots, Prefixes, Suffixes, Abbreviations and symbols-Common roots: element referring to, usage and definition-Common prefixes and suffixes-Common abbreviations: departments, time, general healthcare, routes of medication and laboratory Symbols.	15%
Unit IV	Illness-Defining illness: Direct and indirect causes - Classification and description of diseases. Infection Control: Medical asepsis, Nosocomial infection and communicable diseases, Reservoir, carrier and mode of transmission.	25%
Unit V	Overview of Hospital Services Intensive care unit – Coronary care Unit – Burns, paraplegic & Malignant disease treatment – Hospital welfare services – Hospital standing services – Indian red cross society – Nursing services. Pharmacy – Medical Stores – Housekeeping – Ward Management – Central sterile supply department. Medical Records – Fatal documents – Medical Registers – Statutory records.	20%

References	
Books and Resources	<ul style="list-style-type: none"> <li>• BM Sakharkar, Principles of Hospital Administration and planning – Jaypee brothers Publications.</li> <li>• Modgli GD: Medical Records, Organization and Management, Jaypee brothers Medical Publishers (P) Ltd.</li> <li>• Grants Method of Anatomy: A Clinical Problem solving approach - John V. Basmajian and Charles E. Slonecker,</li> <li>• Roger Watson Anatomy and Physiology for Nurses</li> <li>• Stedman's Medical Dictionary</li> <li>• Park JE, Park K., and Textbook of preventive and social medicine, 20th edition, Banarsidas Bhanot Publishers.</li> </ul>
Online Courses	<p>Course on Medical Terminology</p> <p><a href="https://www.edx.org/course/medical-terminology?index=product&amp;queryID=89ae328cfd6135dcb20569b01e48e18f&amp;position=3&amp;linked_from=autocomplete">https://www.edx.org/course/medical-terminology?index=product&amp;queryID=89ae328cfd6135dcb20569b01e48e18f&amp;position=3&amp;linked_from=autocomplete</a></p>

Activities	
Measurable	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Online Quizzes</li> <li>• Online games – Jeopardy, Crosswords and Word scramble</li> <li>• Presentations</li> </ul>
Group	<ul style="list-style-type: none"> <li>• Study of diseases and chart preparations</li> <li>• Conduct of camps</li> <li>• Field visits to industry</li> <li>• Guest lectures</li> <li>• Interaction with industry professionals</li> </ul>