

**MEDICAL DOCUMENTATION AND SECRETARIAT PROGRAMME**

**2020-2021**

CLASS I - TERM I						CLASS II - TERM II					
FALL						SPRING					
COURSE CODE	COURSE TITLE	THEORY	PRACTISE	CREDITS	ECTS	COURSE CODE	COURSE TITLE	THEORY	PRACTISE	CREDITS	ECTS
MYO003	MEDICAL TERMINOLOGY	2	0	2	2	TDS108	MEDICAL DOCUMENTATION AND SECRETARIATE	2	0	2	3
TDS107	HEALTH STATISTICS	2	0	2	6	TDS116	WRITING TECHNIQUES	2	0	2	2
TDS105	SPEECH AND DICTION	2	0	2	6	TDS118	GENERAL HEALTH INFORMATION	2	0	2	3
RPSI209	POSITIVE PSYCHOLOGY AND COMMUNICATION SKILLS	2	0	2	3	RKUL102	UNIVERSITY CULTURE II (UE)	0	2	1	1
RKUL101	UNIVERSITY CULTURE (UE)	0	2	1	1	ATA102	Atatürk's Principles and History of Turkish Revolution-II	2	0	2	3
ATA101	Atatürk's Principles and History of Turkish Revolution-I	2	0	2	3	TURK102	TURKISH LANGUAGE II	2	0	2	3
TURK101	TURKISH LANGUAGE I	2	0	2	3	INGU102	ENGLISH II	3	0	3	3
INGU101	ENGLISH I	3	0	3	3	TDS999	SUMMER INTERNSHIP	0	20 work days	0	9
SKI111	GENERAL BUSINESS (UE)	2	0	2	3	SKI103	GENERAL ACCOUNTING	2	0	2	3
<b>TOPLAM</b>		<b>17</b>	<b>2</b>	<b>18</b>	<b>30</b>	<b>TOPLAM</b>		<b>15</b>	<b>2</b>	<b>16</b>	<b>30</b>

\*Uzaktan eğitim şeklinde verilecektir.

CLASS II - TERM I						CLASS II - TERM II					
FALL						SPRING					
COURSE CODE	COURSE TITLE	THEORY	PRACTISE	CREDITS	ECTS	COURSE CODE	COURSE TITLE	THEORY	PRACTISE	CREDITS	ECTS
TDS221	KEYBOARD AND TYPING TECHNIQUES	2	2	3	6	SKI201	QUALITY MANAGEMENT IN HEALTH INSTITUTIONS	2	0	2	4
SKI221	HOSPITAL INFORMATION SYSTEMS (BE)	3	0	3	6	TDS226	PUBLIC RELATIONS IN HEALTH INSTITUTIONS	2	0	2	4
ILK101	FIRST AID	2	0	2	3	TDS228	PROFESSIONAL PRACTICE II	0	8	4	12
TDS225	PROFESSIONAL PRACTICE I	0	8	4	10	SKI218	HEALTH LEGISLATION	2	0	2	4
TDS219	HOSPITAL MANAGEMENT AND ORGANIZATION	2	0	2	3	TDS200	HEALTH ORGANIZATIONS MANAGEMENT	2	0	2	5
OSG111	OCCUPATIONAL HEALTH AND SAFETY	2	0	2	3						
<b>TOPLAM</b>		<b>11</b>	<b>10</b>	<b>16</b>	<b>30</b>	<b>TOPLAM</b>		<b>8</b>	<b>8</b>	<b>12</b>	<b>29</b>

BE: COMPULSORY BRANCH COURSES	<b>22</b>
UE: COMPULSORY UNIVERSITY COURSES	<b>8</b>

GRADUATION CRITERIA	
THEORETICAL	<b>51</b>
PRACTISE	<b>22</b>
CREDITS	<b>62</b>
ECTS	<b>120</b>
TOTAL ELECTIVE (BE+UE)	<b>30</b>
(%25 OF TOTAL ECTS)	<b>30</b>