

MEDICAL DOCUMENTATION AND SECRETARIAT PROGRAMME COURSE DESCRIPTIONS

1. Term Course Descriptions

MYO003 Medical Terminology (2+0)2 ECTS: 2

The aim of the Course administration, pre-and suffixes, medical terminology skeletal system, respiratory system medical terms, medical terms, Cardiovascular System, Ear, Nose and Throat medical terms, Eye of medical terms, medical terms Urology, Genitourinary System medical terms, medical terms Neurology and Psychiatry, Gastro -intestinal tract medical terms, medical terms Dermatology, Hematology medical terms.

RPSI209 Positive Psychology and Communication Skills (2+0)2 ECTS: 6

Definition of Positive Psychology and Basic Concepts, Theoretical Bases of Positive Psychology, Introduction to Social Cognitive Neuroscience-The Brain Infrastructure of Social Behaviors, Positive Psychology Practices-Emotional Intelligence - Emotional Intelligence in Adults, Children and Young People, Marriage and Work Life, Self-Awareness and Awareness, Knowing and Empathizing with Others, Communication Skills, Motivation and Planning, Problem Solving Skills, Anger, Aggression and Violence, Relationship Management, Healthy Decision Making, Reconciliation.

TDS107 Health Statistics (2+0)2 ECTS: 6

Description of statistics and biostatistics health care areas. Research types. Research types (application). Data types. Classification of data, frequency distributions. Nominal and ordinal data, graphics Nominal table with ordinal data. Numerical tables and graphical representation of the data. Tabular and graphical representation of data (application). Descriptive statistics, the central criteria. Center criteria (application). Measures of prevalence. Measures of prevalence (the application). Nominal data and the criteria used.

TDS105 Speech and Diction (2+0)2 ECTS: 6

Aim of the course. Euphony Turkish rules, sentence structure, definition of the form of speech. The substantiality of Turkish language and its place among the world's languages. Sound, syllable, Word syllables, words, sentences and transitions. Speech center. Conditions for the realization of the speech. Verbal communication. Non Verbal communication. Public speaking skills. Effective speaking techniques. Case studies (professional presentation, book presentation).

INGU101 English-I (2+0)2 ECTS: 3

This course helps the students gain basic English grammar knowledge and develop their basic reading, listening, writing and speaking skills.

TURK101 Turkish Language I (2+0)2 ECTS: 3

This course provides the students with knowledge on the status and importance of language as a social structure of a nation, language-culture relations, the place of Turkish among other languages with its historical development and spread.

ATA101 Atatürk's Principles and History of Turkish Revolution-I (2+0)2 ECTS: 3

Reform movements as a reaction to decline and disintegration of the Ottoman Empire caused by political, social, cultural and socio-psychological problems that emerged as a result of the encounter of the western and Turkish cultures; political events during the transitional period from the Ottoman Empire to the national state and the foundation of the Turkish Republic following the national struggle led by Mustafa Kemal Atatürk.

SKI111 General Business (2+0) 2, ECTS:3

Course description, Basic Business Concepts, Development of Business, Business Objective, Business Environment Relationships and Responsibilities, Classification of Business, Business Analysis, Fundamental Principles of Management, Establishment of Business Studies and Business Size and Capacity, The functions of the company, The functions of the company, The functions of the company.

RKUL101 University Culture I (T+U:0+2, 1, ECTS:1)

Course Introduction, Seminars / conferences / panels / workshops / discussion

2. Term Course Descriptions

TDS108 Medical Documentation and Secretariat (2+0)2 ECTS: 3

An overview of the concept of the Secretariat. Secretary of the historical development of the profession. Personal and professional characteristics of the Secretary. The concept of management and management history of the concept. Secretarial training in Turkey and in the world. Managers and management skills. Contact an overview of the concept. The concept of the protocol and the protocol rules. The concept and importance of image. Descriptions of the concepts of vision, mission. The importance of time management. Stress and crisis management. Clerical and secretarial profession, the importance of rules. Secretarial profession, practices and problems encountered in Turkey.

INGU102 English II (2+0)2 ECTS: 3

The course covers daily, academic, and Professional communication skills; such as discussions, debates, and presentations that are required in their daily, academic and professional lives.

TURK102 Turkish Language II (2+0)2 ECTS: 3

This course provides the students with knowledge on the status and importance of language as a social structure of a nation, language-culture relations, the place of Turkish among other languages with its historical development and spread.

ATA102 Atatürk's Principles and History of Turkish Revolution II (2+0)2 ECTS: 3

Political social, economic and cultural changes and developments caused by the restructuring of the state and society in line with the Atatürk's principles and revolutions which aimed at raising the Turkish Republic to the level of modern nations; evaluation of the internal and external political events with the aim of finding solution to current problems.

TDS116 Writing Techniques (2+0)2 ECTS: 2

Petition examples. In-house correspondence. Inter-agency correspondence. Official letter containing positive messages samples, Messages picture messages. Report. Record.

RKUL101 University Culture II (T+U:0+2, 1, ECTS:1)

Course Introduction, Seminars / conferences / panels / workshops / discussion

TDS118 General Health Information (2+0), 2; ECTS:3

Health and Disease Concepts, Respiratory System Diseases, Digestive System Diseases, Nervous System Diseases, Circulatory System Diseases, Urinary System Diseases, Endocrine System Diseases, Blood System Diseases, Joint and Skin Diseases.

TDS999 Summer Internship (0+0) 0, ECTS:9

Applications to be performed in the administrative department within the hospital, Hospital automation systems, public relations and publicity, marketing, human resources, accounting and finance, purchasing, quality management system and material management activities.

SKI103 General Accounting (2+0) 2, ECTS:3

Introduction to Accounting: Definition, purpose, functions, accounting information users, departments of accounting, Accounting Process: Account concept, documents, books, account plan, definition and quality of basic financial statements, Basic Financial Statements, Types of Balance, Accounting Process, Current Assets: Current Assets: Inventories, Fixed Assets: Trade receivables, other receivables, financial fixed assets, intangible assets, depreciation methods, Fixed Assets: Tangible fixed assets, intangible fixed assets, expenses and income accrual for future years, other fixed assets. Applications, Foreign Resources: Equity, Income and Expenses, End-of-Period Transactions.

3. Term Course Descriptions

TDS219 Hospital Management and Organization (2+0) 2 ECTS:3

Description of the hospital, hospital functions, Classification of hospitals, Differences of hospitals from other businesses, Management, management functions, functions' expansion, organizational development and regeneration, Determination of business units in hospitals, Management structure, The importance of the formation of the hierarchy, Selection of the staff, Business definitions, Control process, the creation of corporate culture, manager and employee compliance.

ILK101 First Aid (2+0)2 ECTS: 3

Fundamentals of Anatomy. First aid on respiratory system. First aid on cardiac problems. Hemorrhage. Trauma, Coma. Asphyxiation. Natural disasters. Poisoning. Metabolism. Emergency department services.

TDS221 Keyboard and Typing Techniques (2+2) 2, ECTS:6

Lower row keys Studying letter sequences containing the basic and upper row keys and letter sequences to connect all three rows after the finger warming exercise, Exercises for using point and comma signs in the text, Exercises to reinforce the newly learned lower row letters by writing all the letters of the alphabet in order, Study of words, short sentences, even if they do not have sufficient knowledge of English, Testing how to increase the speed of typing with F Keyboard compared to typing with Q Keyboard by doing typing tests without looking with F Keyboard.

TDS225 Professional Practice I (0+8) 4, ECTS:10

Experiences of the functioning of health institutions, departments in health institutions, duties of medical secretaries in health institutions, archive systems, official correspondence, patient services as interns.

SKI221 Health Information Systems (3+0)3 ECTS: 6

Definition of Medical Informatics, Introduction to health information systems, health information management, general characteristics of the system, critical decision-making in the coding and architectures, creating guides, decision support systems. Medical documentation, forms and practices. Hospital, Health care information systems, Health Statistics Module (TSIM), hospital information system module, problems and solutions, responsibilities of health care providers and managers, ethical issues such as confidentiality and security of data about patient, the overall re-evaluation of legal issues, data-reporting, data sharing.

OSG111 Occupational Health and Safety (2+0) 2, ECTS:3

Definition and History of Occupational Safety, Importance and Purpose, Occupational Safety and Total, Occupational Accidents and Occupational Diseases, General Accident Definition-Accident Types, General Accident Definition-Accident Types, Occupational Disease, Measuring Accidents, Using Accident Frequency and Weight Ratios, The basic causes of the accident (accident chain), Basic Principles of Occupational Safety, The Economic Aspect of Occupational Safety (Losses), Danger and Hazard, Accident Protection Technique, Protection Activity Ratio, Accident Statistics, Danger (Accident) Survey, Occupational Safety Psychology, Persuasion and Incentive Methods, Occupational Safety Organization, Occupational Safety Officers in the Workplace, Work Accident Investigation, Work Accident Notification and Responsibility

4. Term Course Descriptions

TDS226 Public Relations in Health Institutions (2+0), 2, ECTS:4

Basic concepts of public relations, its place and importance in health institutions, historical processes, its relationship with ethics, basic concepts of marketing, relationship of marketing and public relations, target audience selection, determination of communication channels, perception and reputation management, relations with media, internal-institution public relations.

TDS228 Professional Practice II (0+8) 4, ECTS:12

Experiences of the functioning of health institutions, departments in health institutions, duties of medical secretaries in health institutions, archive systems, official correspondence, patient services as interns.

SKI218 Health Legislation (2+0)2 ECTS: 4

Basic legal concepts, health legislation, Regulations and recent changes in Turkey, patients' rights, rights and responsibilities of health professionals, ethics.

SKI201 Quality Management in Health Institutions (2+0) 2 ECTS:4

Basic Standardization Definitions and Topics, Benefits of Standardization for Business, National Standardization Studies, Types of Standardization, International Standardization Studies, Basic Quality Concepts, Quality Approaches 1, Quality Approaches 2, Quality Control Concepts, Total Quality Management Approach, Professional Standards, Professional Standards, Quality Management Systems 1, Quality Management Systems 2, Quality Management Systems 3.

TDS200 Health Organizations Management (2+0)2 ECTS: 3

Hospital-environment relationship, Sharing of targets, creation of job tools, Employee empowerment techniques, Power sharing, Planning within the organization, Bed capacity ratios, Hospital architecture and varieties, service place selection and the importance of service, control of aims and achieve degrees, Re-planning, material management, health information systems, service marketing, functional relationships, Patient satisfaction, Office supply operations, benchmarking between countries in terms of the level of health services.