



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS115		ANATOMY					
Semester	Course Code	Course Name	L+P	Credit	ECTS		
1	TDS115	ANATOMY	2	2	2		

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

In a field of medicine will work with the human body, health-care personnel is to give informationThe structure of the human body, and information about the morphology, this structure with the formation of the structure of the organs of the state and of the study of relationships,Medical terms that are common to international Latin terminology to teach the use of the

Teaching Methods and Techniques:

Presentations on models applications, applications on equipment

Prerequisites:**Course Coordinator:****Instructors:**

Instructor ASIM ÖZBEK

Assistants:**Recommended Sources**

Textbook	:	İnsan Anatomisi Snell Moore Klinik Odaklı Anatomi Netter Atlas Klinik Anatomi Snell Klinik Nöroanatomi Sobotta İnsan Anatomisi Atlası Yüksekokulla
Resources	:	
Documents	:	san Anatomisi Snell Moore Klinik Odaklı Anatomi Netter Atlas Klinik Anatomi Snell Klinik Nöroanatomi Sobotta İnsan Anatomisi Atlası Yüksekokullar İ
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	30
Engineering Design	:		Health	:	60
Social Sciences	:	10	Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Introduction to Anatomy		İnsan Anatomisi Snell Moore Klinik Odak
2	Bones		İnsan Anatomisi Snell İ
3	Bones		İnsan Anatomisi Snell İ
4	Muscles		İnsan Anatomisi Snell Moore Klinik Odak
5	Muscles		İnsan Anatomisi Snell Moore Klinik Odak
6	Heart and circulatory system		İnsan Anatomisi Snell Moore Klinik Odak
7	Gastrointestinal tract		İnsan Anatomisi Snell İ
8	Gastrointestinal tract		İnsan Anatomisi Snell İ
9	sinir sistemi		İnsan Anatomisi Snell Moore Klinik Odak
10	merkezi sinir sistemi		İnsan Anatomisi Snell Moore Klinik Odak
11	Anatomical structures of the peripheral nervous system		İnsan Anatomisi Snell Moore Klinik Odak
12	In the digestive tract organs and Digestion organs and glands in the structures of the		İnsan Anatomisi Snell Moore Klinik Odak
13	In the digestive tract organs and Digestion organs and glands in the structures of the		İnsan Anatomisi Snell Moore Klinik Odak
14	Urogenital system of men and women and structures of the reproductive system		İnsan Anatomisi Snell Moore Klinik Odak

Course Learning Outcomes

No	Learning Outcomes
C01	Learn to be encountered in clinical cases
C02	The system establishes a relationship between
C03	Knowledge about the system.
C04	Basic anatomy knowledge is imparted
C05	Anatomical terminology is earned

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	6	6	36
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			66
ECTS Credit of the Course			2

Course Contribution To Program											
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant											

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
C01	4	4	4	5	5	4	4	4	4	4	4
C02	4	4	4	5	5	4	4	4	4	4	4
C03	4	4	4	5	5	4	4	4	4	4	4
C04	4	4	4	5	5	4	4	4	4	4	4
C05	4	4	4	5	5	4	4	4	4	4	4



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TAR101 HISTORY OF TURKISH REVOLUTION & PRINCIPLES OF M.KEMAL ATATURK I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TAR101	HISTORY OF TURKISH REVOLUTION & PRINCIPLES OF M.KEMAL ATATUFI	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

The generic goal of this course is to analyze the conditions for the Turkish Revolution, to criticize the reasons of the Ottoman collapse, Balkan Wars, WWI, dynamics of the National Struggle. To get students to explain well the concepts like revolution and reform. Additionally to summarize political developments in completed phase of Turkish Revolution and establishment process of new state, Atatürk Revolutions in the political and social fields Events, thoughts and principles in the rise and development process of Modern Turkey

Teaching Methods and Techniques:

Events, thoughts and principles in the rise and development process of Modern Turkey

Prerequisites:**Course Coordinator:****Instructors:**

Instructor RESUL BABAOĞLU

Assistants:**Recommended Sources**

Textbook	: He has top level knowledge and ability supported by textbooks including current knowledge, practicing devices and instruments as well as the other
Resources	: He analyzes and evaluates the concepts, idea and data related with history discipline by means of research methods in social sciences, diagnoses,
Documents	: He informs experts uninformed person related with history discipline, expresses clearly his ideas about his findings to them both written and orally
Assignments	: He has the abilities of critical, creative thinking and analyzing by means of history methodology, makes independent and collective works related with
Exams	: He takes responsibility and tries to generate solution on the subjects which have not brightened due to deficiency in historical information and data

Course Category

Mathematics and Basic Sciences	:	Education	:	40
Engineering	:	Science	:	
Engineering Design	:	Health	:	
Social Sciences	:	Field	:	60

Course Content

Week	Topics	Study Materials	Materials
1	Revolution, evolution, rebellion, government stroke, reform, Characteristics of Turkish Revolution	Presentation	Preparation, Proposed Sources
2	Attempts to save the Ottoman Empire, trends of thought	Presentation	Preparation, Proposed Sources
3	Trablusgarp and Balkan Wars, First World War, Ottoman Empire's entry to the war, fronts where Ottoman armies struggled at	Presentation	Preparation, Proposed Sources
4	Mondros Armistice and occupations, National War of Liberation, occupation of İzmir and reactions to the occupation	Presentation	Preparation, Proposed Sources
5	The preparation period of the war, assemblies	Presentation	Preparation, Proposed Sources
6	The preparation period of the war, assemblies	Presentation	Preparation, Proposed Sources
7	Mustafa Kemal's journey to Samsun, and organization of the Anatolian revolution, Amasya General Opening of the Turkish G	Presentation	Preparation, Proposed Sources
8	Mustafa Kemal's journey to Samsun, and organization of the Anatolian revolution, Amasya General Opening of the Turkish G	Presentation	Preparation, Proposed Sources
9	War of Liberation and Fronts: Eastern and Southern Fronts	Presentation	Preparation, Proposed Sources
10	Western Front: First İnönü War, Second İnönü War, Eskişehir-Kütahya Wars, Sakarya War, Grand Attack	Presentation	Preparation, Proposed Sources
11	West Front: First Battle of İnönü İnönü War-Second Battle of Sakarya and The Great Raid.	Presentation	Preparation, Proposed Sources
12	Cease Fire antlaşması, hilafet removal of the kaldırılması, tekk lodges ..	Presentation	Preparation, Proposed Sources
13	Constitutional Developments in Turkey	Presentation	Preparation, Proposed Sources
14	The interior and external politics developments under periods of Atatürk and İnönü	Presentation	Preparation, Proposed Sources

Course Learning Outcomes

No	Learning Outcomes
C01	Learns the reasons that cause the fall of Ottoman Empire.
C02	Evaluates the results of the innovation movements in the Ottoman Empire.
C03	Understands the importance of awakening of the Turkish Nation that initiated under the leadership of Atatürk
C04	Adopts the Turkish revolution and Atatürk's principles.
C05	Analyzes the various historical literature on these topics
C06	Defines the revolution and the relevant concepts with revolution
C07	Knows and compares the streams of thought in the Ottoman Empire.
C08	Analyzes the results of the treaties signed during the Ottoman period.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	1	2	2
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			60
ECTS Credit of the Course			2

Course Contribution To Program											
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant											

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	2	2	2	2	2	2	2	2	2	2	2
C01	2	2	2	2	2	2	3	3	3	3	3
C02	1	3	3	3	3	3	2	2	2	2	2
C03	2	2	2	2	2	2	2	2	2	2	2
C04	2	1	1	1	1	1	1	1	1	1	1
C05	3	3	3	3	3	3	3	3	3	3	3
C06	3	2	2	2	2	2	2	2	2	2	2
C07	2	2	2	2	2	1	3	3	3	3	3
C08	3	3	3	3	3	1	3	1	1	1	1



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SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS113 BIOSTATISTIC					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS113	BIOSTATISTIC	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Teaching statistical information and skills

Teaching Methods and Techniques:

Health services and statistics, frequency distributions and descriptive measures, data classification, Averages, of dispersion measurements, table and graph construction methods, theoretical solutions, theoretical distributions, significance testing, correlation and regression analysis, time series analysis

Prerequisites:**Course Coordinator:****Instructors:**

Asist Prof.Dr. Metin KERTMEN

Assistants:**Recommended Sources**

Textbook	:	Bioistatistik, Prof.Dr.Kadir Sümbüloğlu, Doç.Dr.Vildan Sümbüloğlu
Resources	:	
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:	70	Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	15
Social Sciences	:		Field	:	15

Course Content

Week	Topics	Study Materials	Materials
1	Health services and Statistics		
2	Frequency distributions and descriptive measures		
3	Categorised of data		
4	Environments		
5	Environments		
6	The spread measures of dissolution		
7	Drawing methods of table and graphic		
8	Theoric dissolutions		
9	Mid term exam		
10	Theoric dissolutions		
11	Importance tests		
12	Importance tests		
13	Correlation and reaction analyses		
14	Correlation and reaction analyses		
15	Analyses of time series		

Course Learning Outcomes

No	Learning Outcomes
C01	Health services and Statistics
C02	Lears drawing methods of table and graphic
C03	Knows importance tests
C04	Knows correlation and reaction analyses
C05	Knows analyses of time series

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	15	2	30
Hours for off-the-c.r.stud	15	1	15
Assignments	2	4	8
Presentation	1	3	3
Mid-terms	1	2	2
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	2	2
Total Work Load			60
ECTS Credit of the Course			2

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



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SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS107 FILING TECHNIQUES					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS107	FILING TECHNIQUES	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Filing with the basic concepts, a good filing system needs to exist in the features, filing systems and related policies, must be the type of document files and documents into filing until the pass through which phase is to understand

Teaching Methods and Techniques:

expression method, case study method

Prerequisites:**Course Coordinator:****Instructors:**

Instructor salih çengel

Assistants:**Recommended Sources**

- Textbook** : Tutar, H.: Total Quality Framework of Filing and Archiving Techniques, Erzurum, 2001
Resources : Altınöz, M.: File and Archive Management, Nobel Publishing, Ankara, 2007
Documents : Altınöz, M., Pırıldar, C.: Correspondence Techniques, Ankara, 2007
Assignments : Yılmaz, Şule, Filing techniques and documentation, istanbul, 2006.
Exams :
 sample documents used in health institutions

Course Category

Mathematics and Basic Sciences :		Education :	
Engineering :		Science :	
Engineering Design :		Health :	
Social Sciences :	20	Field :	80

Course Content

Week	Topics	Study Materials	Materials
1	Meaning and purpose of files	preparation to the lesson was performed	resource books
2	Significance of the organizational files	preparation to the lesson was performed	resource books
3	filing process	preparation to the lesson was performed	resource books
4	filing process	preparation to the lesson was performed	resource books
5	Determine filing system	preparation to the lesson was performed	resource books
6	File system properties	preparation to the lesson was performed	resource books
7	Effective filing rules	preparation to the lesson was performed	resource books
8	Effective filing rules	preparation to the lesson was performed	resource books
9	Filing plan	preparation to the lesson was performed	resource books
10	To file documents with issues	preparation to the lesson was performed	resource books
11	File types	preparation to the lesson was performed	resource books
12	File types	preparation to the lesson was performed	resource books
13	File and file transfer request	preparation to the lesson was performed	resource books
14	General Course Assessment	preparation to the lesson was performed	resource books

Course Learning Outcomes

No	Learning Outcomes
C01	Comprehend basic concepts related to filing
C02	A good filing system needs to exist in understanding the features
C03	Filing systems and understanding the principles
C04	Files that should be of document types, files and documents into the grip until the late stages which.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
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P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	7	7
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	12	12
Total Work Load			75
ECTS Credit of the Course			2

Course Contribution To Program											
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Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	4	4	4	4	4	4	4	4	4	4	4
C01	3	3	5	4	4	5	5	5	4	4	5
C02	3	3	5	4	4	4	5	5	3	4	5
C03	3	3	5	4	4	4	5	5	3	4	5
C04	3	3	5	4	4	4	5	5	3	5	5



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

YAD101 FOREIGN LANGUAGE I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	YAD101	FOREIGN LANGUAGE I	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Students will have a sufficient level ("European Language Portfolio Global Scale ", Level B1) have knowledge of foreign languages - Understands short and clear messages - Short, daily comprehend texts - Simple, participate in daily conversation - Plain language to talk about their own and the environment - Short, simple notes and messages to summer

Teaching Methods and Techniques:

1: Lecture, 2: Question-Answer, 3: Drill and Practice, 4: Individual Study

Prerequisites:**Course Coordinator:****Instructors:**

Instructor Recep ÖZTAŞ

Assistants:**Recommended Sources**

Textbook	:	1st Week: Expressions for meeting new people and asking
Resources	:	how they are; introducing yourself telling your
Documents	:	name, occupation, nationality and other piece of
Assignments	:	information; introducing others and asking
Exams	:	questions about things
	:	2nd Week: How to form commands and make requests: how to

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	:
Social Sciences	:	Field	: 100

Course Content

Week	Topics	Study Materials	Materials
1	Introduction to the English language		
2	"Am/Is/are: The verb to be is introduced in all persons, singular and plural		
3	The possessive 's		
4	Members of the family (father, aunt, etc.)		
5	The Present Simple Tense part 1		
6	Jobs and their definitions, Simple present tense part 2		
7	Jobs and their definitions 2		
8	Where are you from? Adverbs of frequency: always, sometimes, never etc		
9	There is and there are structures This, that, these, those		
10	Where do you live? A living room, a kitchen, their classroom, and where they live themselves		
11	can, can't / statements, questions, negatives		
12	Vocabulary and pronunciation was/were, and could/couldn't. How much...?		
13	The Past Simple Tense Regular and irregular forms of the verbs		
14	The past forms of the verb TO BE was, were		

Course Learning Outcomes

No	Learning Outcomes
C01	to be able to distinguish and use given tenses with the help of keywords
C02	To be able to form positive- negative sentences and questions in different tenses
C03	To be able to reorder mixed items in a sentence according to English sentence structure
C04	To be able to form dialogues in basic subjects
C05	To be able to learn new vocabulary
C06	To be able to comprehend the reading material in sentence, paragraph and textual level with increasing vocabulary

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
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P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	9	9
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	18	18
Total Work Load			55
ECTS Credit of the Course			2

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS111 INTRODUCTION TO BUSINESS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS111	INTRODUCTION TO BUSINESS	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

The purpose of this course is to provide information about business and its basic concepts like manager, management, aspects of management, and to develop their entrepreneurial and managerial vision.

Teaching Methods and Techniques:

1: Lecture, 2: Question-Answer, 3: Discussion, 4: Case Study

Prerequisites:**Course Coordinator:****Instructors:**

Instructor HALİLALLAH SEYİDOĞLU

Assistants:**Recommended Sources**

Textbook	:	Şimşek, Şerif, A. Çelik : introduction to Business Management, Eğitim Kitabevi, Konya, 2010
Resources	:	
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	60	Field	:	40

Course Content

Week	Topics	Study Materials	Materials
1	Development of business administration	preparation to the lesson was performed	resource books
2	Basic concepts about business administration	preparation to the lesson was performed	resource books
3	Aims and responsibilities of businesses	preparation to the lesson was performed	resource books
4	Business organizations and the plant location decision	preparation to the lesson was performed	resource books
5	legal structure in enterprises	preparation to the lesson was performed	resource books
6	size and capacity of enterprises	preparation to the lesson was performed	resource books
7	repetition of a course	preparation to the lesson was performed	resource books
8	Quiz	preparation to the lesson was performed	resource books
9	Cooperation and integration at enterprises	preparation to the lesson was performed	resource books
10	Function of management and organization at enterprises	preparation to the lesson was performed	resource books
11	Marketing function in enterprises	preparation to the lesson was performed	resource books
12	Function of production at enterprises	preparation to the lesson was performed	resource books
13	Function of financial management at enterprises	preparation to the lesson was performed	resource books
14	Function of human resources management at enterprises	preparation to the lesson was performed	resource books

Course Learning Outcomes

No	Learning Outcomes
C01	Classify different types of businesses and basic concepts
C02	Have knowledge about constructing and structure of a business.
C03	Entrepreneurship and its importance and difficulties
C04	Find a business idea and device a business plan
C05	International competition
C06	Analyze the environmental situations of businesses
C07	Management functions to recognize and understand the relationship between them

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	12	12
Total Work Load			74
ECTS Credit of the Course			2

Course Contribution To Program											
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant											

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	4	4	4	4	4	4	4	4	4	4	4
C01	5	4	5	4	5	4	5	4	5	4	5
C02	3	4	5	4	5	4	5	3	4	3	5
C03	4	3	5	3	5	3	4	3	4	3	5
C04	4	3	5	4	3	5	4	5	4	3	4
C05	5	4	5	4	4	4	4	4	4	4	4
C06	4	5	5	5	5	5	5	5	5	5	3
C07	3	4	4	5	5	5	5	4	5	5	5



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS105		TYPING I					
Semester	Course Code	Course Name	L+P	Credit	ECTS		
1	TDS105	TYPING I	4	3	4		

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Course Content Typing a text vertically and horizontally in the midst; to put a text block in the midst; simple tables, to arrange the disorderly letters; official writings; to care and clean the machines, to change the band, to write a CV, to write in institution, to organize the line endings, to organize the files..

Teaching Methods and Techniques:

1. write a text vertically and horizontally in the midst, 2. draw simple tables, 3. arrange letters, 4. clean and care the machines, 5. change the band, 6. write a CV, 7. organize files,

Prerequisites:

Course Coordinator:

Instructors:

Instructor SALİH ÇENGEL

Assistants:

Recommended Sources

Textbook	:	writing programs by ten fingers
Resources	:	hotkey on parmak yazım programı
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:	10	Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	20	Field	:	70

Course Content

Week	Topics	Study Materials	Materials
1	1- TANITIM VE GENEL ESASLARAtöyede çalışma kurallarının açıklanması. Bilgisayarların açılması kapatılmasıkuralları. Bilgis	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
2	2- KLAVİYENİN TANITILMASI VE KLAVYE ÇALIŞMALARİa) Klavye programının tanıtılması ve menüleri b) Temel sıra tuşlarının	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
3	c) Nokta, virgül ve büyük harf tuşlarının öğretilmesi ve ilgili alıştırmaçalışmaları d) Temel sıra cümlelerinin çalışılması	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
4	e) Üst-Alt sırada sağ el-sol el işaret parmağı ile ilgili tuşların ve ilgili alıştırmaçalışılması	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
5	f) Üst-Alt sırada sağ el-sol el üçüncü parmağı ile ilgili tuşların ve ilgili alıştırmaçalışılması	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
6	g) Üst-Alt sırada sağ el-sol el dördüncü parmağı ile ilgili tuşların ve ilgili alıştırmaçalışılması	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
7	h) Klavyenin gözden geçirilmesi, alfabe ve yüksek hız cümleleri ile çalışılması i) Yanlışların türleri, değerlendirilmesi ve hız h	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
8	Kelime işlem programının tanıtımı, sayfa ayarları, paragraf ve satıralıklar	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
9	Kelime işlem programının tanıtımı, sayfa ayarları, paragraf ve satıralıklar	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
10	i) Rakam, işaret ve sembollerin yazılması ile ilgili alıştırmaçalışılmasıRakam, işaret	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
11	j) Rakam, işaret ve sembollerin yazılması ile ilgili alıştırmaçalışılmasıRakam, işaret	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
12	Rakam, işaret ve sembollerin yazılması ile ilgili alıştırma çalışmaları	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
13	Rakam, işaret ve sembollerin yazılması ile ilgili alıştırma çalışmaları	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye
14	Rakam, işaret ve sembollerin yazılması ile ilgili alıştırma çalışmaları	bilgisayar üzerinde çalışmalar yapıldı	öğr. gör. fikret cevlan 10 parmak klavye

Recommended Optional Programme Components

TDS102 BASIC KNOWLEDGE SUPPORTING
TDS205 COMPUTER APPLICATIONS
TDS101 USE OF BASIC KNOWLEDGE TECHNOLOGY

Course Learning Outcomes

No	Learning Outcomes
C01	To open a document from the computer and basic operations
C02	Keyboard keys to related applications
C03	Text work and speed to make it work
C04	computer software to write articles in different

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	7	7
Practice	14	2	28
Laboratory	0	0	0
Project	0	0	0
Final examination	1	14	14
Total Work Load			105
ECTS Credit of the Course			4

Course Contribution To Program											
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Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	4	4	4	4	4	4	4	4	4	4	4
C01	3	3	4	5	4	3	5	5	5	5	5
C02	2	2	3	4	3	3	5	5	2	5	5
C03	2	2	2	2	2	2	4	4	2	3	5
C04	2	2	2	3	2	2	5	5	2	5	5



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS103		VOCATIONAL ENGLISH I			
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS103	VOCATIONAL ENGLISH I	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

1. To Develop students' reading, writing, speaking and listening skills in professional English 2. To develop students' communicate in English in professional life.

Teaching Methods and Techniques:

Communicative language teaching and task based approach

Prerequisites:**Course Coordinator:****Instructors:**

Instructor RECEP ÖZTAŞ

Assistants:**Recommended Sources**

Textbook	:	Scientific researches and examples of up-to-date news
Resources	:	
Documents	:	
Assignments	:	bilimsel arařtırmalar ve güncel haberlerden örnekler
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	80
Social Sciences	:		Field	:	20

Course Content

Week	Topics	Study Materials	Materials
1	Working at a hospital		
2	Review of Simple present tense		
3	Some wards and departments in a hospital		
4	Parts of the body		
5	Review of have got and has got		
6	Commands and polite requests		
7	Saying where the pain is		
8	Review of possessive adjectives		
9	medical staff on the wards		
10	Review of simple past tense and past continuous tense		
11	Sterile procedures		
12	Review of passive voice (simple present)		
13	Some instruments used in surgery and dressing		
14	Disinfectants and antiseptics		

Course Learning Outcomes**No Learning Outcomes**

C01	The student will know the professional terms in addition to the general English usage.
C02	The student will be able to use English efficiently in occasions of his/her profession.

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			30
ECTS Credit of the Course			1

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

SEC 101 SEÇMELİ DERS(KİMYA VE SAĞLIK)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	SEC 101	SEÇMELİ DERS(KİMYA VE SAĞLIK)	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Seçmeli

Goals:

Importance of Water For People and the environment; Mechanisms of Toxic Effects of Some Chemical; Some of the Environmental Impacts of Chemicals, Protection Methods; Serum contents and effects; pH and buffer solutions are aimed to be familiar with the subject.

Teaching Methods and Techniques:

Atoms and Matter, Water, and serum solution, Toxic Substances, pH and buffer solutions, Minerals, Natural Chemistry, Food and Chemical Energy, Energy Resources

Prerequisites:

Course Coordinator:

Prof.Dr. SALİH İLHAN

Instructors:

Prof.Dr. SALİH İLHAN

Assistants:

Prof.Dr. SALİH İLHAN

Recommended Sources

Textbook	:	Medicinal Chemistry, David A. Williams PhD (Editor)
Resources	:	
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	: 50
Engineering Design	:	Health	: 50
Social Sciences	:	Field	:

Course Content

Week	Topics	Study Materials	Materials
1	1. Atoms and Matter		
2	Atoms and Matter		
3	3. Atoms and Matter		
4	Water		
5	Water		
6	6. Solution and Serum		
7	Midterm exam		
8	8. Toxic Substances,		
9	9. pH and buffer solutions.		
10	10. Minerals,		
11	11. Biological Chemistry,		
12	12. Food and Chemical Energy		
13	13. Energy Resources		
14	Overall Rating		

Course Learning Outcomes

No Learning Outcomes

C01 Importance of Water For People and the environment; Mechanisms of Toxic Effects of Some Chemical; Some of the Environmental Impacts of Chemicals, Protection Methods; Serum contents and e

Program Learning Outcomes

No Learning Outcome

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS109 SECRETARY COURSE					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS109	SECRETARY COURSE	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Understanding of executive assistantship, the difference between simple and executive secretarial work. Details of work and necessary skills to achieve this job. Taking responsibilities and initiatives, managing the office.

Teaching Methods and Techniques:

Secretarial profession in the world and in Turkey, concepts related to the secretariat, secretary types, personality characteristics of the secretary, professional characteristics of the secretary, professional practice of the secretary, executive assistant historical development, executive assistant location and importance, the significance of the administrator assistant, executive assistant features, executive assistant difference with other employees, assistant manager gap in communication.

Prerequisites:**Course Coordinator:**

Instructor Salih ÇENGEL

Instructors:**Assistants:****Recommended Sources**

Textbook	:
Resources	:
Documents	:
Assignments	:
Exams	:

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	:
Social Sciences	: 25	Field	: 75

Course Content

Week	Topics	Study Materials	Materials
1	Secretarial profession in the world and in Turkey	Presentation Preparation	Proposed Sources
2	Concepts related to the secretariat	Presentation Preparation	Proposed Sources
3	Secretary types	Presentation Preparation	Proposed Sources
4	Personality characteristics of the secretary	Presentation Preparation	Proposed Sources
5	Professional characteristics of the secretary	Presentation Preparation	Proposed Sources
6	Professional practice of the secretary	Presentation Preparation	Proposed Sources
7	Executive assistant historical development	Presentation Preparation	Proposed Sources
8	The significance of the place and assistant administrator	Presentation Preparation	Proposed Sources
9	Executive assistant features	Presentation Preparation	Proposed Sources
10	Executive assistant difference with other employees	Presentation Preparation	Proposed Sources
11	Executive assistant difference with other employees	Presentation Preparation	Proposed Sources
12	Assistant manager gap in communication	Presentation Preparation	Proposed Sources
13	Executive assistant responsible for the organization in making	Presentation Preparation	Proposed Sources
14	Managerial activities to help	Presentation Preparation	Proposed Sources
15	Managerial activities to help	Presentation Preparation	Proposed Sources

Course Learning Outcomes

No	Learning Outcomes
C01	Secretarial profession can learn the basic concepts
C02	Learn about the properties of the secretary
C03	Assistant to the administrator can learn the basic concepts
C04	Executive assistants learn the properties
C05	Gain skills to become an administrative assistant
C06	Learning all the skills and knowledge about the secretarial work
C07	Understanding all the personal characteristics of the executive assistantship
C08	Comprehending his/her position in the office by the executive assistantship

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS101 USE OF BASIC KNOWLEDGE TECHNOLOGY					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS101	USE OF BASIC KNOWLEDGE TECHNOLOGY	4	3	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Aim is to give usage abilities of operating system, internet and office programmes (MS Word, Excel and Powerpoint) by being introduced basic concepts of computer system.

Teaching Methods and Techniques:

1: Lecture, 2: Question-Answer, 3: Drilland Practice

Prerequisites:**Course Coordinator:****Instructors:**

Associate Prof.Dr. Cafer SAKA

Assistants:**Recommended Sources**

Textbook	:	http://www.enfo.sakarya.edu.tr , Sakarya Üniversitesi Ortak Bilgisayar Dersleri Koordinatörlük Ders Notları
Resources	:	
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:	100	Education	:
Engineering	:		Science	:
Engineering Design	:		Health	:
Social Sciences	:		Field	:

Course Content

Week	Topics	Study Materials	Materials
1	Introduction to Computer, History of Computer, Basic Properties about Computer, Software and Hardware Concepts		
2	Introduction to Windows XP, Folder index concept, Window properties, Creating new file, Cut-Copy-Paste, Shutting comput		
3	Windows XP-My Computer, Recycle Bin, Creating shortcut		
4	MS-Powerpoint-Creating Slide, Design of Slide, Custom Animation, Adding Sound and Starting slide		
5	MS-Powerpoint-Creating Slide, Design of Slide, Custom Animation, Adding Sound and Starting slide		
6	MS-Word, Toolbars and properties of it, Save, Security Options, Page Layout, Writing, Font Properties		
8	MS-Word-Paragraph Properties, Tab, Border and Shading, Columns		
9	Midexam		
10	MS-Excel-Introduction to Excel, Concepts of Page and Cell, Species of Cursor, Page tab, Cut-Copy-Paste, Line and Column		
11	MS-Excel-Toolbars, Folders, Work Page		
12	MS-Excel-Operators, Creating Formula		
13	MS-Excel-Cell Formalization, Creating Drawing-objects, Graphs		
14	MS EXCEL - Grafikler, Sayfa Yapısı ve Çıktıların Hazırlanması		
15	MS-Powerpoint-Creating Slide, Design of Slide, Custom Animation, Adding Sound and Starting slide		

Course Learning Outcomes**No Learning Outcomes**

C01	1) Students know definition of computer and define hardware componets.
C02	2) They know tasks and functions of computer hardware components
C03	They are familiar with internet service and search by using internet
C04	MS-Powerpoint-Creating Slide, Design of Slide, Custom Animation, Adding Sound and Starting slide
C05	MS-Word, Toolbars and properties of it, Save, Security Options, Page Layout, Writing, Font Propertie
C06	MS-Word-Paragraph Properties, Tab, Border and Shading, Columns
C07	MS-Excel-Introduction to Excel, Concepts of Page and Cell, Species of Cursor, Page tab, Cut-Copy-Paste, Line and Column Transactions
C08	MS-Excel-Introduction to Excel, Concepts of Page and Cell, Species of Cursor, Page tab, Cut-Copy-Paste, Line and Column Transactions

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies succesfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	15	4	60
Hours for off-the-c.r.stud	15	4	60
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	4	4
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	4	4
Total Work Load			128
ECTS Credit of the Course			4

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TUR101 TURKISH LANGUAGE I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TUR101	TURKISH LANGUAGE I	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

The aim of this lesson is; to emphasize the place and importance of the Turkish language in world languages to present the historical development and current situation of the Turkish language; to introduce students; to general properties and structure of the Turkish language; to develop students analytic, scientific thinking and communication skills.

Teaching Methods and Techniques:

Description and features of language, languages of the world, Position of Turkish among other languages, historical development of Turkish, development of western Turkish, Atatürk's ideas and projects on Turkish, pronunciation and punctuation, language policies.

Prerequisites:

Course Coordinator:

Instructors:

Instructor Yılmaz AKDEMİR

Assistants:

Recommended Sources

Textbook	:	
Resources	:	Tuncer Gülensoy, Türkçe El Kitabı, Akçağ Yayınları, Ankara 2000 Zeynep Korkmaz vd. Türk Dili ve Kompozisyon Bilgileri, YÖK, Ankara 2000.
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	30	Field	:	70

Course Content

Week	Topics	Study Materials	Materials
1	Aims and objectives of the course, content, materials and introduction of the semester curriculum.		
2	What is language? What are the features of language?		
3	Theories of the birth of languages and language types.		
4	Language-culture relation		
5	World languages and the place of Turkish among them.		
6	Historic phases of the Turkish Language		
7	What is grammar? Subjects and chapters of grammar.		
8	What is grammar? Subjects and chapters of grammar.		
9	Classification of sounds in Turkish, sound features of Turkish		
10	Sound actions, syllable structures and intonation in Turkish		
11	Inflectional and derivational suffixes in Turkish		
12	Parts of speech (nouns, adjectives, adverbs, pronouns)		
13	Parts of speech (verbs, conjunctions, prepositions, exclamations)		
14	Sentence elements and types		

Course Learning Outcomes

No	Learning Outcomes
C01	Using Turkish accurately and well.
C02	Developing language understanding by pointing out the language culture-society connection
C03	Examplifying the current place and condition of the Turkish language among world languages and spread areas.
C04	Application of the features, functions and rules of the Turkish Language with examples.
C05	Using the Turkish versions of the professional and scientific field terms.
C06	Analyzing the Turkish Language
C07	Scientific contribution to the Turkish Language and Literature.
C08	Comparison of the past and the present of the Turkish Language.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	1	2	2
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			60
ECTS Credit of the Course			2

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TAR102 HISTORY OF TURKISH REVOLUTION & PRINCIPLES OF M.KEMAL ATATURK II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TAR102	HISTORY OF TURKISH REVOLUTION & PRINCIPLES OF M.KEMAL ATATURK II	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

The establishment of the Republic of Turkey to explain the circumstances in which the students. To adopt the principles of Ataturk. Ataturk refuses to teach the concept of nationalism, of racism. Ataturk they teach the contributions to world peace

Teaching Methods and Techniques:

Ataturk's principles and Revolutions of Ataturk and concepts, basic policies. The period of Ataturk in Turkey's foreign policy. İnkılaplarına Ataturk's principles and Revolutions of Ataturk and concepts, basic policies. The period of Ataturk in Turkey's foreign policy. İnkılaplarına Ataturk's principles and Revolutions of Ataturk and concepts, basic policies. The period of Ataturk in Turkey's foreign policy. İnkılaplarına Ataturk's principles and Revolutions of Ataturk and concepts, basic policies. The period of Ataturk in Turkey's foreign policy. İnkılaplarına Ataturk's principles and Revolutions of Ataturk and concepts, basic policies. The period of Ataturk in Turkey's foreign policy.

Prerequisites:**Course Coordinator:****Instructors:**

Instructor RESUL BABAOĞLU

Assistants:**Recommended Sources**

- Textbook** : Kılıçkaya Derviş, Ataturk and The history of the Republic of Turkey, Siyasal Bookstore, Ankara, 2004.
- Resources** : AHMAD Feroz, the formation of Modern Turkey, İstanbul, 1995.
- Documents** : Ataturk's Speech and Parliament Deputy Speaker reacts, 3 vols., Ankara, 1981.
- Assignments** : Ataturk's Encyclical Telegraph and Declarations, 4 vols., Ankara, 1964. BAYUR Yusuf Hikmet, Turkish History, 10 vols., Ankara, 1991.
- Exams** : Niyazi BERKES, Modernization in Turkey, Ankara, 1978.
Karnal Kemal. history of Turkish democracy. İstanbul. 1967.

Course Category

Mathematics and Basic Sciences :	Education :	10
Engineering :	Science :	
Engineering Design :	Health :	
Social Sciences :	Field :	30

Course Content

Week	Topics	Study Materials	Materials
1	the main features of the revolution	Source books in preparation of a review	Related resource books, maps, drawings
2	Affecting the currents of Turkish Revolution	Source books in preparation of a review	Related resource books, maps, drawings
3	The Goal Of Turkish Revolution (The Democratic State Of Law)	Source books in preparation of a review	Related resource books, maps, drawings
4	The Establishment Of The Turkish Legal System	Source books in preparation of a review	Related resource books, maps, drawings
5	The Establishment Of The Turkish Education System	Source books in preparation of a review	Related resource books, maps, drawings
6	Restructuring The Turkish Economy	Source books in preparation of a review	Related resource books, maps, drawings
7	Ataturk's Principles Of General Qualification	Source books in preparation of a review	Related resource books, maps, drawings
8	Republicanism Policy	Source books in preparation of a review	Related resource books, maps, drawings
9	Nationalism Policy	Source books in preparation of a review	Related resource books, maps, drawings
11	Populism and Statism Policy	Source books in preparation of a review	Related resource books, maps, drawings
12	Laicism Principle	Source books in preparation of a review	Related resource books, maps, drawings
13	Politics Of Policy	Source books in preparation of a review	Related resource books, maps, drawings
14	Kemalizme against the Criticisms and responses	Source books in preparation of a review	Related resource books, maps, drawings
15	General Evaluation	Source books in preparation of a review	Related resource books, maps, drawings
16	The Final Exam	Source books in preparation of a review	Related resource books, maps, drawings

Course Learning Outcomes

No	Learning Outcomes
C01	Describes the basic concepts related
C02	Describes the direction Of Ataturk revolutionary
C03	Describes the direction of the peaceful of Ataturk
C04	The town gained describes contemporary values
C05	describes the development process of young Turkey

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS116 PUBLIC RELATIONS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS116	PUBLIC RELATIONS	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

the gain effective communication ability

Teaching Methods and Techniques:

expression, watching, listening, question-answer, presentation

Prerequisites:**Course Coordinator:****Instructors:****Assistants:****Recommended Sources**

Textbook	:	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
Resources	:	
Documents	:	
Assignments	:	
Exams	:	2

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	100	Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	definition and importance of communication	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
2	the importance of effective communication	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
3	the method of effective communication	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
4	definition and importance of public relations	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
5	the rise of public relations	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
6	the development of public relations	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
7	public relations in the United States	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
8	public relations in Europe	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
9	public relations in Ottoman Empires	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
10	communication and public relations	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
11	propaganda and public relations	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
12	public relations in operations	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
13	importance of promotion and advertising	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.
14	culture and public relations	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.	Public relations and communication, Fatma Geçikli, BETA, İst:2008-basic concept in public relations, Ayhan Biber, Nobel, İst.

Course Learning Outcomes**No Learning Outcomes**

C01	To be able to effective communication
C02	development of public relations skills

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	4	4
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	6	6
Total Work Load			66
ECTS Credit of the Course			2

Course Contribution To Program											
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant											

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	4	4	4	4	4	4	4	4	4	4	4
C01	5	3	3	3	4	3	3	3	4	5	3
C02	5	3	3	3	4	3	3	3	3	3	2



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS114 INFORMATION ABOUT DISEASES					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS114	INFORMATION ABOUT DISEASES	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

read correctly the signs of the terminology systems, laboratory inspections, treatment principles and evaluate the systems learn to recognize the symptoms of the disease, diagnostic procedures, treatment, explain. Environment and self-protection against nosocomial infections and communicable diseases.

Teaching Methods and Techniques:

This course includes knowledge related to concepts of health and disease, systems and diseases, prevention ways of diseases and gaining healthy lifestyle habits

Prerequisites:

Course Coordinator:

Instructors:

Assistants:

Recommended Sources

Textbook	:	Halk sağlığı Temel Bilgiler. Güneş Kitabevi, 1995 Sağlık Alanında Temel Kavramlar Fatma Öz Doğum ve Kadın Sağlığı Hemşireliği Prof. Dr. Lale Taşk
Resources	:	
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	: 90
Social Sciences	:	Field	: 10

Course Content

Week	Topics	Study Materials	Materials
1	Introducing and discussing the concepts of health, disease, environment, human, stress etc.	Students are expected to prepare diseas	Halk sağlığı Temel Bilgiler. Güneş Kitab
2	The general structure of the human body, cells and functions.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
3	Metabolism, body fluids, electrolytes, and types of tissue.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
4	Respiratory system and diseases.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
5	circulatory system and diseases.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
6	Diseases of the digestive and excretory system.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
7	Skeletal system, connective tissue and skin diseases	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
8	Diseases and diseases of the nervous system and sensory organs.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
9	Urinary system and diseases, male and female genital systems and diseases.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
10	Cancers and blood diseases.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
11	endocrine system and diseases.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
12	Reproduction and functions, sexual health, pregnancy and birth	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
13	Congenital anomalies, infectious and parasitic diseases.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab
14	Mental health and diseases.	Reading related issue on the recommen	Halk sağlığı Temel Bilgiler. Güneş Kitab

Recommended Optional Programme Components

TDS112 MEDICAL TERMINOLOGY

Course Learning Outcomes

No	Learning Outcomes
C01	Explaining the concepts of illness and associated health conditions.
C02	Recognizing operating mechanism of systems and diseases in the humn organism.
C03	Recognizing the ways of diagnosis and treatment of diseases.
C04	Counting the basic protection methods in order to maintain health.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies succesfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS110		FIRST AID			L+P	Credit	ECTS
Semester	Course Code	Course Name					
2	TDS110	FIRST AID		4	3		3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

To teach students the situations which require first aid and being able to provide first aid whenever it is necessary

Teaching Methods and Techniques:

Importance of first aid and historical process of first aid Patient assessment and communication in first aid Cardiopulmonary arrest and resuscitation Cardiopulmonary arrest and resuscitation First aid in respiratory obstructions Bleedings and shock Soft tissue traumas Dressings and bandages Fractures, dislocations, sprains and muscle cramps Head and spinal cord injuries Burns Heat stroke and frost bites and frostnips Poisoning Sudden loss of consciousness Patient transport and triage

Prerequisites:**Course Coordinator:****Instructors:****Assistants:****Recommended Sources**

Textbook	:	
Resources	:	1.Dramalı A, Kaymakçı Ş, Özbayır T (2003) Temel İlk Yardım Uygulamaları, Ege Üniversitesi Basımevi, İzmir.,2.Erdil F, Elbaş Özhan N (2001)Cerrahi
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	: 80
Social Sciences	:	Field	: 20

Course Content

Week	Topics	Study Materials	Materials
1	Importance of first aid and historical process of first aid		
2	Patient assessment and communication in first aid		
3	Cardiopulmonary arrest and resuscitation		
4	Cardiopulmonary arrest and resuscitation		
5	First aid in respiratory obstructions		
6	Bleedings and shock		
7	Dressings and bandages		
8	Fractures, dislocations, sprains and muscle cramps		
9	Head and spinal cord injuries		
10	Burns		
11	Heat stroke and frost bites and frostnips		
12	Poisoning		
13	Sudden loss of consciousness		
14	Patient transport and triage		

Course Learning Outcomes

No	Learning Outcomes
C01	Being able to describe the meaning of the first aid and its historical process
C02	Being able to differentiate the conditions require first aid and able to asses priorities
C03	Being able to describe the difference between first aid and emergency care
C04	Being able to assess patient and surroundings in first aid
C05	Being able to do first aid in critical health conditions
C06	Being able to describe the first aid provider's characteristics and act according to these characteristics
C07	Being able to use appropriate communication skills and carry on teamwork
C08	Being able to recognize potential risks of traditional practices
C09	Being able to follow up the developments in first aid practices

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
Total Work Load			86
ECTS Credit of the Course			3

Course Contribution To Program											
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Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	3	3	3	3	3	3	3	3	3	3	3
C01	4	4	2	4	5	3	4	5	3	4	4
C02	4	4	2	4	5	3	4	5	3	4	4
C03	4	4	3	4	5	3	4	5	3	4	4
C04	4	4	3	4	5	2	4	5	3	4	3
C05	4	4	3	3	4	5	4	5	3	4	3
C06	4	4	3	3	4	5	4	4	3	4	3
C07	4	4	4	3	4	5	4	4	3	5	3
C08	3	3	4	3	4	5	4	4	4	5	3
C09	3	3	4	3	4	5	4	4	4	5	3



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

YAD102 FOREIGN LANGUAGE II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	YAD102	FOREIGN LANGUAGE II	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

1. To Develop students' reading, writing, speaking and listening skills in English 2. To develop students' communicate in English in everyday life.

Teaching Methods and Techniques:

Communicative language teaching and task based approach

Prerequisites:**Course Coordinator:****Instructors:****Assistants:****Recommended Sources**

Textbook	:	"Understanding English" (Assoc. Prof. Dr. Gencer ELKILIÇ), reading books
Resources	:	
Documents	:	ders kitabı, okuma kitapları, yaprak testler
Assignments	:	kelime ezberleme, sunum hazırlama
Exams	:	kelime ezberleme, sunum hazırlama

Course Category

Mathematics and Basic Sciences	:	Education	:	50
Engineering	:	Science	:	
Engineering Design	:	Health	:	
Social Sciences	:	Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Conditional sentences	To prepare visual presentations	Different soft and hardcopies.
2	relative clauses	Different soft and hardcopies	To prepare visual presentations
3	phrasal verbs	Different soft and hardcopies	To prepare visual presentations
4	Noun clauses	To prepare visual presentations	Different soft and hardcopies
5	Noun clauses (2)	To prepare visual presentations	Different soft and hardcopies
6	adverbial sentence constructions	To prepare visual presentations	Different soft and hardcopies
7	Reported speeches	To prepare visual presentations	Different soft and hardcopies
8	the practical use of the learnt topics	To prepare visual presentations	Different soft and hardcopies
9	the practical use of the learnt topics	To prepare visual presentations	Different soft and hardcopies
10	the practical use of the learnt topics	To prepare visual presentations	Different soft and hardcopies
11	the practical use of the learnt topics	To prepare visual presentations	Different soft and hardcopies
12	the practical use of the learnt topics	To prepare visual presentations	Different soft and hardcopies
13	the practical use of the learnt topics	To prepare visual presentations	Different soft and hardcopies
14	General overviews and student feedbacks about the course and process	To prepare visual presentations	Different soft and hardcopies
		Questionnaire preparation to able to get	No documents

Course Learning Outcomes

No	Learning Outcomes
C01	the ability of using conditionals in a correct way
C02	the ability of using relative clauses in a correct way
C03	the ability of using phrasal verbs in a correct way
C04	the ability of using noun clauses
C05	the ability of using noun clauses (2)
C06	the ability of using adverbial clauses in a correct way
C07	the ability of using reported speeches in a correct way
C08	the ability of practical uses of the learned topic
C09	the ability of practical uses of the learned topic
C10	the ability of practical uses of the learned topic
C11	the ability of practical uses of the learned topic
C12	the ability of practical uses of the learned topic
C13	the ability of practical uses of the learned topic
C14	to learn to what extent the course was successful in conveying the knowledge to the students, and students' feedbacks

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS106		TYPING II					
Semester	Course Code	Course Name	L+P	Credit	ECTS		
2	TDS106	TYPING II	4	3	4		

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

The student, with the keyboard in different languages in computer text to a serial habit of finger 10 and gain qualifications

Teaching Methods and Techniques:

Keyboard keys, functions, sitting posture, using the letter keys 10 fingers, punctuation and number keys, write text quickly and accurately. 4. clean and care the machines, 5. change the band, 6. write a CV, 7. organize files,

Prerequisites:

Course Coordinator:

Instructors:

Instructor SALİH ÇENGEL

Assistants:

Recommended Sources

Textbook	:	öğr. gör. fikret ceylan 10 parmak klavye kullanımı and writing programs by ten fingers
Resources	:	hotkey on parmak yazım programı
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:	10	Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	20	Field	:	70

Course Content

Week	Topics	Study Materials	Materials
1	1- TANITIM VE GENEL ESASLARAtölyede çalışma kurallarının açıklanması. Bilgisayarların açılması kapatılmasıkuralları. Bilgisayar üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
2	2- KLAVYENİN TANITILMASI VE KLAVYE ÇALIŞMALARİa) Klavye programının tanıtılması ve menüleri b) Temel sıra tuşlarının bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
3	c) Nokta, virgül ve büyük harf tuşlarının öğretilmesi ve ilgili alıştırmaçalışmaları d) Temel sıra cümlelerinin çalışılması bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
4	e) Üst-Alt sırada sağ el-sol el işaret parmağı ile ilgili tuşların ve ilgili alıştırmaçalışmaları bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
5	f) Üst-Alt sırada sağ el-sol el üçüncü parmağı ile ilgili tuşların ve ilgili alıştırmaçalışmaları bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
6	g) Üst-Alt sırada sağ el-sol el dördüncü parmağı ile ilgili tuşların ve ilgili alıştırmaçalışmaları bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
7	h) Klavyenin gözden geçirilmesi, alfabe ve yüksek hız cümleleri ile çalışılması. Yanlışların türleri, değerlendirilmesi ve hız hı bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
8	Kelime işlem programının tanıtımı, sayfa ayarları, paragraf ve satıralıklar bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
9	Kelime işlem programının tanıtımı, sayfa ayarları, paragraf ve satıralıklar bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
10	i) Rakam, işaret ve sembollerin yazılması ile ilgili alıştırmaçalışmalarıRakam, işaret bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
11	j) Rakam, işaret ve sembollerin yazılması ile ilgili alıştırmaçalışmalarıRakam, işaret bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
12	Rakam, işaret ve sembollerin yazılması ile ilgili alıştırma çalışmaları bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
13	Rakam, işaret ve sembollerin yazılması ile ilgili alıştırma çalışmaları bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	
14	Rakam, işaret ve sembollerin yazılması ile ilgili alıştırma çalışmaları bilgisayarı üzerinde çalışmalar yapıldı.	öğr. gör. fikret ceylan 10 parmak klavye	

Course Learning Outcomes

No	Learning Outcomes
C01	To open a document from the computer and basic operations.
C02	Applications related to the keyboard keys.
C03	Text to make it work and speed work.
C04	On the petition and write text using finger keyboard.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS104 VOCATIONAL ENGLISH II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS104	VOCATIONAL ENGLISH II	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

1. To Develop students' reading, writing, speaking and listening skills in professional English 2. To develop students' communicate in English in professional life.

Teaching Methods and Techniques:

Communicative language teaching and task based approach

Prerequisites:**Course Coordinator:****Instructors:****Assistants:****Recommended Sources**

Textbook	:	"Understanding English" (Assoc. Prof. Dr. Gencer ELKILIÇ), reading books
Resources	:	
Documents	:	ders kitabı, okuma kitapları, yaprak testler
Assignments	:	kelime ezberleme, sunum hazırlama
Exams	:	kelime ezberleme, sunum hazırlama

Course Category

Mathematics and Basic Sciences	:		Education	:	50
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	50	Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Conditional sentences	To prepare visual presentations	Different soft and hardcopies.
2	relative clauses	Different soft and hardcopies	To prepare visual presentations
3	Phrasal verbs	Different soft and hardcopies	To prepare visual presentations
4	Noun clauses	To prepare visual presentations	Different soft and hardcopies
5	Noun clauses (2)	To prepare visual presentations	Different soft and hardcopies
6	Adverbial clauses	To prepare visual presentations	Different soft and hardcopies
7	Reported speeches	To prepare visual presentations	Different soft and hardcopies
8	the practical use of the learnt topics in Professional settings (context-created)	To prepare visual presentations	Different soft and hardcopies
9	the practical use of the learnt topics in Professional settings (context-created)	To prepare visual presentations	Different soft and hardcopies
10	the practical use of the learnt topics in Professional settings (context-created)	To prepare visual presentations	Different soft and hardcopies
11	the practical use of the learnt topics in Professional settings (context-created)	To prepare visual presentations	Different soft and hardcopies
12	the practical use of the learnt topics in Professional settings (context-created)	To prepare visual presentations	Different soft and hardcopies
13	the practical use of the learnt topics in Professional settings (context-created)	To prepare visual presentations	Different soft and hardcopies
14	General overviews and student feedbacks about the course and process	Questionnaire preparation to able to get	No documents

Course Learning Outcomes

No	Learning Outcomes
C01	the ability of using conditionals in a correct way
C02	the ability of using relative clauses in a correct way
C03	the ability of using phrasal verbs in a correct way
C04	the ability of using noun clauses effectively (1)
C05	the ability of noun clauses effectively (2)
C06	the ability of building adverbial sentences
C07	the ability of building reported speech sentences
C08	the ability of practical uses of the learned topic in professional settings (context-created)
C09	the ability of practical uses of the learned topic in professional settings (context-created)
C10	the ability of practical uses of the learned topic in professional settings (context-created)
C11	the ability of practical uses of the learned topic in professional settings (context-created)
C12	the ability of practical uses of the learned topic in professional settings (context-created)
C13	the ability of practical uses of the learned topic in professional settings (context-created)
C14	to learn to what extent the course was successful in conveying the knowledge to the students, and students' feedbacks

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS108 HEALTH CARE MANAGEMENT					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS108	HEALTH CARE MANAGEMENT	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Knowledge about management and health services management

Teaching Methods and Techniques:

Management, management process, concept of health and health determinants, health care institutions include management issues

Prerequisites:**Course Coordinator:****Instructors:**

Instructor SALİH ÇENGEL

Assistants:**Recommended Sources**

Textbook	: 1-Health Management : Ayşeül KAPTANOĞLU, Beşir Kitabevi,İstanbul,
Resources	: 2- Management of Hospital and Health Institutions : Kavuncubaşı Şahin, Selami Yıldırım Siyasal Kitabevi Ankara.
Documents	: Management of Hospital and Health Institutions : Kavuncubaşı Şahin, Selami Yıldırım Siyasal Kitabevi Ankara.
Assignments	: Sağlık yönetimi : Ayşeül KAPTANOĞLU, Beşir Kitabevi,İstanbul
Exams	:

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	: 20
Social Sciences	: 40	Field	: 40

Course Content

Week	Topics	Study Materials	Materials
1	The concept of management and management features	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
2	The historical development of management	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
3	Characteristics of the definition of health and health services	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
4	The purposes of health care services	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
5	Health care system and the external environment relationships	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
6	Health care institutions and the changing environment	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
7	Quiz	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
8	As an organization, health care institutions	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
9	Hospitals	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
10	The organizational structure of hospitals	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
11	Strategic management and strategic management process	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
12	Strategic management of health services	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
13	quality management	The subject is studied from the different1-Health Management : Ayşeül KAPTA	
14	Quality management in health care	The subject is studied from the different1-Health Management : Ayşeül KAPTA	

Course Learning Outcomes**No Learning Outcomes**

C01	Explain the definition of health and health care value judgments
C02	Explain that separates the properties of other goods and services in the health services
C03	Describes the supply and demand of health care services
C04	Defines the objectives of health services
C05	Evaluate the development of the health system in Turkey

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

SEC102		SEÇMELİ DERS (ÇEVRE KORUMA)			
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	SEC102	SEÇMELİ DERS (ÇEVRE KORUMA)	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu Seçmeli

Goals:

Students will learn about water chemistry and the basic methods of analysis of water and wastewater composition and data analysis.

Teaching Methods and Techniques:

The chemistry of water, water pollution and purification of water, the chemistry of atmosphere, ozon layer and pollution of atmosphere, nitrogen oxides, hydrocarbones and halocarbones, carbon monoxide, sulphur oxides, particules, determination of the quality of weather, inversion of temperature, greenhouse event, water, geochemistry and soil chemistry, biological degradation, detergents, toxic metal, oil and environmet pollution, pestisides, solid wastes and wrestling with them.

Prerequisites:

Course Coordinator:

Prof.Dr. Salih İLHAN

Instructors:

Prof.Dr. Salih İLHAN

Assistants:

Recommended Sources

Textbook	:	•	Gündüz, T., Çevre Sorunları, Gazi Kitabevi, 1998
Resources	:	•	Spiro, T.G., Stigliani, W.M., Chemistry of the Environment Prentice Hall, New Jersey, 1996
Documents	:	•	Gündüz, T., Çevre Sorunları, Gazi Kitabevi, 1998
Assignments	:		
Exams	:		

Course Category

Mathematics and Basic Sciences	:	Education	:	
Engineering	:	Science	:	60
Engineering Design	:	Health	:	40
Social Sciences	:	Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Introduction to Environmental Protection Course		
2	Atmosphere		
3	The Greenhouse Effect		
4	Acid rains		
5	Air Pollutants		
6	Sources of Inorganic Pollutants Gases and Air Pollution		
7	Mid-Term Exam		
8	Water, Water Pollution, Determination of Water Quality		
9	Water Treatment		
10	Soil Pollution		
11	Radiation and Nuclear Pollution		
12	Radioactivity		
13	Toxic Substances		
14	Noise Pollution and Conservation		

Course Learning Outcomes

No Learning Outcomes

C01 Students will learn fundamentals of environmental chemistry and differences from general chemistry Students will learn some drinking water problems (contamination etc) and their solves Students

Program Learning Outcomes

No Learning Outcome

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies succesfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS102 BASIC KNOWLEDGE SUPPORTING					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS102	BASIC KNOWLEDGE SUPPORTING	4	3	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Aim is to give usage abilities of operating system, internet and office programmes (MS Word, Excel and Powerpoint) by being introduced basic concepts of computer system.

Teaching Methods and Techniques:

1: Lecture, 2: Question-Answer, 3: Drilland Practice

Prerequisites:**Course Coordinator:****Instructors:**

Associate Prof.Dr. Cafer SAKA

Assistants:**Recommended Sources**

Textbook	:	http://www.enfo.sakarya.edu.tr , Sakarya Üniversitesi Ortak Bilgisayar Dersleri Koordinatörlük Ders Notları
Resources	:	
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:	100	Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:		Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Introduction to Computer, History of Computer, Basic Properties about Computer, Software and Hardware Concepts		
2	Introduction to Windows XP, Folder index concept, Window properties, Creating new file, Cut-Copy-Paste, Shutting comput		
3	Windows XP-My Computer, Recycle Bin, Creating shortcut		
4	MS-Powerpoint-Creating Slide, Design of Slide, Custom Animation, Adding Sound and Starting slide		
5	MS-Powerpoint-Creating Slide, Design of Slide, Custom Animation, Adding Sound and Starting slide		
6	MS-Word, Toolbars and properties of it, Save, Security Options, Page Layout, Writing, Font Properties		
8	MS-Word-Paragraph Properties, Tab, Border and Shading, Columns		
9	Midexam		
10	MS-Excel-Introduction to Excel, Concepts of Page and Cell, Species of Cursor, Page tab, Cut-Copy-Paste, Line and Column		
11	MS-Excel-Toolbars, Folders, Work Page		
12	MS-Excel-Operators, Creating Formula		
13	MS-Excel-Cell Formalization, Creating Drawing-objects, Graphs		
14	MS EXCEL - Grafikler, Sayfa Yapısı ve Çıktıların Hazırlanması		
15	MS-Powerpoint-Creating Slide, Design of Slide, Custom Animation, Adding Sound and Starting slide		

Course Learning Outcomes

No	Learning Outcomes
C01	1) Students know definition of computer and define hardware componets.
C02	2) They know tasks and functions of computer hardware components
C03	They are familiar with internet service and search by using internet
C04	MS-Powerpoint-Creating Slide, Design of Slide, Custom Animation, Adding Sound and Starting slide
C05	MS-Word, Toolbars and properties of it, Save, Security Options, Page Layout, Writing, Font Propertie
C06	MS-Word-Paragraph Properties, Tab, Border and Shading, Columns
C07	MS-Excel-Introduction to Excel, Concepts of Page and Cell, Species of Cursor, Page tab, Cut-Copy-Paste, Line and Column Transactions
C08	MS-Excel-Introduction to Excel, Concepts of Page and Cell, Species of Cursor, Page tab, Cut-Copy-Paste, Line and Column Transactions

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies succesfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS112 MEDICAL TERMINOLOGY					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS112	MEDICAL TERMINOLOGY	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Medical field of health care personnel will be deployed to provide information about the human body.

Teaching Methods and Techniques:

Expository teaching, teaching through discovery, multi-intelligence approach, self-study method.

Prerequisites:**Course Coordinator:****Instructors:**

Instructor ASIM ÖZBEK

Assistants:**Recommended Sources**

Textbook	:	The importance of the science of anatomy, sub-branches, anatomical terms, concepts, organs and systems in the regional structure provides. System
Resources	:	
Documents	:	Anatomi biliminin önemi, alt dalları, anatomik terimleri, kavramları, bölgesel yapısı içerisinde organları ve sistemleri içerir. Sistemler, Hareket sistemi,
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:	0	Education	:	0
Engineering	:	0	Science	:	10
Engineering Design	:	0	Health	:	15
Social Sciences	:	10	Field	:	65

Course Content

Week	Topics	Study Materials	Materials
1	Anatomi biliminin önemi, alt dalları.	Slayt hazırlama	Tıbbi Terminoloji ders kitabı
2	Anatomik terimler, kavramlar	Slayt hazırlama	Tıbbi Terminoloji ders kitabı
3	Anatominin bölgesel yapısı	Slayt hazırlama	Tıbbi terminoloji ders kitabı
4	Sistemler, hareket sistemi,	Slayt hazırlama	Tıbbi terminoloji ders kitabı
5	Dolaşım sistemi.	Slayt hazırlama	Tıbbi Terminoloji Ders kitabı
6	Solunum sistemi.	Slayt hazırlama	Tıbbi Terminoloji ders kitabı
7	Sindirim sistemi.	Slayt hazırlama	Tıbbi Terminoloji Ders kitabı
8	Sinir sistemi	Slayt hazırlama	Tıbbi Terminoloji ders kitabı
9	sinir sistemi	Slayt hazırlama	Tıbbi terminoloji ders kitabı
10	Bosaltım sistemi	Slayt hazırlama	Tıbbi terminoloji ders kitabı
11	Bosaltım Sistemi.	Slayt hazırlama.	Tıbbi Terminoloji ders kitabı.
12	Üreme sistemi.	Slayt Hazırlama	Tıbbi Terminoloji ders kitabı
13	Endokrin sistemi.	Slayt hazırlama	Tıbbi terminoloji ders kitabı
14	endokrin sistemi	slayt hazırlama	Tıbbi terminoloji ders kitabı

Course Learning Outcomes

No	Learning Outcomes
C01	to know the terminology used in hospitals
C02	to read and understand the issues The hospital reports, records and documents
C03	to provide an understanding of medical terms of the body' systems
C04	Endocrine site knows the terminology
C05	Motion system knows the terminology of
C06	Read and understand the terminology of the respiratory system

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	6	6	36
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			66
ECTS Credit of the Course			2

Course Contribution To Program											
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant											

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	4	4	4	4	4	5	4	4	4	4	4
C01	4	3	3	3	4	5	4	4	4	4	4
C02	4	4	4	4	4	5	3	3	3	3	3
C03	4	3	3	3	4	5	3	4	4	4	4
C04	3	4	4	4	4	5	3	3	4	4	4
C05	3	4	4	4	3	5	4	4	4	4	4
C06	4	4	4	4	4	5	4	4	4	4	4



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TUR102 TURKISH LANGUAGE II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TUR102	TURKISH LANGUAGE II	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

The subject of the course is to expose the value of Turkish language by giving information about development of Turkish language, to gain national language awareness, to develop reading and writing skills, to compare and contrast Turkish language to other languages, to compare and contrast language policy of developed countries to Turkish language policy, to gain skill of speaking.

Teaching Methods and Techniques:

Description and features of language, languages of the world, Position of Turkish among other languages, historical development of Turkish, development of western Turkish, Atatürk's ideas and projects on Turkish, pronunciation and punctuation, language policies.

Prerequisites:**Course Coordinator:****Instructors:****Assistants:****Recommended Sources**

Textbook	:	
Resources	:	Tuncer Gülensoy, Türkçe El Kitabı, Akçağ Yayınları, Ankara 2000 Zeynep Korkmaz vd. Türk Dili ve Kompozisyon Bilgileri, YÖK, Ankara 2000.
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	30	Field	:	70

Course Content

Week	Topics	Study Materials	Materials
1	Aims and objectives of the course, content, materials and introduction of the semester curriculum.		
2	Spelling and application		
3	Punctuation and application		
4	What is expression? Feature of expression		
5	Types, formats and application of expression		
6	Common mistakes in Turkish expression and correction		
7	General information on composition		
8	General information on composition		
9	Plan for writing composition and its application		
10	Written composition types (Emotion-oriented writings, event-oriented writings)		
11	Written composition types (Thought-oriented writings, analysis writings and other writing types)		
12	Oral composition types (Discussion-oriented oral composition types)		
13	Oral composition types (Interview-oriented oral composition types)		
14	Developing accurate and good speaking skills and related applications by means of selected texts from Turkish and world li		

Course Learning Outcomes

No	Learning Outcomes
C01	Oral and written expression of emotions, thoughts, knowledge and experiences.
C02	Using the Turkish versions of the professional and scientific field terms.
C03	Improving the vocabulary
C04	Applying writing styles
C05	Application of oral and written texts
C06	Reading and comprehending Turkish science, art and culture publications
C07	Comparing selected texts from Turkish and world literature and history of thought.
C08	Producing Turkish texts in science, art and culture

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	1	2	2
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			60
ECTS Credit of the Course			2

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS215 RESEARCH METHODS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS215	RESEARCH METHODS	3	3	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

To recognize Basic Steps to the research process and reporting

Teaching Methods and Techniques:

Lecture, Question-Answer, Discussion, Self Study

Prerequisites:**Course Coordinator:****Instructors:**

Associate Prof.Dr. Cafer SAKA

Assistants:**Recommended Sources**

Textbook	:
Resources	:
Documents	:
Assignments	:
Exams	:

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	:
Social Sciences	: 100	Field	:

Course Content

Week	Topics	Study Materials	Materials
1	Scientific concept and history of science		
2	scientific Process and Research		
3	Literature research, hypothesize, Research Strategy		
4	Population and sample		
5	Data, data sources, primary and secondary data		
6	Survey, interview and observation		
7	Qualitative research methods I		
8	Qualitative research methods II		
9	Mid-terms		
10	Quantitative research methods		
11	Research reporting		
12	Form and scope of research reporting		
13	Writing rules		
14	Research ethic		
15	Statistics Practices		

Course Learning Outcomes**No Learning Outcomes**

C01	Arastırma sürecini tanımak ve tasarlayabilmek
C02	To know resource and references
C03	To know quantitative and qualitative research
C04	Have information about scales
C05	To know form and content of investigative report
C06	To know writing rules

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS205 COMPUTER APPLICATIONS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS205	COMPUTER APPLICATIONS	4	3	5

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Make computer use more efficient. Efficient use of office programs. Effective use of Internet.

Teaching Methods and Techniques:

Make computer use more efficient. Efficient use of office programs. Effective use of Internet.

Prerequisites:**Course Coordinator:****Instructors:****Assistants:****Recommended Sources**

Textbook	:	Bilgi ve İletişim Teknolojisi- Uygulamalı Seri - Abdurraman Taşbaşı- Orhan Altınbaşak
Resources	:	
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	:
Social Sciences	:	Field	: 100

Course Content

Week	Topics	Study Materials	Materials
1	Database I (Microsoft Access)		
2	Database II (Microsoft Access)		
3	Database III (Microsoft Access)		
4	Using Internet I		
5	Using Internet II		
6	Using Internet III		
7	Advanced Office Applications I(Word, Excel)		
8	Midterm Exam		
9	Advanced Office Applications II(Word, Excel)		
10	Etic Rules and terms in information technologies		
11	Basis information in computer networks		
12	General review		
13	Computer Applications I		
14	Computer Applications II		

Course Learning Outcomes

No	Learning Outcomes
C01	Getting knowledge about databases
C02	Getting information about Basis computer networks
C03	Using office programs efficiently
C04	Using internet efficiently

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	0	0	0
Assignments	1	20	20
Presentation	0	0	0
Mid-terms	1	30	30
Practice	14	2	28
Laboratory	0	0	0
Project	0	0	0
Final examination	1	30	30
Total Work Load			136
ECTS Credit of the Course			5

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS203 OFFICE MANAGEMENT I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS203	OFFICE MANAGEMENT I	2	2	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Introduce to offices , to teach office services and office management and to prepare them for the job

Teaching Methods and Techniques:

1: Lecture, 2: Question-Answer, 3: Discussion, 4: Brain Storming

Prerequisites:**Course Coordinator:****Instructors:**

Instructor HALİLALLAH SEYİDOĞLU

Assistants:**Recommended Sources**

Textbook	:	Hasan TUTAR , Büro Yönetimi Teknikleri , İstanbul, 2000
Resources	:	A. Fikret AR , Büro Yönetim Teknikleri , Ankara , 1999
Documents	:	sample documents used in health institutions
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	50	Field	:	50

Course Content

Week	Topics	Study Materials	Materials
1	Definition of management and office management		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
2	The kinds of office		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
3	Function of office management		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
4	Ergonomic plans of offices		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
5	Preparing organization chart		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
6	Jobs analysis, performance analysis and job appraisalment to the office		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
7	Orvantation training to the offices		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
8	Flexible work in the office		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
9	Division of labour and efficiency management in office		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
10	Division of labour and efficiency management in office		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
11	Motivation in offices		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
12	Office automation systems and instruments		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
13	Crisis, stres and time management in offices		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,
14	Representations and preparing frequented official document		preparation to the lesson was performed Dilave TENGİLİMOĞLU, Hasan TUTAR ,

Course Learning Outcomes

No	Learning Outcomes
C01	Management knows of the development process
C02	Bureau understands the concept of
C03	Know the working principles of the Bureau
C04	Know the types Bureau
C05	Office automation recognizes
C06	Recognize tools and supplies used in offices
C07	Is knowledgeable about the techniques used in offices
C08	Business analysis can
C09	Time management becomes aware of
C10	Know the duties and responsibilities
C11	Can work comfortably in a group setting

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies succesfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS207 DICTION AND EFFECTIVE SPEECH					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS207	DICTION AND EFFECTIVE SPEECH	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

To explore his/her identity. To try students to understand the others more effectively. To correct his/her expression in daily life. To avoid the result of unsuccessful communication.

Teaching Methods and Techniques:

The problems and methods in effective communication. The oral and behavioral expressions. The methods of effective communication. Lack of communication. The effects of communication on people.

Prerequisites:**Course Coordinator:****Instructors:****Assistants:****Recommended Sources**

Textbook	:	
Resources	:	Erdoğan, İ. 1997; İletişim Egemenlik Mücadeleye Giriş, İmge Kitabevi, İstanbul. Tayfun, R. (2010). Etkili İletişim ve Beden Dili. Nobel Yayın Dağıtım
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	70	Field	:	30

Course Content

Week	Topics	Study Materials	Materials
1	What's the communication. General concept & descriptions.		
2	Basic methods and genres of communication		
3	Communication & body language.		
4	Selfcommunication & inner family communication.		
5	Rules and methods of effective communication.		
6	What's the effective communication?		
7	Mid-term exam		
8	Social communication		
9	Communication in the Classroom and School.		
10	Communication in Cororation.		
11	Conditions of interpersonal communication.		
12	Dimensions of communication.		
13	Communication problems		
14	End-of-term exam		

Course Learning Outcomes

No	Learning Outcomes
C01	Find out his/her self identity.
C02	Understand the others more effectively.
C03	Try to correct his/her expressions.
C04	Avoid the results of lack of communication.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	1	1	1
Mid-terms	1	2	2
Practice	1	1	1
Laboratory	0	0	0
Project	0	0	0
Final examination	1	2	2
Total Work Load			90
ECTS Credit of the Course			3

Course Contribution To Program											
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Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	3	2	3	2	3	2	5	4	3	3	3
C01	4	2	3	5	4	2	3	2	2	3	3
C02	3	3	3	3	2	3	2	3	3	3	2
C03	3	4	3	4	3	4	3	4	3	4	3
C04	3	2	3	2	3	3	4	3	4	4	4



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS211 VOCATIONAL ENGLISH III					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS211	VOCATIONAL ENGLISH III	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

1. To Develop students' reading, writing, speaking and listening skills in professional English 2. To develop students' communicate in English in professional life.

Teaching Methods and Techniques:

Communicative language teaching and task based approach

Prerequisites:**Course Coordinator:****Instructors:**

Instructor Recep ÖZTAŞ

Assistants:**Recommended Sources**

Textbook	:	Scientific researches and examples of up-to-date news
Resources	:	
Documents	:	
Assignments	:	bilimsel arařtırmalar ve güncel haberlerden örnekler
Exams	:	

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	: 80
Social Sciences	:	Field	: 20

Course Content

Week	Topics	Study Materials	Materials
1	How to read a scientific paper written in English		Different soft and hardcopies.
2	How to read a scientific paper written in English	Different soft and hardcopies	To prepare visual presentations
3	How to read a scientific paper written in English	Different soft and hardcopies	To prepare visual presentations
4	Mutual conversations on health sector in English		Different soft and hardcopies
5	Mutual conversations on health sector in English	To prepare visual presentations	Different soft and hardcopies
6	Mutual conversations on health sector in English	To prepare visual presentations	Different soft and hardcopies
7	Mutual conversations on health sector in English	To prepare visual presentations	Different soft and hardcopies
8	Mutual conversations on health sector in English	To prepare visual presentations	Different soft and hardcopies
9	How to write a passage in English as regards health.	To prepare visual presentations	Different soft and hardcopies
10	How to write a passage in English as regards health.	To prepare visual presentations	Different soft and hardcopies
11	How to write a passage in English as regards health.	To prepare visual presentations	Different soft and hardcopies
12	How to write a passage in English as regards health.	To prepare visual presentations	Different soft and hardcopies
13	How to write a passage in English as regards health.	To prepare visual presentations	Different soft and hardcopies
14	General overviews and student feedbacks about the course and process	Questionnaire preparation to able to get	No documents

Course Learning Outcomes

No	Learning Outcomes
C01	the ability of reading passages on health
C02	the ability of reading passages on health
C03	the ability of reading passages on health
C04	the ability of having a conversation on health
C05	the ability of having a conversation on health
C06	the ability of having a conversation on health
C07	the ability of having a conversation on health
C08	the ability of having a conversation on health
C09	the ability of writing a passage in English on health
C10	the ability of writing a passage in English on health
C11	the ability of writing a passage in English on health
C12	the ability of writing a passage in English on health
C13	the ability of writing a passage in English on health
C14	to learn to what extent the course was successful in conveying the knowledge to the students, and students' feedbacks

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			30
ECTS Credit of the Course			1

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS213 INTRODUCTION TO PSCHOLOGY					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS213	INTRODUCTION TO PSCHOLOGY	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Psychology, learning, cognition, human development, motivation and emotion, intelligent, psychological disorders, personality, communication skills having knowledge on topics such as

Teaching Methods and Techniques:

presentation

Prerequisites:**Course Coordinator:****Instructors:**

Instructor HALİLALLAH SEYİDOĞLU

Assistants:**Recommended Sources**

Textbook	:	Psychology, learning, cognition, human development, motivation and emotion, intelligent, psychological disorders, personality, communication skills
Resources	:	
Documents	:	1. İnsan ve Davranışları.Doğan Cüceloğlu. 2. Ruh Sağlığı ve Bozuklukları.Orhan Öztürk 3. Psikolojiye Giriş .Clifford, Morgan.
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	100
Social Sciences	:		Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Psychology fundamental conceptions		1. İnsan ve Davranışları.Doğan Cüceloğlu
2	Psychology fundamental conceptions		1. İnsan ve Davranışları.Doğan Cüceloğlu
3	Learning		1. İnsan ve Davranışları.Doğan Cüceloğlu
4	development		1. İnsan ve Davranışları.Doğan Cüceloğlu
5	social development		1. İnsan ve Davranışları.Doğan Cüceloğlu
6	cognitive development		1. İnsan ve Davranışları.Doğan Cüceloğlu
7	cognitive development		1. İnsan ve Davranışları.Doğan Cüceloğlu
8	sexual development		1. İnsan ve Davranışları.Doğan Cüceloğlu
9	Psychological disorders		1. İnsan ve Davranışları.Doğan Cüceloğlu
10	Psychological disorders		1. İnsan ve Davranışları.Doğan Cüceloğlu
11	Psychological disorders		1. İnsan ve Davranışları.Doğan Cüceloğlu
12	personality theory		1. İnsan ve Davranışları.Doğan Cüceloğlu
13	personality theory		1. İnsan ve Davranışları.Doğan Cüceloğlu
14	intelligence		1. İnsan ve Davranışları.Doğan Cüceloğlu

Course Learning Outcomes

No	Learning Outcomes
C01	To provide the basic concepts of general psychology
C02	Learn to development of human behavior

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

SEC201 SEÇMELİ DERS (HALK SAĞLIĞI)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	SEC201	SEÇMELİ DERS (HALK SAĞLIĞI)	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu Seçmeli

Goals:

Public Health discipline meaning, scope and understanding of the importance of prevention

Teaching Methods and Techniques:

Face to face

Prerequisites:**Course Coordinator:****Instructors:**

Instructor Muhittin APARİ

Assistants:**Recommended Sources**

Textbook	:	PUBLIC HEALTH Basics II Skin, Hacettepe University Publications Çagatay GÜLER, Levent AKIN
Resources	:	
Documents	:	The Essential Public Health bilgilermünev Bert, Çagatai gülergüneş Medical Bookstore
Assignments	:	
Exams	:	HALK SAĞLIĞI Temel Bilgiler I Cilt , Hacettepe Üniversitesi Yayınları Çagatay GÜLER , Levent AKIN Halk Sağlığı Temel BilgilerMünevver Bertan, Çağ

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	100
Social Sciences	:		Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Introduction to Public Health, the introduction of courses		PUBLIC HEALTH Basics II Skin, Hacetter
2	Public Health discipline meaning, scope and importance of prevention		PUBLIC HEALTH Basics II Skin, Hacetter
3	Of health services in Turkey yesterday to today		PUBLIC HEALTH Basics II Skin, Hacetter
4	Factors affecting an individual's health		PUBLIC HEALTH Basics II Skin, Hacetter
5	Factors affecting public health		PUBLIC HEALTH Basics II Skin, Hacetter
6	Inequalities in health		PUBLIC HEALTH Basics II Skin, Hacetter
7	Access to health services and the factors affecting it		PUBLIC HEALTH Basics II Skin, Hacetter
8	Maternal and child health services, reproductive health rights, inequalities		HALK SAĞLIĞI Temel Bilgiler I Cilt , Hac
9	Infectious diseases in the world and the current situation in Turkey		HALK SAĞLIĞI Temel Bilgiler I Cilt , Hac
10	Of health workers		PUBLIC HEALTH Basics II Skin, Hacetter
11	Environmental health in terms of public health importance, components		PUBLIC HEALTH Basics II Skin, Hacetter
12	Disability and inequalities		PUBLIC HEALTH Basics II Skin, Hacetter
13	Protecting a building block in perspective: smoking and public health, food and public health		PUBLIC HEALTH Basics II Skin, Hacetter

Course Learning Outcomes**No Learning Outcomes**

C01	Public Health discipline meaning, scope and understanding of the importance of prevention.
C02	Factors affecting an individual's health with an emphasis on understanding the importance of social variables
C03	Access to health services and recognizes that the factors affecting it in service delivery that aims to eliminate these barriers to develop attitudes
C04	Environmental health of the community understand the importance of health and be able to examine the components

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	2	12	24
Final examination	1	1	1
Total Work Load			54
ECTS Credit of the Course			2

Course Contribution To Program											
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Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	3	3	3	3	3	3	3	4	4	3	3
C01	3	3	3	3	3	2	3	4	5	5	5
C02	5	5	4	4	2	2	3	3	3	3	4
C03	4	4	2	2	3	3	3	5	5	3	3
C04	3	3	3	2	3	3	3	5	3	3	4



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS209 SECRETARIAL BEHAVIOR I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS209	SECRETARIAL BEHAVIOR I	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Health care facilities and secretarial functions of the Secretary of the facts that must be included in the profession and to teach.

Teaching Methods and Techniques:

1: Lecture, 2: Question-Answer, 3: Discussion, 4: Case Study

Prerequisites:**Course Coordinator:****Instructors:**

Instructor salih çengel

Assistants:**Recommended Sources**

Textbook	:	1-Tip Sekreterligi- Prof Dr. Dilaver TENGİLİMOĞLU
Resources	:	2. Altınöz, M.: Secretariat Techniques, Ankara, 2000
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	50	Field	:	50

Course Content

Week	Topics	Study Materials	Materials
1	1 Secretariat of the historical development	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
2	2 Secretary varieties	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
3	3 Secretariat should be located in the facilities profession	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
4	4 Secretariat should be located in the facilities profession	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
5	5 Professional secretarial	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
6	6 Secretary of the properties	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
7	7 Secretary of the properties	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
8	8 Phone conversation with techniques	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
9	9 Letters techniques	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
10	10 Filing systems	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
11	11 Exterior to the Secretariat	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
12	12 Secretariat of the importance of the behavior	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
13	13 Crisis and stress management	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE
14	14 General Course Assessment	preparation to the lesson was performed	1- Medical Secretary- Prof Dr. Dilaver TE

Course Learning Outcomes**No Learning Outcomes**

C01	Secretary of the functions of health organizations, and know
C02	To know the general outline of professional secretarial, secretarial types, functions and responsibilities of learning
C03	Need to know the features of the transport secretarial, secretary of the professional qualifications to understand
C04	In general, the secretary's duty to know

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	13	13
Total Work Load			75
ECTS Credit of the Course			2

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS201 MEDICAL DOCUMENTATIONAL I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	TDS201	MEDICAL DOCUMENTATIONAL I	2	2	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

To inform students about medical documentation, archives and explain importance of documentation and archives

Teaching Methods and Techniques:

1: Lecture, 2: Question-Answer, 3: Discussion, 4: Brain Storming

Prerequisites:**Course Coordinator:****Instructors:**

Instructor SALİH ÇENGEL

Assistants:**Recommended Sources**

Textbook	: 1. Artukoğlu A., Kaplan A., Yılmaz A., Medical Documentation, Ankara, 2002.
Resources	: 2. Sümbüloğlu K., Sümbüloğlu V., Medical Documentation, Ankara, 1998.
Documents	: 3. Demircan A., Medical Documentation, Tokat, 1996.
Assignments	: 4. Akbolat, M. Medical Documentation I (Basılmamış), 2007
Exams	: sample documents used in health institutions

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	: 30
Social Sciences	: 20	Field	: 50

Course Content

Week	Topics	Study Materials	Materials
1	Introduction to medical documentation	preparation to the lesson was performed	resource books
2	Short history of medical documentation-before 1900	preparation to the lesson was performed	resource books
3	Short history of medical documentation-after 1900	preparation to the lesson was performed	resource books
4	Basic concept and definition of medical documentation	preparation to the lesson was performed	resource books
5	Advantages and importance of medical documentation	preparation to the lesson was performed	resource books
6	Responsibilities of medical documents	preparation to the lesson was performed	resource books
7	Legal situation of medical documents	preparation to the lesson was performed	resource books
8	Legal situation of medical documents	preparation to the lesson was performed	resource books
9	Sort of medical documents	preparation to the lesson was performed	resource books
10	Index and other data devices that are used in hospitals	preparation to the lesson was performed	resource books
11	Importance of patients files	preparation to the lesson was performed	resource books
12	Arrangement of patients files	preparation to the lesson was performed	resource books
13	Forms that constitute patients files	preparation to the lesson was performed	resource books
14	Using medical documents as a data tool.	preparation to the lesson was performed	resource books

Course Learning Outcomes**No Learning Outcomes**

C01	Definition of medical documents
C02	Application areas of medical documents
C03	Importance of patient files

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	4	56
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	15	15
Total Work Load			105
ECTS Credit of the Course			4

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS208 OFFICE EQUIPMENT USAGE					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS208	OFFICE EQUIPMENT USAGE	4	3	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Tools and equipment used in office environments for information and communication technologies.

Teaching Methods and Techniques:

Information and communication technology tools used in offices constitute the content of the course.

Prerequisites:**Course Coordinator:****Instructors:**

Instructor SALİH ÇENGEL

Assistants:**Recommended Sources**

Textbook	:	Ulukan, Cemil- Barış Baraz (2005) Office Technologies, Açıköğretim Fakültesi Yayınları No: 853.
Resources	:	
Documents	:	Ulukan, Cemil- Barış Baraz (2005) Büro Teknolojileri, Açıköğretim Fakültesi Yayınları No: 853.
Assignments	:	BÜROLARDA KULLANILAN ARAÇ VE GEREÇLER
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:	20	Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	20	Field	:	60

Course Content

Week	Topics	Study Materials	Materials
1	Contemporary Office Environment	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
2	Telecommunication Devices	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
3	Presentation, Picture Transfer and Multi-Purpose Office Equipment	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
4	Printing, Reproduction, and Other Office Equipment	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
5	Computer Use in the Office: Hardware	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
6	Computer Use in the Office: Hardware	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
7	Computer Use in the Office: Software	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
8	Computers as Communication Device	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
9	Computers as Data Processing and Data Distribution Device	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
10	Computers as Information Presentation Device	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
11	Selection of Office Equipments	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
12	Selection of Office Equipments	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
13	Office Equipment and Ergonomics	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	
14	Office and Data Security	The subject is studied from the differentUlukan, Cemil- Barış Baraz (2005) Office	

Course Learning Outcomes**No Learning Outcomes**

C01	Categorize information and communication technology goods.
C02	Use voice transmission systems.
C03	Use vision transmission systems.
C04	Use share of information systems

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	1	%30
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%30
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	14	2	28
Assignments	1	8	8
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	14	14
Total Work Load			116
ECTS Credit of the Course			4

Course Contribution To Program											
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Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	4	4	4	4	4	4	4	4	4	4	4
C01	3	3	3	5	3	3	3	3	3	5	4
C02	3	3	3	5	3	3	3	3	3	5	4
C03	3	3	3	5	3	3	3	3	3	5	4
C04	3	3	3	5	3	3	3	3	3	5	4



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS204 OFFICE MANAGEMENT II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS204	OFFICE MANAGEMENT II	2	2	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

To understand the concepts of office and clerical tasks to be fulfilled to gain the ability to comprehend

Teaching Methods and Techniques:

Development of management science, office concepts, office automation, tools, and techniques used in offices, job evaluation and job design, time management

Prerequisites:**Course Coordinator:****Instructors:**

Instructor SALİH ÇENGEL

Assistants:**Recommended Sources**

Textbook	:	Çağdaş Büro Yönetimi TENGİLİMOĞLU, Dilaver, Hasan TUTAR.
Resources	:	
Documents	:	Çağdaş Büro Yönetimi TENGİLİMOĞLU, Dilaver, Hasan TUTAR.
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	50	Field	:	50

Course Content

Week	Topics	Study Materials	Materials
1	Management of the historical development of the concept and management	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
2	Management functions	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
3	The historical development of the concept of office and office	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
4	The functions of the Bureau	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
5	The ergonomic design of office	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
6	Repeating courses	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
7	Midterm Exam	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
8	The concept of automation and office automation	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
9	The tools used in offices	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
10	The techniques used in offices	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
11	The work evaluation and work analysis	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
12	The work design	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
13	Meeting and time management	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I
14	Human resource management	The subject is studied from the different	Çağdaş Büro Ycnetimi TENGİLİMOĞLU, I

Course Learning Outcomes**No Learning Outcomes**

C01	Management knows of the development process
C02	Bureau understands the concept of
C03	Know the working principles of the Bureau
C04	Know the types Bureau
C05	Office automation recognizes
C06	Recognize tools and supplies used in offices
C07	Is knowledgeable about the techniques used in offices
C08	Business analysis can
C09	Time management becomes aware of
C10	Know the duties and responsibilities
C11	Can work comfortably in a group setting

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS214 PROFESSIONAL ETHICS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS214	PROFESSIONAL ETHICS	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

This course aims to teach the competencies related to professional ethics are.

Teaching Methods and Techniques:

1-Examine the concepts of ethics and morality 2- Examine the ethical system 3-Examine the ethical system to investigate the factors that play a role in the formation of Conduct 4- Examine the ethics of the profession 5- Examine professional corruption and unethical behavior in professional life looking at the results 6-Examine the concept of social responsibility

Prerequisites:**Course Coordinator:****Instructors:****Assistants:****Recommended Sources**

Textbook	:	Nuran Öztürk, Blackwell Publishers, Demeter, Professional Ethics, distinguished Publications, Ankara, 2011
Resources	:	Mahmut Arslan, Business and Professional Ethics, Political Publications, Ankara, 2012
Documents	:	
Assignments	:	Öztürk Nuran, Çakıroğlu Demet, Meslek Etiği, Seçkin Yayınları, Ankara,2011 Arslan Mahmut, İş ve Meslek Ahlakı,Siyasal Kitabevi, Ankara,2012
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	50
Social Sciences	:	50	Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Etik ve ahlak kavramlarını incelemek		Nuran Öztürk, Blackwell Publishers, Derr
2	Examine the concepts of ethics and morality		Nuran Öztürk, Blackwell Publishers, Derr
3	Examine the ethical system		Nuran Öztürk, Blackwell Publishers, Derr
4	Examine the ethical system		Nuran Öztürk, Blackwell Publishers, Derr
5	Examine the ethical system		Nuran Öztürk, Blackwell Publishers, Derr
6	Examine the factors that play a role in the formation of morality		Nuran Öztürk, Blackwell Publishers, Derr
7	Examine the factors that play a role in the formation of morality		Nuran Öztürk, Blackwell Publishers, Derr
8	Examine the ethics of the profession		Nuran Öztürk, Blackwell Publishers, Derr
9	Examine the ethics of the profession		Nuran Öztürk, Blackwell Publishers, Derr
10	Examine the ethics of the profession		Nuran Öztürk, Blackwell Publishers, Derr
11	Examine the ethics of the profession		Nuran Öztürk, Blackwell Publishers, Derr
12	Professional corruption and unethical behavior in professional life looking at the results		Nuran Öztürk, Blackwell Publishers, Derr
13	Examine the concept of social responsibility		Nuran Öztürk, Blackwell Publishers, Derr
14	Examine the concept of social responsibility		Nuran Öztürk, Blackwell Publishers, Derr

Course Learning Outcomes

No	Learning Outcomes
C01	Ethics, morality, define the basic concepts, Announced that the moral good which can be determined by methods
C02	Explain the differences between the concepts of ethics and morality
C03	Define fundamental professional values??, Explain the moral implications of professional values ??right
C04	profession To explain the consequences of unethical behavior in life
C05	Ethics will be able to analyze
C06	Professional values ??and ethics in the face of problems will find solutions that can be justified, Case examples that can be applied in professional values
C07	Professional ethics in the national and international regulations describe how they were involved, To understand how to reach the relevant regulations
C08	To evaluate the concept of social responsibility.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	0	0	0
Assignments	1	24	24
Presentation	1	24	24
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			78
ECTS Credit of the Course			3

Course Contribution To Program											
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant											

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	3	3	3	3	3	3	3	3	3	3	3
C01	4	3	4	2	1	3	4	5	4	4	3
C02	4	3	4	2	1	3	4	5	4	4	3
C03	4	3	4	2	1	3	4	5	4	4	3
C04	4	3	4	2	1	3	4	5	4	4	3
C05	4	3	4	2	1	3	4	5	4	4	3
C06	4	3	4	2	1	3	4	5	4	4	3
C07	4	3	4	2	1	3	4	5	4	4	3
C08	4	3	4	2	1	3	4	5	4	4	3



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS212 HEALTH REGISTRY SYSTEMS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS212	HEALTH REGISTRY SYSTEMS	2	2	3

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Optimize the effective use of health information systems in the field.

Teaching Methods and Techniques:

Expository teaching, teaching through discovery, multi-intelligence approach, self-study method.

Prerequisites:**Course Coordinator:****Instructors:**

Instructor Zeynep BALKAN

Assistants:**Recommended Sources**

Textbook	: Secretarial and professional information. Medical documentation and secretarial work, the history of medical documents. Karşılaştığı tasks, challenge
Resources	: Büro Yönetiminde Dosyalama Teknikleri ve Dökümantasyon Kitabı,internet
Documents	: Dr. Ali Erkan Balcı Tıbbi Dökümantasyon ve Tıbbi Arşivler, Şule Yılmaz Büro yönetiminde Dosyalama Teknikleri ve Dökümantasyon
Assignments	:
Exams	: Vize ve Final = 2 sınav

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	: 0	Science	:
Engineering Design	: 0	Health	: 20
Social Sciences	: 30	Field	: 50

Course Content

Week	Topics	Study Materials	Materials
1	Sekreterlik ve meslek bilgileri	slayt hazırlama	Tıbbi Dökümantasyon ve Tıbbi Arşivler K
2	Tıbbi dökümantasyon ve sekreterlik	slayt hazırlama	Tıbbi Dökümantasyon ve Tıbbi Arşivler K
3	Tıbbi sekreterin görevleri, karşılaştığı güçlükler ve çözüm önerileri	slayt hazırlama	Tıbbi Dökümantasyon ve Tıbbi Arşivler K
4	Tıbbi dökümanlar	slayt hazırlama	Tıbbi Dökümantasyon ve Tıbbi Arşivler K
5	Kayıt tutma	slayt hazırlama	Tıbbi dökümantasyon ve tıbbi arşivler kit
6	Dosyalama, amacı, yönetimi	slayt hazırlama	Büro Yönetiminde dosyalama teknikleri v
7	Hasta Dosyaları, gizliliği, düzenlenmesi	slayt hazırlama	Tıbbi Dökümantasyon ve Tıbbi Arşivler K
8	Hasta dosyalarında yer alan evraklar ve değerlendirilmesi	slayt hazırlama	Tıbbi dökümantasyon ve tıbbi arşivler kit
9	Dosyanın takibi, saklanması	slayt hazırlama	Büro yönetiminde dosyalama teknikleri v
10	Otomasyon, amacı, alt sistemleri	slayt hazırlama	Büro yönetiminde dosyalama teknikleri v
11	Arşiv, önemi, çeşitleri	slayt hazırlama	Tıbbi dökümantasyon ve tıbbi dökümanı
12	Arşiv	slayt hazırlama	Tıbbi dökümantasyon ve Tıbbi arşivler kit
13	Bilgi saklama ortamları	slayt hazırlama	Tıbbi dökümantasyon ve tıbbi arşivler kit
14	BİLGİ SAKLAMA ORTAMLARI	SLAYT HAZIRLANMASI	Tıbbi dökümantasyon ve tıbbi arşivler kit

Course Learning Outcomes

No	Learning Outcomes
C01	Understands the importance of the data to determine the field of health
C02	What the data collected in the field of health, and which has been obtained from sources learns
C03	To gain ability to record medical data
C04	Gains the ability to interpret health indicators using data
C05	Health record systems change from past to present, understand the current functioning of the future expectations
C06	Followed by developing technology implements health record systems
C07	Medical information required for applications of the techniques, skills, and has the ability to use modern tools
C08	Sufficient knowledge and experience in areas of health record systems are utilized
C09	Most will have a good level of medical record keeping and archiving
C10	Computer-based recording systems, enter data, store the medical data secure and confidential manner
C11	Will have the ability to communicate effectively
C12	Individuals and groups on issues related to the field, gain ability to teach by doing and by showing
C13	Professional ethics and social responsibility, wins
C14	Gain vocational skills on-site applications and internships
C15	knows the benefits of the contribution of health institutions and health record systems
C16	easily adapts to different health record software

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	16	16
Total Work Load			82
ECTS Credit of the Course			3

Course Contribution To Program

Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	4	4	4	5	3	5	4	5	4	3	3
C01	4	4	4	5	4	4	4	4	4	4	4
C02	4	4	4	5	4	4	4	4	4	4	4
C03	4	3	3	5	4	5	5	5	5	3	3
C04	3	4	4	4	5	4	4	4	4	4	4
C05	4	4	4	4	5	4	4	4	3	3	3
C06	3	3	3	3	3	3	3	3	4	5	5
C07	4	4	4	4	4	4	4	4	4	4	4
C08	4	4	4	4	4	4	4	4	4	4	4
C09	4	4	4	4	4	4	4	4	4	4	4
C10	4	3	3	3	5	5	5	5		4	4
C11	4	3	3	4	4	4	4	4		5	5
C12	5	5	5	5	3		3	3	5	5	4
C13	5	4	4	3	2	2	5	5	5	4	5
C14	5	5	4	5	5	5	5	4	5	5	5
C15	4	5	5	4	2	2	2	2	5	5	4
C16	4	4	3	3	4	4	4	4	5	5	4



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

HEALTH SETTING ADMINISTRATION					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS206	HEALTH SETTING ADMINISTRATION	4	3	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

Knowledge about management and health services management

Teaching Methods and Techniques:

Management, management process, concept of health and health determinants, health care institutions include management issues

Prerequisites:**Course Coordinator:****Instructors:**

Instructor Salih ÇENGEL

Assistants:**Recommended Sources**

Textbook	:	1-Health Management : Ayşeşül KAPTANOĞLU, Beşir Kitabevi,İstanbul,
Resources	:	2- Management of Hospital and Health Institutions : Kavuncubaşı Şahin, Selami Yıldırım Siyasal Kitabevi Ankara.
Documents	:	
Assignments	:	1-Sağlık yönetimi : Ayşeşül KAPTANOĞLU, Beşir Kitabevi,İstanbul 2- Hastane ve Sağlık Kurumları Yönetim : Kavuncubaşı Şahin, Selami Yıldırım Siya
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	20
Social Sciences	:	40	Field	:	40

Course Content

Week	Topics	Study Materials	Materials
1	Management Conception and Historical Development Of Management	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
2	Health and Disease Conception and Function of Hospitals	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
3	The Development Of Health Care Services In Turkey	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
4	The Development Of Health Care Services In Turkey	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
5	Healthcare System and Relationship With External Environment	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
6	Transformation Programme In Healthcare	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
7	Transformation Programme In Healthcare	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
8	Human Resources Management In Healthcare	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
9	Marketing Management In Healthcare Service	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
10	Marketing Management In Healthcare Service	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
11	Quality Management in Healthcare Service	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
12	Quality Management in Healthcare Service	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
13	Strategic Management In Healthcare Service	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI
14	Strategic Management In Healthcare Service	preparation to the lesson was performed	1-Health Management : Ayşeşül KAPTAI

Recommended Optional Programme Components

TDS111 INTRODUCTION TO BUSINESS
TDS108 HEALTH CARE MANAGEMENT

Course Learning Outcomes

No	Learning Outcomes
C01	Have sufficient information about job security and worker health and use these information in their profession.
C02	Identify healthcare system and the disciplines in this system and contact between these.
C03	Study with other healthcare disciplines, take responsibility individual in team and solve the problems encountered with acquired professional information and skill.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%35
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	1	%10
Project	0	%0
Final examination	1	%55
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	10	10
Practice	14	2	28
Laboratory	0	0	0
Project	0	0	0
Final examination	1	16	16
Total Work Load			110
ECTS Credit of the Course			4

Course Contribution To Program											
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Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	4	4	4	4	4	4	4	4	4	4	4
C01	3	4	3	2	5	4	3	3	5	3	4
C02	4	4	4	4	4	4	4	4	4	4	4
C03	5	5	3	3	5	3	3	3	5	3	4



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

SEC206 SEÇMELİ DERS (BEDEN EĞİTİMİ)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	SEC206	SEÇMELİ DERS (BEDEN EĞİTİMİ)	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu Seçmeli

Goals:

Will be able to defines concepts of physical education and sports. Learning Outcomes and Subordinate Skills

Teaching Methods and Techniques:

Terminology of physical education and sport Importance of physical education and sport for education and teaching Interprets the difference of physical education and sports. Philosophy of physical education and sport and its relation with other sciences :Future of professional career in physical education and sport Basic principles of different approach of physical education and sport Development in sport and fundamentals of success MID-TERM EXAM Amateur sports Mid-term exam Olympic games and political events Sport sciences and performance Objectives of movement training and functions Objectives of movement training and functions Factors that affect sport records Factors that affect sport records

Prerequisites:

Course Coordinator:

Instructors:

Assistants:

Recommended Sources

Textbook	:	ARACI H. Physical Education at Schools, 1998, Ankara YAVAŞ M., ILHAN A., Physical Education and Special Teaching Methods at Sports, 1996, Bur
Resources	:	ARACI H. Physical Education at Schools, 1998, Ankara YAVAŞ M., ILHAN A., Physical Education and Special Teaching Methods at Sports, 1996, Bur
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	30
Engineering	:		Science	:	
Engineering Design	:		Health	:	30
Social Sciences	:	10	Field	:	30

Course Content

Week	Topics	Study Materials	Materials
1	The definition,aim,concept and general aims of the physical education and sports		
2	Physical education and sports in Turkey		
3	Development features of age groups		
4	The development role of the physical education and basic advantages of physical education, development principles in phy:		
5	Sports in educational institutions		
6	Health information and first aid		
7	Order exercises, stoppins and returnings		
8	Order exercises, rowings and linings, steppingas		
9	Order exercises, rowings and linings, steppingas		
10	Drilling and pass in basketball		
11	Turnstile shot in basketball		
12	Finger pass in volleyball		
13	Cuff shot and service in volleyball		
14	Basic gymnastics postures		

Course Learning Outcomes

No	Learning Outcomes
C01	Comprehend the definitions of physical education and sports.
C02	Know basic concepts about physical education and sports.
C03	Know the concept of physical education and sports lesson.
C04	Know the level of applicability of physical education and sports lesson in primary schools.
C05	Know and carries out the applications of physical education and sports lesson in primary school.
C06	Know how to plan physical education and sports lesson.
C07	Know the student's development features and carries out the applications according to these features.

Program Learning Outcomes

No	Learning Outcome
P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	1	14
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	2	2
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	4	4
Total Work Load			48
ECTS Credit of the Course			2

Course Contribution To Program											
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Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11
All	3	3	3	3	3	3	3	3	3	3	3
C01	3	4	3	4	3	4	3	3	4	3	4
C02	4	4	3	4	3	4	3	4	4	3	4
C03	3	4	3	4	3	4	3	4	2	4	3
C04	4	4	3	4	4	3	4	4	2	4	3
C05	3	4	4	3	4	3	4	3	4	2	3
C06	3	4	3	3	3	4	3	4	4	4	3
C07	4	3	4	3	4	3	4	4	3	4	3



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

SEC204 SEÇMELİ DERS (TEMEL BESLENME)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	SEC204	SEÇMELİ DERS (TEMEL BESLENME)	2	2	2

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu Seçmeli

Goals:

Learning of nutrition related definitions, sufficient and balanced unbalanced effects of nutrition on health, basic nutritional composition purposes.

Teaching Methods and Techniques:

Learning of carbohydrates, proteins, lipids and the importance of nutrition , 2-Component chemical structure, properties, classification, functions, sources, daily intake recommendations, excessive intake find out the status of 3 - To learn the food energy, carbohydrate, protein and fat content 4- Proper preparation and cooking methods, and some basic principles of nutrition in the context of conventional recipes to practice in a laboratory setting.

Prerequisites:**Course Coordinator:****Instructors:**

Associate Prof.Dr. CAFER SAKA

Assistants:**Recommended Sources**

Textbook	: Beslenme, Baysal, A., Hatiboğlu Yayınevi, 12. Baskı ,2009
Resources	: Lectures, presentations, discussions
Documents	:
Assignments	:
Exams	:

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	: 50
Engineering Design	:	Health	: 30
Social Sciences	:	Field	: 20

Course Content

Week	Topics	Study Materials	Materials
1	The relationship between nutrition and health	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
2	Carbohydrates	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
3	Proteins	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
4	Lipids	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
5	Lipids	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
6	Energy metabolism	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
7	Energy metabolism	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
8	Water	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
9	Water	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
10	Minerals: Sodium, Potassium, Calcium, Magnesium, Iron, Copper	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
11	Minerals: Iodine, Fluoride, Zinc, Manganese, Chromium, Molybdenum, Sulfur, Selenium, Cobalt	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
12	Vitamins: Vitamins A, D, E, K	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
13	Vitamins: Thiamin, Riboflavin, Niacin, Vitamin B6, Vitamin B12, Folic Acid,	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev
14	Vitamins: Vitamin C, Pantothenic Acid, Biotin, Choline, Carnitine, Inositol,	Expression and presentation from relate	Beslenme, Baysal, A., Hatiboğlu Yayınev

Recommended Optional Programme Components

SEC 101 SEÇMELİ DERS(KİMYA VE SAĞLIK)

Course Learning Outcomes**No Learning Outcomes**

C01	Define the relationship between nutrition and health.
C02	Identifies the neagative consequences of malnutrition.
C03	Identifies the consequences of overfeeding.
C04	Energy and macronutrient (carbohydrates, proteins, fats) will be able to understand the importance of healthy eating and body work.
C05	Summarize the importance of vitamins, minerals and water on healthy eating and body work.
C06	Energy nutrients, carbohydrates, protein, vitamins, minerals and water are evaluated in terms of content.

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies succesfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS210 SECRETARIAL BEHAVIOR II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS210	SECRETARIAL BEHAVIOR II	2	2	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

The knowledge and skills necessary to become a medical secretary.

Teaching Methods and Techniques:

Occupation types and tasks of the Secretariat will be explained.

Prerequisites:**Course Coordinator:****Instructors:**

Instructor Salih ÇENGEL

Assistants:**Recommended Sources**

Textbook	:	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medical Secretary
Resources	:	
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	50	Field	:	50

Course Content

Week	Topics	Study Materials	Materials
1	Secretarial profession, the purpose and historical development	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
2	Definition of the Secretarial, and the classification task	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
3	Secretaries of the qualifications necessary for the physical aspects	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
4	Secretaries of thinking in terms of knowledge and qualifications necessary for the	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
5	Secretaries of the qualifications necessary for the emotionally	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
6	Medical secretaries and diversing properties	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
7	Medical secretaries of the types and tasks	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
8	Medical secretaries of the patient, health professionals, and relationships with other employees	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
9	Secretarial services, total quality management	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
10	Secretarial services and solutions to the problems	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
11	Offices in the professional issues	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
12	Secretarial services, professional organization	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
13	Secretarial services, ethical	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi
14	Ethics in Secretarial Service.	preparation to the lesson was performed	1-Prof. Dr. Dilaver TENGLİMOĞLU-Medi

Course Learning Outcomes**No Learning Outcomes**

C01	Students will be able to medical Secretary to provide information about the duties and responsibilities.
C02	Students will be able to Medical Secretary to provide information about the personal and professional knowledge and skills.
C03	Students will be able to Office services in the realization of effective communication and be able to explain the contribution of medical secretaries.
C04	Students will be able To understand the functioning of health institutions.
C05	Students will be able to Medical secretary to explain the importance of the institution.

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
P01	To be able to communicate with the colleagues, patients, patients' relatives, doctors and other medical staff properly
P06	To be able to know the required terms and concepts of the field and to be able to use these accurately
P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	14	14
Total Work Load			108
ECTS Credit of the Course			4

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant



Siirt University

SCHOOL OF HEALTH SERVICES
Medical Documentation and Secretarial

TDS202 MEDICAL DOCUMENTATION II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	TDS202	MEDICAL DOCUMENTATION II	2	2	4

Language of Instruction:

Turkish

Course Level:

Associate

Work Placement(s):

No

Department / Program:

Medical Documentation and Secretarial

Course Type:

Zorunlu

Goals:

To inform students about medical documentation, archives and explain importance of documentation and archives

Teaching Methods and Techniques:

Making a hospital archival storage and medical secretarial skills

Prerequisites:**Course Coordinator:****Instructors:**

Instructor Salih ÇENGEL

Assistants:**Recommended Sources**

Textbook	: 1. Artukoğlu A., Kaplan A., Yılmaz A., Medical Documentation, Ankara, 2002.
Resources	: 2. Sümbüloğlu K., Sümbüloğlu V., Medical Documentation, Ankara, 1998.
Documents	: 3. Demircan A., Medical Documentation, Tokat, 1996.
Assignments	: 4. Akbolat, M. Medical Documentation I (Basılmamış), 2007
Exams	: sample documents used in health institutions Sağlık kurumlarında kullanılan örnek dokümanlar.

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	: 30
Social Sciences	: 20	Field	: 50

Course Content

Week	Topics	Study Materials	Materials
1	medical document types of hospitals	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
2	Qualitative and quantitative analysis of medical documents	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
3	The patient files and the privacy of patient files	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
4	regulation and ownership of patient files	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
5	Standardization of patient files	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
6	Definition of Medical Archive and medical staff	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
7	Archive services planning	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
8	Central archive	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
9	Budget of the central archive	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
10	Residential area of central archive	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
11	Protection of archive materials	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
12	Archive storage	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
13	Information storage environment	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me
14	Providing Information Environments.	preparation to the lesson was performed	1. Artukoğlu A., Kaplan A., Yılmaz A., Me

Course Learning Outcomes**No Learning Outcomes**

C01	Student will be able to understand the process of development of medical documentation
C02	Student will be able to Understand the hospital information archive
C03	Student will be able to understand the severity of patient files
C04	Student will be able to track the movements of the patient file archives.
C05	Student will be able to explain the confidentiality of patient files.

Program Learning Outcomes**No Learning Outcome**

P08	To be able to prepare statistics of health system
P05	To be able to inform relevant people and institutions using his knowledge and skills
P09	To be able to identify institutions and organizations within health system
P11	To be able to be equipped with knowledge and skills related to the use of Hospital Information Management System
P10	To be able to use information and communication technologies successfully
P04	To be able to use bureau equipments and devices effectively and to be able to carry out simple maintenance and repair
P03	To be able to know the required statute to form and manage medical archives and to be able maintain these services
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P02	To be able to act in accordance with the legislations, regulations and statute related to duty, right and responsibilities
P07	To be able to keep the records of check-in, provision, demand acceptance, discharge and billing process, surgeries and diseases

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	4	56
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	15	15
Total Work Load			105
ECTS Credit of the Course			4

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant
