

This is the curriculum to be implemented starting from the 2025-2026 academic year for the Medical Documentation and Secretariat Program, Medical Services and Techniques Department, Vocational School of Health Services															
FIRST YEAR															
I. Semester								II. Semester							
Current Course Code	Proposed Course Code	Course Name	Compulsory / Elective	T	P	C	ECTS	Current Course Code	Proposed Course Code	Course Name	Compulsory / Elective	T	P	C	ECTS
TRD109	TRD109	Turkish Language-I	C	2	0	2	2	TRD110	TRD110	Turkish Language-II	C	2	0	2	2
YDİ107	YDİ107	English-I	C	2	0	2	2	YDİ108	YDİ108	English-II	C	2	0	2	2
TDS101	TDS1101	Medical Documentation-I	C	2	4	4	6	TDS102	TDS1102	Medical Documentation -II	C	2	6	5	8
SHM103	TDS1103	Physiology	C	2	0	2	3	(Yeni Ders)	TDS1104	Health Law	C	2	0	2	3
SHM101	TDS1105	Anatomy	C	2	0	2	3	TDS106	TDS1106	Correspondence Techniques	C	2	0	2	4
SHM127	TDS1107	Disease Knowledge	C	2	0	2	2	SHM136	TDS1108	First Aid	C	2	0	2	2
TDS103	TDS1109	Hospital Administration	C	2	0	2	2	SHM126	TDS1110	Patient Psychology and Communication	C	2	0	2	2
ENF101	TDS1111	Basic Information Technologies	C	2	2	3	3			Field Elective Course-II	E	2	0	2	4
		Field Elective Course-I	E	2	0	2	4		SSD1102	Social Elective Course-II	E	2	0	2	3
	SSD1101	Social Elective Course-I	E	2	0	2	3								
		Term Total		20	6	23	30			Term Total		18	6	21	30

SECOND YEAR															
III. Semester								IV. Semester							
Current Course Code	Proposed Course Code	Course Name	Compulsory / Elective	T	P	C	ECTS	Current Course Code	Proposed Course Code	Course Name	Compulsory / Elective	T	P	C	ECTS
AİT209	AİT209	Atatürk's Principles and History of Reforms-I	C	2	0	2	2	AİT210	AİT210	Atatürk's Principles and History of Reforms-II	C	2	0	2	2
SHM211	TDS2101	Public Health	C	2	0	2	2	TDS202	TDS2102	Medical Documentation -IV	C	2	6	5	8
TDS213	TDS2103	Medical Secretariat-I	C	1	3	3	4	TDS204	TDS2104	Medical Secretariat-II	C	1	3	3	4
TDS205	TDS2105	Communication Skills	C	2	0	2	2	TDS206	TDS2106	Protection and Promotion of Health	C	2	0	2	4
TDS217	TDS2107	Health Information Systems	C	2	0	2	3	SHM222	TDS2108	Medical Ethics and Deontology	C	2	0	2	2
TDS219	TDS2109	Effective Speaking and Diction	C	2	0	2	2	SHM226	TDS2110	Interpersonal Relations	C	2	0	2	2
TDS211	TDS2111	Medical Documentation - III	C	2	6	5	7			Field Elective Course -IV	E	2	0	2	4
		Field Elective Course-III	E	2	0	2	4			Field Elective Course -IV	E	2	0	2	4
		Field Elective Course-III	E	2	0	2	4								
		Term Total		17	9	22	30			Term Total		15	9	20	30

FIELD ELECTIVE COURSE LİST															
FIRST YEAR															
I. Semester								II. Semester							
Current Course Code	Proposed Course Code	Course Name	Compulsory / Elective	T	P	C	ECTS	Current Course Code	Proposed Course Code	Course Name	Compulsory / Elective	T	P	C	ECTS
	SHM1101	Medical Terminology	E	2	0	2	4		SHM1102	Quality and Accreditation in Healthcare	E	2	0	2	4
	SHM1103	Infectious Diseases	E	2	0	2	4		SHM1104	Sterilization	E	2	0	2	4
SECOND YEAR															
III. Semester								IV. Semester							
Current Course Code	Proposed Course Code	Course Name	Compulsory / Elective	T	P	C	ECTS	Current Course Code	Proposed Course Code	Course Name	Compulsory / Elective	T	P	C	ECTS
	SHM2101	Environmental Protection	E	2	0	2	4		SHM2102	Principles of Nutrition	E	2	0	2	4
	SHM2103	Occupational Safety	E	2	0	2	4		SHM2104	Crisis Management and Anger Control	E	2	0	2	4
	SHM2105	Health Institutions Management	E	2	0	2	4		SHM2106	Rational Drug Use	E	2	0	2	4
Total Theoretical Course Hours														70	
Total Practical Course Hours														30	
Total Credit														86	
Total Course Hours														100	
Total ECTS Credits														120	
Practical Ratio														30,00	

I. SEMESTER
COMPULSORY COURSE POOL CONTENTS

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TRD109		Turkish Language-I			C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TRD109				
					Course Name: Turkish Language-I				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
1	2	-	-	2	2	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer									
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		Turkish Language, Anadolu University Publications, No: 786, Eskişehir, 2003.							
		Turkish Language: Oral and Written Expression, Uğur, A., Ekspres Printing House, Kütahya, 2002.							
		Oral and Written Expression, Anadolu University Publications, No: 1073, Eskişehir, 1998.							
		Applied Turkish Knowledge, Göker, O., Evos Publishing, Ankara, 2001.							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		To help students understand the characteristics of language and its role in social life; to teach the historical periods of the Turkish language; to help students comprehend the phonetic and morphological structure of Turkish and use punctuation marks correctly; to teach words in terms of meaning and function; and to develop public speaking skills.							
Course Content		Concept of language, the role and importance of language in social life, the relationship between language and culture, the relationship between culture and civilization, the place of Turkish among world languages and its historical development, art-creativity and society, Turkish grammar (phonetic features, phonology, syllable structure, spelling rules and application, punctuation marks and application)							
Learning Outcomes of the Course		Recognizes different text types and their characteristics. Learns composition knowledge theoretically and practically. Understands different written expression types. Gains the ability to create texts suitable for different types and analyze existing texts. Understands expression styles and their appropriateness in written expression.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									

Field Study		
Other Applications		
Quizzes		
Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).

Improvements can be made based on the results of student course and instructor survey evaluations.

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	2	28
Assignments			
Presentation			
Midterm Exams	1	1	1
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	1	1
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			58
Credit Workload / 30			1,93
Course ECTS Credit			2

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Definition and characteristics of language, its role and importance in social life Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications, book reviews. Punctuation usage: Period.	
2	Relationship between language and thought, language and nation, language and culture; definition of culture Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications, book reviews. Punctuation usage: Comma.	
3	Languages of the world, classification of world languages, language differentiation; written and spoken languages (dialects, accents, vernaculars) Petition writing. Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications.	
4	The place of Turkish among world languages, history of Turkish language	
5	Resume writing Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications, book reviews. Punctuation usage: Capital letters.	
6	Development of Turkish language: Altaic period, Ancient Turkish, Old Turkish, Orkhon Inscriptions Presentations, poetry, essay, composition, story, newspaper, magazine studies and	

	applications, book reviews. Finding Turkish equivalents for foreign words.	
7	Development of Turkish language: New Turkish, Modern Turkish. Dialects, accents, vernaculars. Current state and expansion of Turkish, alphabets used by Turks, linguistics Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications.	
8	Midterm Exam	Midterm Exam
9	Phonetics. Phonetic events; sound addition, sound loss, vowel changes, assimilation. Major phonetic harmonies in Turkish words Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications, book reviews.	
10	General application	
11	Words in terms of meaning and function: Nouns, pronouns Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications, book reviews. Writing of "ki" conjunction and "ki" possessive suffix.	
12	Words in terms of meaning and function: Nouns, pronouns Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications, book reviews. Writing of "ki" conjunction and "ki" possessive suffix.	
13	Words in terms of meaning and function: Adjectives, adverbs Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications, book reviews. Colon usage.	
14	Words in terms of meaning and function: Prepositions, verbals Presentations, poetry, essay, composition, story, newspaper, magazine studies and applications, book reviews. Writing of the question particle "mi, mi, mu, mü". Verbs; verb conjugations, verb tenses, verb persons. Auxiliary verbs, compound verbs. Writing of "da, de" conjunction.	
15	Course summary and review	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies					
		1	2	3	4	5
1	Develops a habit of reading books, follows daily newspapers and other periodicals.				X	
2	Identifies words that cause language pollution and understands the impact of culture on language			X		
3	Speaks Turkish correctly, beautifully, and fluently.				X	
4	Presents in front of an audience, expresses information and thoughts effectively, and utilizes efficient communication skills.			X		
5	Understands the significance of the Turkish language among world languages and uses Turkish as a scientific language. Knows the phonetic and historical structure of the Turkish language.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It makes a moderate contribution to program competencies 2 and 4, and a high-level contribution to competencies 1, 3, and 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
YDİ107	English-I	C	2	0	2	2

COURSE INFORMATION							
Name of Diploma Program: Medical Documentation and Secretariat					Course Code: YDİ107		
					Course Name: Forensic Medicine-I		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type Compulsory /Elective
1	2	-	-	2	2	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		% 70			0		0
Lecturer(s)							
Course Teaching Method		Lecture, Discussion, Question and Answer, Case Study and Presentation					
References		- Full Steam Ahead, 8th ed., Gündüz Education and Publishing, Ankara. Turkish-English Dictionary					
Course Material (Auxiliary equipment, models etc.)							
Objective of the Course		With this course, students; In A1 level English for undergraduate level - To have basic grammar, To understand short and clear listening, To be able to speak in simple sentences, To understand the short and simple pieces they read, It is aimed to express themselves in simple sentences in writing.					
Course Content		To be able to meet, to say their name, age and place of residence and to ask the other person for the same information, to express months, days and seasons, to ask for the time and to answer formally or informally; expressing the actions that occur at the time of speech with positive/negative/interrogative sentences, the use of question words such as 'Who, What, Where, When'; constructing positive/negative/ interrogative sentences using the present tense, talking about timelines, the use of tense prepositions such as 'in/on/at'; talking about actions that we can or cannot do with the constructions 'can and can't', the use of personal pronouns and possessive adjectives, expressing the situations of necessity, prohibition or disappearance of necessity with structures such as 'must/ mustn't/ don't-doesn't have to'; Expressing ownership using 'have got/ has got' constructions, 'How much...?' and 'How many...?' asking quantity and quantity using question patterns, answering using 'a lot of/ much/ many' quantifiers.					
Learning Outcomes of the Course		-Has a basic knowledge of a foreign language sufficient for the field. -Can comprehend short, clear messages. -Can comprehend short, daily texts. -Can write short, simple notes and messages					
COURSE EVALUATION SYSTEM					Number	Contribution Rate (%)	
Assignments							
Presentation							
Midterm exams					1	40	
Project							
Clinical Practise							
Laboratory							
Field Study							
Other Applications							
Quizzes							
Term Paper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-Semester Exam					1	60	
Other (oral etc.)							
Total:					2	100	
Contribution of In Semester-Activities to the Final Grade:						40	
Contribution of the Final Exam to Final Grade:						60	

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g. surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting/ course content/learning needs/organization of the learning environment/sequence and correlation of topics/materials and methods/evaluation of measurement planning).	Improvements can be made based on the result of student course and instructor survey evaluations.
---	---

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time			
Assignments			
Presentation			
Midterm exams	1	20	20
Project			
Clinical Practise			
Laboratory			
Field Study			
Other Applications			
Final Exam	1	20	20
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			68
Credit Workload / 30			2,26
Course ECTS Credits			2

COURSE CATEGORY

WEEKLY TOPICS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	First Day On Campus! a. verb to be, negative and interrogative forms b. greetings, names, ages c. countries and nationalities d. cardinal and ordinal numbers	
2	First Day On Campus! (Cont.) a. days, months and seasons b. this is..., that is..., these are..., those are... c. personal pronouns d. what time is it?	
3	What are you doing at the moment? a. actions in progress with positive forms	
4	What are you doing at the moment? (Cont.) a. actions in progress with negative and interrogative forms b. question words (who, what, where, when?)	
5	What do you like? a. permanent or habitual actions with positive, negative and interrogative forms	
6	What do you like? a. talking about schedules and calendars b. prepositions of time (at, in, on)	
7	General Revision and Quiz and voc. Teaching.	
8	Midterm exam	Midterm Exam
9	Can you speak...? a. abilities and inabilities b. object pronouns, possessive adjectives and possessive pronouns	
10	General Application	
11	Can you speak...? a. family members b. obligations, necessity, prohibitions and lack of necessity (must, mustn't, don't/ doesn't have to)	
12	Tests and Parties a. have got, has got with positive, negative and interrogative forms	
13	Tests and Parties a. how much...?, how many...?	
14	Tests and Parties a. a lot of, much, many	
15	A brief overview of the course content and topics	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

--	--	--

Number	Program Competencies	1	2	3	4	5
1	Will be able to communicate verbally in English with reasonable fluency and accuracy in different social environments and needs...			X		
2	Uses knowledge, skills and strategies to read a variety of texts to become a successful, independent and rapid reader.	X				
3	Recognizes the spoken language used in daily life.			X		
4	Will be able to express themselves by writing different types of texts.			X		
5	They will be able to select relevant information in the texts they write and use appropriate and correct grammatical structures in accordance with both style and social discourse forms.		X			

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to Program Competencies.	It has a medium-level contribution to program competencies 2 and 1, and a high level contribution to competencies 3 and 4.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
TDS1101	Medical Documentation-I	C	2	4	4	6

COURSE INFORMATION							
Name of the Diploma Program: Medical Documentation and Secretary					Course Code: TDS1101		
					Course Name: Medical Documentation-1		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction	Type: (Compulsory / Elective)
1	2	4	-	4	6	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			% 80		0
Lecturer		Dr.Onder AYTEKIN					
TeachingMethod of theCourse		Lecture, Discussion, Q&A and Presentation.					
References		Medical Documentation Textbook, Ataturk University					
Course Materials(Auxiliary equipment, models, etc.)		Textbook					
Objective of the Course		Teaching the basics of medical documentation					
Course Content		Filing systems, medical archives and archiving systems, hospital forms, patient files and their contents. Historical development of Medical Documentation.					
Learning Outcomes of the Course		Recognizing and archiving medical documents, producing solution suggestions in the field of medical documentation					
COURSE ASSESSMENT SYSTEM					Number	Contribution Rate (%)	
Assignments							
Presentation							
MidtermExams					1	40	
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
TermPaper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-SemesterExam					1	60	
Others (oral, etc.).							
Total:					2	100	
Contribution of In-SemesterActivitiestothe Final Grade:						40	
Contribution of the Final Examtothe Final Grade:						60	
Whataretheproposedassessmentandevaluationtools in thecontext of thecontinuousimprovement of courses (e.g.,surveys, interviews, etc.) andforwhatpurposearetheyapplied? Please define thepurpose (goalandobjectivesetting / coursecontent / learningneeds / organization of thelearningenvironment / sequenceandcorrelation of topics / materialsandmethods / evaluation of assessmentplanning).					Improvements can be made based on the results of student course and instructor survey evaluations.		
ECTS - WORKLOAD TABLE							
COURSE EVALUATION SYSTEM				Number	Duration	Credit	
					(Hours)	Workload	

Course Duration	14	2	28
Out-of-Class Study Time	14	6	84
Assignments			
Presentation			
Midterm Exams	1	10	10
Project			
Clinical Practice	14	6	84
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	10	10
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			188
Credit Workload/30			6,26
Course ECTS Credit			6

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Medical Documentation	
2	Medical Record Systems	
3	Types of Medical Records	
4	Basic Concepts of Medical Records	
5	Documentation/Registration Process	
6	Reasons for Keeping Records	
7	Purposes of Record Keeping	
8	Midterm Exam	Midterm Exam
9	Matters to be Considered in Medical Records	
10	Medical Record Principles	
11	History of Medical Documentation	
12	Developments Regarding Medical Documentation in Turkey	
13	Development of Medical Documentation Education in Turkey	
14	Medical secretary profession in Turkey	
15	Question-answer lesson	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies					
		1	2	3	4	5
1	Ability to apply Medical Documentation methods					X
2	Having knowledge about the historical development of Medical Documentation			X		
3	Understanding the importance of Medical Documentation education					X

Degree of Contribution	1 VeryLow	2 Low	3 Medium	4 High	5 Very High
ExplaintheContribution of the Course Learning Outcomestothe Program Competencies	It has a medium-levelcontributionto program competencies 2 and 3, and a high-levelcontributiontocompetencies 1, 4, and 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
TDS1103	Physiology	C	2	0	2	3

COURSE SYLLABUS							
Diploma Program Name: Medical Documentation and Secretarial					Course Code: TDS1103		
					Course Name: Physiology		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language	Type (Compulsory/Elective)
1	2	-	-	2	3	Turkish	Compulsory
Course Admission Requirements (Prerequisites, Connection Conditions)		None					
Attendance Requirement		Theoretical			Attendance Requirement	Theoretical	
		% 70			0	0	
Instructor(s)							
Teaching Methods		Lecture, Discussion, Q&A, Case Study, and Presentation					
Resources		- Guyton and Hall Medical Physiology Nobel Publications 2013 Mitat Koz, Gülfem Ersöz, Ethem Gelir, Physiology Textbook, Nobel publishing house, ANKARA, 2012 -Ganong, WF (2003) Review of Medical Physiology, USA: Mc Graw Hill, Twenty-first edition. -Berne, RM, Levy, MN (2000) Principles of Physiology, Missouri: Mosby, Inc. Third ed.					
Course Materials: Additional equipment, models, etc.							
Course Objectives		In the physiology course, it is aimed to provide knowledge and skills regarding the basic functions of the body and the physiological properties of the structures and organs that form the systems.					
Course Content		Introduction to Physiology, Cell organization and transport events, Tissue physiology, Muscle physiology, Blood physiology and Homeostasis, Heart and Circulatory System and physiology, Respiratory System, Digestive System, Excretory System, Endocrine System, Metabolism.					
Learning Outcomes		To be able to define normal cell, organ and system functions, to explain the pathophysiological mechanisms that occur in cell, organ and system functions, to understand the pathophysiology of the signs and symptoms that occur in disease, to analyze the pathophysiology of the signs and symptoms that occur in disease, to diagnose the signs and symptoms that occur in disease, to evaluate the pathophysiological mechanisms related to laboratory results.					
ASSESSMENT SYSTEM					Number	Contribution (%)	
Assignments							
Presentation							
Midterm Exam					1	40%	
Project							
Clinical Practice							
Laboratory							
Fieldwork							
Other Practice							
Quizzes							
Term Paper / Project							
Portfolio Studies							
Reports							
Learning Journals							
Thesis / Project							
Seminar							
Final Exam					1	60%	
Other (oral etc.)							
Total					2	100%	
Contribution of Midterm Studies to Final Grade						40%	
Contribution of Final Exam to Final Grade						60%	

What are the measurement and evaluation tools envisaged in the context of continuous improvement of courses (survey, interview, etc.) and for what purpose are they applied? Please describe (goal and purpose determination/course content/learning needs/organization of the learning environment/sequence and correlation of topics/material and methods/evaluation of measurement planning)	Improvements can be made based on student course and faculty member survey evaluation results.
---	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number Duration Credit	Number Duration Credit	Number Duration Credit
		(Hours) Workload	(Hours) Workload
Class Time	14	2	28
Outside Class Time	14	5	70
Assignments			
Presentation			
Midterm Exams	1	10	10
Project			
Clinical Practice			
Laboratory			
Fieldwork			
Other Practices			
Final Exam	1	10	10
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Journals			
Graduation Thesis/Project			
Seminar			
Other			
Credit Workload			118
Credit Workload / 30			3,93
ECTS Credits of the Course			4

COURSE CATEGORY

WEEKLY COURSE TOPICS

Week	Theoretical Topics	Course Application Topics
1	Introduction to Physiology	
2	Cell organization and transport events	
3	Tissue physiology	
4	Muscle physiology	
5	Blood physiology and Homeostasis,	
6	Heart and Circulatory System and physiology-1	
7	Heart and Circulatory System and physiology-2	
8	Midterm Exam (Midterm)	Midterm Exams
9	Respiratory System Physiology	
10	Digestive System Physiology	
11	Excretory System Physiology	
12	Reproductive System Physiology	
13	Endocrine System Physiology-1	
14	Endocrine System Physiology-2	
15	Organism and Metabolism	
16	General Exam	Final Exam

COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS RELATIONSHIP

No	PROGRAM QUALIFICATIONS	1	2	3	4	5
1	Understands the functions of cells, tissues and organs by defining them				X	

2	Can summarize the physiology of the systems in the human body and their structures at the cellular level			X		
3	Can summarize the body control systems and the functions of these systems in controlling the internal environment			X		
4	Using the knowledge acquired in the field, critically interprets and evaluates scientific data		X			
5	Understands the importance of lifelong learning, can identify and meet learning needs, constantly renews himself by following developments in science and technology			X		

Contribution Level	1: Very Low	2: Low	3: Medium	4: High	5: Very High
Explanation of Course Learning Outcomes Contribution to Program Qualifications	This course makes a moderate contribution to qualifications 2 and 5, and a high contribution to qualifications 3 and 4.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS1105		Anatomy			C	2	0	2	3
COURSE INFORMATION									
Name of the Diploma Program Medical Documentation and Secretariat					Course Code: TDS1105				
					Course Name: Anatomy				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
1	2	-	-	2	3	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer									
Teaching Method of the Course		Expression, slide, Q&A, mock-up							
References		Prof. Dr. Yasin Arifoğlu Books and Resources, Prof. Dr. Davut Özbağ Books and resources, Malatya Medical Faculty Anatomy Department lecture notes							
Course Materials (Auxiliary equipment, models, etc.)		Model, atlas							
Objective of the Course		To know the anatomical structures of the human body, the relationship between the systems of the human body and how they work, to examine the anatomical structures of the systems and their relationships with each other, to learn how anatomical development has developed throughout the historical process.							
Course Content		Examining the structures related to the human body, learning the systems and examining their relationships with each other. Providing information about the historical development of anatomy. Learning the terms indicating the location and direction related to the anatomical structures and the introduction title. Teaching the bone, joint and muscle tissue in the movement system, respiratory system, nervous system, circulatory system, urinary and endocrine system, learning the anatomical structures related to the digestive system and obtaining information about their working systems.							
Learning Outcomes of the Course		Expression, slide, model, atlas							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).					Improvements can be made based on the results of student course and instructor survey evaluations.				

ECTS - WORKLOAD TABLE						
COURSE EVALUATION SYSTEM	Number	Duration	Credit			
		(Hours)	Workload			
Course Duration	14	2	28			
Out-of-Class Study Time	14	2	28			
Assignments						
Presentation						
Midterm Exams	1	2	2			
Project						
Clinical Practice						
Laboratory						
Field Study						
Other Applications						
End-of-Semester Exam	1		2			
Quizzes						
Term Paper/Project						
Portfolio Studies						
Reports						
Learning Diaries						
Final Thesis/Project						
Seminar						
Other						
Credit Workload			60			
Credit Workload / 30			2			
Course ECTS Credit			2			
COURSE CATEGORY						
WEEKLY TOPIC HEADINGS						
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course				
1	Introduction to anatomy and information about the course					
2	Movement system (upper extremity)					
3	Movement system (Lower extremity)					
4	Movement system (Columna vertabrae, sternum, costals)					
5	Movement system (os cranium and os viscero cranium) skull bones					
6	Movement system (joints)					
7	Movement system (muscles)					
8	Midterm Exam	Midterm Exam				
9	Sense organs (eye-ear)					
10	circulatory system					
11	Digestive system					
12	Nervous system					
13	respiratory system					
14	endocrine system					
15	urinary system					
16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Provides anatomical knowledge about the human body				X	
2	Provides information about the historical development process			X		
3	The aim is to learn words that indicate anatomical location directions..			X		

4	Understanding the anatomical formations and learning the names of the structures with the language learned				X	
5	In the final stage of the theoretical and practical stages of knowledge, learning the names of organs and structures belonging to anatomical systems and their working systems.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a moderate contribution to program competencies 2 and 5, and a high contribution to 3 and 4.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
TDS1107	Disease Knowledge	C	2	0	2	2

COURSE INFORMATION							
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS1107		
					Course Name: Disease Knowledge		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type: (Compulsory / Elective)
1	2	-	-	2	2	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer		-----					
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.					
References		- Gülay M.Ş., Polat M. Disease Knowledge Textbook, Dünya Medical Publishing (2021) - Yürügen B., Nural N., Disease Knowledge, Nobel Medical Publishing (2020) - Slide Presentation on Topics					
Course Materials (Auxiliary equipment, models, etc.)							
Objective of the Course		To provide information on the mechanisms of disease development, diagnosis, treatment, and methods of disease prevention.					
Course Content		General Structure of the Human Body, Cells-Tissues-Organs-Systems, Anatomy of Systems, Physiology of Systems, Pathophysiology of Systems, Diseases of the Digestive System, Diseases of the Circulatory System, Blood, Blood Groups, and Blood Disorders, Diseases of the Endocrine System, Diseases of the Excretory System, Diseases of the Respiratory System, Diseases of the Nervous System, Fluid, Electrolyte, Acid-Base Balance, Diseases of Joints and Connective Tissue, Diseases of the Immune System, Ear-Nose-Throat Diseases, Eye Diseases, Skin Diseases.					
Learning Outcomes of the Course		Ability to understand the mechanisms of disease development, diagnosis, treatment, and methods of disease prevention.					
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)
Assignments							
Presentation							
Midterm Exams					1		40
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
Term Paper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-Semester Exam					1		60
Others (oral, etc.).							
Total:					2		100
Contribution of In-Semester Activities to the Final Grade:							40
Contribution of the Final Exam to the Final Grade:							60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).					Improvements can be made based on the results of student course and instructor survey evaluations.		

ECTS - WORKLOAD TABLE						
COURSE EVALUATION SYSTEM	Number	Duration	Credit			
		(Hours)	Workload			
Course Duration	14	2	28			
Out-of-Class Study Time	14	2	28			
Assignments						
Presentation						
Midterm Exams	1	2	2			
Project						
Clinical Practice						
Laboratory						
Field Study						
Other Applications						
End-of-Semester Exam	1	2	2			
Quizzes						
Term Paper/Project						
Portfolio Studies						
Reports						
Learning Diaries						
Final Thesis/Project						
Seminar						
Other						
Credit Workload			60			
Credit Workload / 30			2			
Course ECTS Credit			2			
COURSE CATEGORY						
WEEKLY TOPIC HEADINGS						
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course				
1	General Structure of the Human Body					
2	Health and Disease					
3	History Taking and Physical Examination in Disease Diagnosis					
4	Diseases of the Digestive System					
5	Diseases of the Circulatory System					
6	Blood Disorders					
7	Blood Disorders					
8	Midterm Exam	Midterm Exam				
9	Diseases of the Endocrine System					
10	Urinary System and Diseases					
11	Diseases of the Respiratory System					
12	Diseases of the Nervous System					
13	Diseases of the Immune System					
14	Occupational Diseases					
15	Cancers					
16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Has basic theoretical and practical knowledge related to the field.			X		
2	Possesses knowledge of ethical principles and rules related to the field.		X			
3	Uses the foundational knowledge in the field to independently perform a given task.				X	

4	Recognizes the importance of classifying diseases in professional practice.				X	
5	Can distinguish between health and disease, evaluate the patient, and follow the process.				X	
6	Interprets the causes of diseases.				X	
7	Distinguishes the basic diagnostic methods, signs and symptoms, and main treatment approaches of diseases.			X		

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 1 and 7, and a high-level contribution to competencies 3, 4, 5, and 6.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS1109		Hospital Administration			C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretarial Services					Course Code: TDS1109				
					Course Name Hospital Administration				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
1	2	-	-	2	2	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course									
References		Şahin Kavuncubaşı ve Selami Yıldırım, Hastane ve Sağlık Kurumları Yönetimi, 2022 Ali Coşkun ve Ahmet Akın, Sağlık İşletmeleri Yönetim Rehberi, 2009 Haydar Sur ve Tuncay Palteki, Hastane Yönetimi, 2013 Tengilimoğlu D., Işık O., Akbolat M., Sağlık İşletmeleri Yönetimi, NOBEL Yayınevi, Ankara, 2009. 3 Sağlık işletmeleri Kuruluş Yeri Çalışmaları Tengilimoğlu D., Işık O., Akbolat M., Sağlık İşletmeleri Yönetimi, NOBEL Yayınevi, Ankara, 2009							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		Discussing the fundamental concepts of hospital management, evaluating how strategies are developed to cope with changes and uncertainties in hospital management, and questioning practices such as managing the performance of hospitals."							
Course Content		This course includes the following topics: 1. History of Hospitals, Definition, Hospital System; 2. Development of Hospitals in Turkey, Organizational Chart of the Ministry of Health; 3. Organizational Structure of Private Hospitals, Organizational Structure of Public Hospitals; 4. Facility Management in Hospitals; 5. Risk Management in Hospitals; 6. Management of Information Technologies in Hospitals; 7. Management of Diagnosis and Treatment Services in Hospitals; 8. Management of General Support Services in Hospital Management; 9. Medical Support Services in Hospitals; 10. Hospital Management Board; 11. Management of Outpatient and Clinical Services in Hospitals; 12. Management of Clinical Support Services in Hospitals; 13. Regulations for Private Hospitals and Standards of Service Units; 14. Case Study."							
Learning Outcomes of the Course		Will be able to define the concept of a hospital and the determinants of hospital management. Analyzes the hospital organization in Turkey. Knows the position of hospitals within the healthcare system. Will be able to define and distinguish the classification of hospitals. Knows the development of hospital organizations throughout history and the competition among hospitals in the healthcare market. Will list the functional units of hospital organizations and understand their functions. Explains the essential managerial processes in a healthcare institution, the hospital organization, and the importance of human resources, quality management processes, and information technology management processes in hospitals. Analyzes the facility management processes in hospitals. Knows the logistics management processes in hospitals. Analyzes the general support management in hospitals. Explains the medical services in hospitals..							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									

Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	8	28
Assignments			
Presentation			
Midterm Exams	1	1	1
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	1	1
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			60
Credit Workload / 30			2
Course ECTS Credit			2

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	What is Health, Healthcare Services and Their Characteristics	
2	Classification of Healthcare Services	
3	Management and Its Characteristics	
4	Historical Development of Management	
5	Healthcare System	
6	Development of Healthcare Services in Turkey	
7	Healthcare Transformation Program	
8	Midterm Exam	Midterm Exam
9	Hospital Management and Classification of Hospitals	
10	Production Management in Healthcare Services	
11	Strategic Management in Healthcare Services	
12	Quality Management in Healthcare Services	
13	Information Management in Healthcare Services	
14	Ethics and Patient Rights in Healthcare Services	

15	Healthcare Institutions and Personnel Management					
16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Knows how to access current fundamental, theoretical, and applied scientific knowledge in the field of Health Institutions Management using information technologies and resources; evaluates the accuracy, reliability, and validity of this information.				X	
2	Critically assesses the basic knowledge and skills acquired in the field of Health Institutions Management; identifies learning needs and guides their own learning.			X		
3	Independently carries out assigned tasks using the foundational knowledge accumulated in the field of Health Institutions Management.			X		
4	Recognizes the subdivisions of healthcare system organization and the personnel working in these divisions; becomes knowledgeable about the duties, authorities, and responsibilities of the staff; plans, organizes, and directs the performance of healthcare providers.				X	
5	Possesses an awareness of the necessity of lifelong learning and the ability to continually renew oneself by following developments in science and technology.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
TDS1111	Basic Information Technologies	C	2	2	3	3

COURSE INFORMATION							
Name of the Diploma Program: Anesthesia					Course Code: TDS1111		
					Course Name: Basic Information Technologies		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type: (Compulsory / Elective)
1	2	2	-	3	3	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			% 80		0
Lecturer		-----					
Teaching Method of the Course		Theoretical lectures, practical applications, laboratory, studio, extracurricular activities, software usage, etc.					
References		- Çölkesen R., Introduction to Computer Engineering. Papatya Publishing, (2007).					
Course Materials (Auxiliary equipment, models, etc.)							
Objective of the Course		1-To provide students with the necessary knowledge infrastructure for the Introduction to Computer Science course. 2-To equip students with the technical knowledge required to generate the most suitable solution for problems related to the Introduction to Computer Science course that require resolution.					
Course Content		Understanding the basic concepts and terminology related to computers and computer science, Binary number system, hardware, examination of basic computer hardware, analysis of operating systems and utility software, network systems, the internet and internet protocols, standard internet services, FTP, Telnet, Email, HTTP, web designs, HTML programming, Microsoft Word introduction and screen elements, writing and editing text in Word documents, file and layout, view menu operations in Word, insert menu, format menu, tools menu, Microsoft Word applications, basics of computer programming.					
Learning Outcomes of the Course		Be able to express what a computer is in their own words, explain how computers process data, define computer hardware and software, describe the input and output units of a computer, explain the memory units of a computer.					
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)
Assignments							
Presentation							
Midterm Exams					1		40
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
Term Paper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-Semester Exam					1		60
Others (oral, etc.).							
Total:					2		100
Contribution of In-Semester Activities to the Final Grade:							40
Contribution of the Final Exam to the Final Grade:							60

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	2	28
Assignments			
Presentation			
Midterm Exams	1	2	2
Project			
Clinical Practice			
Laboratory	14	2	28
Field Study			
Other Applications			
End-of-Semester Exam	1	4	4
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			90
Credit Workload / 30			3
Course ECTS Credit			3

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Understanding the basic concepts and terminology related to computers and computer science.	Transforming the topics taught in theoretical lessons into practice on the computer.
2	Binary number system, hardware	
3	Examination of basic computer hardware.	
4	Analysis of operating systems and utility software	
5	Network systems, the internet, and internet protocols	
6	Standard internet services, FTP, Telnet, Email, HTTP, web designs, HTML programming	
7	Introduction to Microsoft Word and screen elements	
8	Midterm (Exam)	Midterm Exam
9	Writing and editing text in Word documents	Transforming the topics taught in theoretical lessons into practice on the computer.
10	General application	
11	Word file and layout, view menu operations	
12	Insert menu, format menu, tools menu	
13	Microsoft Word applications	
14	Basics of computer programming	
15	A brief evaluation of the course content and topics	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies	1	2	3	4	5
--------	----------------------	---	---	---	---	---

1	Can use professional terminology related to computer software and hardware.				X	
2	Can acquire the skills to use basic computer functions and professional programs.			X		
3	Can apply theoretical knowledge of computer hardware in practical applications.				X	
4	Can develop solutions, algorithms, and flowcharts for a given problem.			X		
5	Can use desktop publishing, drawing, and graphic design programs such as QuarkXPress, Photoshop, Illustrator, and Freehand, along with web design and 3D design.			X		

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	There is a moderate contribution to program competencies 2, 4, and 5, and a high-level contribution to competencies 1 and 3.				

FIELD ELECTIVE COURSE POOL-1 CONTENTS

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
SHM1101		Medical Terminology			E	2	0	2	4
COURSE INFORMATION									
Name of the Diploma Program: Audiometry					Course Code: SHM1101				
					Course Name: Medical Terminology				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
1	2	-	-	2	4	Turkish		Elective	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		-Medical Terminology Textbook; Hatipoğlu H. G., Ekinci S.; Nobel Medical Publishing (2022) -Medical Terminology; Akbaba M., Nazlıcan E.; Akademisyen Publishing House (2018) -Lecture Notes – Slide Presentation							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		To ensure the correct usage of medical terms. To provide the necessary knowledge, skills, and competencies to distinguish, correctly pronounce, write, and use medical terms related to systems and organs.							
Course Content		Introduction, Basic Terms Indicating Direction and Movement, General Information on Diseases and Classification of Diseases, Causes of Diseases, Basic Elements of Medical Terms: Roots, Prefixes, Suffixes, Suffixes Indicating Procedures, Suffixes Used to Describe Symptoms, Diagnostic Suffixes, Hospital Terminology, Abbreviations of Medical Terms, Epidemiological Terms, Terms Related to the Musculoskeletal System, Terms Related to the Respiratory System, Terms Related to the Cardiovascular System, Terms Related to the Digestive System, Terms Related to the Nervous System and Psychiatric Disorders, Terms Related to Blood and Hematopoietic Organs, Terms Related to Endocrine and Metabolic Disorders, Terms Related to the Urogenital System, Terms Related to Obstetrics and Gynecology, Terms Related to the Eye, Terms Related to the Ear, First Aid and Emergency Terminology, Pharmacological Terminology.							
Learning Outcomes of the Course		Be able to define the basic grammatical features of words in medical terminology, Learn the basic definitions and terms related to the human structure, Be able to pronounce medical terms correctly, Be able to explain and provide examples of abbreviations of medical terms, Be able to define commonly used terms related to diseases.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		

Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
Midterm Exams	1	14	14
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	28	28
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			112
Credit Workload / 30			3,73
Course ECTS Credit			4

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Introduction to medical terminology and basic concepts, types of terms	
2	General medical terms and abbreviations	
3	Regular terms, irregular terms, complex terms	
4	Parts of the human body	
5	Medical terms related to the musculoskeletal system	
6	Medical terms related to the circulatory system	
7	Medical terms related to the respiratory system	
8	Midterm Exam	Midterm Exam
9	Forensic medicine terms	
10	Medical terms related to the skin	
11	Medical terms related to the nervous system	
12	Medical terms related to the eye	
13	Medical terms related to the urogenital system	
14	Medical terms related to the endocrine system	
15	Medical terms related to the digestive system	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies	1	2	3	4	5
1	Analyzes medical terms,			X		

2	Understands and applies the rules of pronunciation and spelling of medical terms,				X	
3	Learns the roots that make up medical terms,				X	
4	Learns the prefixes that form medical terms,				X	
5	Learns the suffixes that make up medical terms.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	The program competency 1 contributes at a medium level, while competencies 2, 3, 4, and 5 contribute at a high level.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
SHM1103	Infectious Diseases	E	2	0	2	4

COURSE INFORMATION							
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: SHM1103		
					Course Name: Infectious Diseases		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type: (Compulsory / Elective)
1	2	-	-	2	4	Turkish	Elective
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer		-----					
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.					
References		-Infectious Diseases. Halil Kurt, Sibel Gündeş, Mehmet Faruk Geyik (Editors); Nobel Medical Bookstores. -Infectious Diseases and Microbiology. Ayşe Willke Topçu, Güner Söyletir, Mehmet Doğanay (Editors); Nobel Medical Bookstores. -Mandell, Douglas, and Bennett's Principles and Practice of Infectious Diseases. John E. Bennett, Raphael Dolin, Martin J. Blaser (Editors); Elsevier Saunders.					
Course Materials (Auxiliary equipment, models, etc.)							
Objective of the Course		The aim of the course is to learn the etiology, pathogenesis, epidemiology, clinical features, and diagnosis of infectious diseases affecting all organ systems.					
Course Content		Infection Formation, Symptoms and Signs of Infection, Infectious Diseases, Respiratory Tract Infections, Bloodborne Diseases, Fecal-Oral Transmission Diseases, Sexually Transmitted Diseases, Hospital Infections, Intensive Care Unit Infections, Disinfection and Sterilization, Personal Protective Methods, Isolation Techniques.					
Learning Outcomes of the Course		Ability to define infection, ability to distinguish common infectious diseases, ability to differentiate methods of infection prevention.					
COURSE ASSESSMENT SYSTEM					Number	Contribution Rate (%)	
Assignments							
Presentation							
Midterm Exams					1	40	
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
Term Paper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-Semester Exam					1	60	
Others (oral, etc.).							
Total:					2	100	
Contribution of In-Semester Activities to the Final Grade:						40	
Contribution of the Final Exam to the Final Grade:						60	
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).					Improvements can be made based on the results of student course and instructor survey evaluations.		

ECTS - WORKLOAD TABLE						
COURSE EVALUATION SYSTEM	Number	Duration	Credit			
		(Hours)	Workload			
Course Duration	14	2	28			
Out-of-Class Study Time	14	3	42			
Assignments						
Presentation						
Midterm Exams	1	14	14			
Project						
Clinical Practice						
Laboratory						
Field Study						
Other Applications						
End-of-Semester Exam	1	28	28			
Quizzes						
Term Paper/Project						
Portfolio Studies						
Reports						
Learning Diaries						
Final Thesis/Project						
Seminar						
Other						
Credit Workload			112			
Credit Workload / 30			3,73			
Course ECTS Credit			4			
COURSE CATEGORY						
WEEKLY TOPIC HEADINGS						
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course				
1	Introduction to Infectious Diseases: Definitions, Terminology					
2	Transmission Routes of Infectious Diseases, Pathogenesis of Infectious Diseases					
3	Prevention and Control of Community-Acquired Infectious Diseases, Risk Groups					
4	Infectious Diseases Caused by Viruses (Measles, Rubella, Mumps, Poliomyelitis)					
5	Viral Encephalitis, Common Cold, Influenza, Rabies					
6	AIDS, Hepatitis, Herpes Simplex					
7	Influenza, Crimean-Congo Hemorrhagic Fever					
8	Midterm Exam	Midterm Exam				
9	Infectious Diseases Caused by Bacteria (Scarlet Fever, Whooping Cough, Diphtheria)					
10	Tetanus, Tuberculosis, Pneumococcal Pneumonia, Typhoid-Paratyphoid, Cholera, Bacillary Dysentery					
11	Gonorrhea, Syphilis, Anthrax, Brucellosis					
12	Diseases Caused by Parasites (Definition and Classification of Parasites)					
13	Parasitic Diseases Caused by Nematodes					
14	Parasitic Diseases Caused by Trematodes					
15	Parasitic Diseases Caused by Cestodes					
16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Defines the basic concepts of infectious diseases.				X	
2	Learns the pathways of entry for infectious agents into the human body.			X		
3	Defines the diagnostic criteria for differential diagnosis in infectious diseases.			X		

4	Explains vaccination schedules for adults and special groups.				X	
5	Gains knowledge about viral, bacterial, and parasitic diseases.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

II. SEMESTER

COMPULSORY COURSE POOL CONTENT

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TRD110		Turkish Language-II			C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TRD110				
					Course Name: Turkish Language II				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
2	2	-	-	2	2	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer									
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		Turkish Language, Anadolu University Publications, No:786, Eskisehir, 2003. Turkish Language Oral and Written Expression, Uğur, A., Express Printing House, Kütahya, 2002.							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		To comprehend the form knowledge of Turkish, to ensure that spelling-punctuation marks are used appropriately, to comprehend the elements and types of sentences, to gain the ability to write and speak without making expression disorders, to gain the ability to make presentations in front of the public, to gain the ability to examine scientific texts and take notes.							
Course Content		Composition Information, Types of Literature, Scientific Research and Writing Methods, Spelling Rules, Punctuation Marks, Elements of the Sentence, Sentence: Analysis and Application, Studies on Expression and Sentence Disorders.							
Learning Outcomes of the Course		Knows the shape structure of Turkish and uses spelling-punctuation marks appropriately Acquires the habit of reading books and follows daily newspapers and other periodicals. Speaks Turkish in a correct, beautiful and successful style and has the ability to express himself. Have the ability to make presentations in front of the public, express their knowledge and thoughts at a level that others can understand, and use effective communication. Have the habit of using dictionaries and spelling guides							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14		28
Assignments			
Presentation			
Midterm Exams	1	10	10
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	10	10
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			76
Credit Workload / 30			2,53
Course ECTS Credit			2

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Formal knowledge (Noun roots, verb roots, binary roots) Presentation, poem, essay, composition, story, newspaper, magazine studies and applications, book introductions. Bracket (parenthesis), square brackets.	
2	Shape information (suffixes in Turkish language; suffixes that make nouns from nouns, suffixes that make verbs from nouns). Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Spelling of numbers	
3	Shape Information (Suffixes that make nouns from verbs, suffixes that make verbs from verbs). Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Caret mark.	
4	Shape information (Inflectional suffixes; conjugation suffixes from nouns, inflectional suffixes from verbs). Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Apostrophe.	
5	Groups of words. Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Spelling of words that do not fit at the end of the line.	
6	Groups of words. Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Quotation mark	
7	Sentence (Elements of the sentence; predicate, subject, object, indirect complement, adverbial complement). Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Three dots, slashes.	
8	Midterm Exam	Midterm Exam
9	Sentence (Types of sentences; Simple sentence, compound sentence, sequential sentence, connected sentence).	
10	Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Dash line, long line.	
11	Sentence (Sentence types, sentence analysis) Presentation, poem, essay, composition, story, newspaper, magazine studies and applications, book introductions. Spelling of foreign proper names.	
12	Expression disorders. Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Exclamation point.	
13	Expression disorders. Presentations, poems, essays, essays, stories, newspapers,	

	magazine studies and applications, book introductions. Spelling of infinitive suffixes. Forms of expression. Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Application of punctuation marks. Reviews, forms of expression. Presentations, poems, essays, essays, stories, newspapers, magazine studies and applications, book introductions. Application of punctuation marks					
14	A brief overview of the course content and topics					
15	General Repeat					
16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Knows the shape structure of Turkish and uses spelling-punctuation marks appropriately.				X	
2	Acquires the habit of reading books and follows daily newspapers and other periodicals.			X		
3	Speaks Turkish in a correct, beautiful and successful style and has the ability to express himself.			X		
4	Have the ability to make presentations in front of the public, express their knowledge and thoughts at a level that others can understand, and use effective communication.				X	
5	Have the habit of using dictionaries and spelling guides				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
YDİ108	English-II	C	2	0	2	2

COURSE INFORMATION

Name of Diploma Program: Medical Documentation and Secretariat					Course Code:		
					Course Name: Forensic Medicine-II		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type Compulsory /Elective
2	2	-	-	2	2	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		% 70			0		0
Lecturer(s)							
Course Teaching Method		Lecture, Discussion, Question and Answer, Case Study and Presentation					
References		- Full Steam Ahead, 8th ed., Gündüz Education and Publishing, Ankara. Turkish-English Dictionary					
Course Material (Auxiliary equipment, models etc.)							
Objective of the Course		With this course, students; in English at A2 level for undergraduate level; - Have basic grammar, - Understand the short pieces they listen to, - To be able to talk to each other using basic patterns, - Reading comprehension, - It is aimed that they can express themselves in writing.					
Course Content		'There is..., there are...' constructing positive/negative and interrogative sentences with their structures, using quantifiers such as 'a lot of/ some/ a little/ a few' with countable plural and uncountable nouns; Don't use place prepositions like 'on/ under/ below', 'let's/ shall we...' making suggestion sentences with structures such as, asking and requesting help with 'can/ could you...?' structures, talking about preferences using the would like pattern; 'How often...?' Asking for frequency with a question pattern and answering using frequency adverbs such as 'never/ rarely/ usually'; constructing positive-negative-interrogative sentences in the past tense with regular and irregular verbs, asking for reasons using the question word 'why...?' and 'because...' giving reasons with the conjunction; Using the structures of adjectives and adverbs that express equality, superiority and superiority.					
Learning Outcomes of the Course		-Has a basic knowledge of a foreign language sufficient for the field. -Can comprehend short, clear messages. -Can comprehend short, daily texts. -Can write short, simple notes and messages					
COURSE EVALUATION SYSTEM					Number		Contribution Rate (%)
Assignments							
Presentation							

Midterm exams	1	40
Project		
Clinical Practise		
Laboratory		
Field Study		
Other Applications		
Quizzes		
Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Other (oral etc.)		
Total:	2	100
Contribution of In Semester-Activities to the Final Grade:		40
Contribution of the Final Exam to Final Grade:		60

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g. surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting/ course content/learning needs/organization of the learning environment/sequence and correlation of topics/materials and methods/evaluation of measurement planning).

Improvements can be made based on the result of student course and instructor survey evaluations.

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time			
Assignments			
Presentation			
Midterm exams	1	20	20
Project			
Clinical Practise			
Laboratory			
Field Study			
Other Applications			
Final Exam	1	20	20
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			68
Credit Workload / 30			2,26
Course ECTS Credits			2
COURSE CATEGORY			
WEEKLY TOPICS			
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course	
1	Terry's Friends! a. there is..., there are... with positive, negative and interrogative forms		
2	Terry's Friends! a. a lot of, some, a few, few, any c. a lot of, some, a little, little, any		
3	Where is it? a. prepositions of place (on, in, near, next to...) b. making suggestions (let's, shall we...)		
4	Where is it? a. asking for help (can you...?, could you...?) b. preference (... would... like...?, I'd like...)		
5	How often are you late for classes? a. how often...? b. do/ does... ever...? Voc. Teaching.		
6	How often are you late for classes? a. frequency adverbs and the expression of numbers used for frequency, Possessive adj and pronouns and object pronouns		
7	General Revision and Quiz and voc. Teaching.		
8	Midterm exam	Midterm Exam	
9	Past tense. definite past with regular verbs with positive, negative and interrogative forms		
10	General Application		
11	Who painted the Mona Lisa? a. definite past with irregular verbs b. why...? because...		
12	I'd like to be fitter! a. positive forms of adjectives and adverbs: as... as, not as/ so... ermine		
13	I'd like to be fitter! a. comparative and superlative forms of adjectives:... er than, the... est, more... than, ... the most,Making suggestions in English.		
14	I'd like to be fitter! a. comparative and superlative forms of adjectives: more... than, most...		
15	A brief overview of the course content and topics		
16	Final Exam	Final Exam	
RELATIONSHIP BETWEEN COURSE LEARNING OUTCOMES AND PROGRAM OUALIFICATIONS			

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High	
Explain the Contribution of the Course Learning Outcomes to Program Competencies.	It has a medium-level cobtribution to program competencies 2 and 1, and a high level contribution to competencies 3 and 4.					
Number	Program Competencies					
		1	2	3	4	5
1	Will be able to communicate verbally in English with reasonable fluency and accuracy in different social environments and needs...			X		
2	Uses knowledge, skills and strategies to read a variety of texts to become a successful, independent and rapid reader.	X				
3	Recognizes the spoken language used in daily life.			X		
4	Will be able to express themselves by writing different types of texts.			X		
5	They will be able to select relevant information in the texts they write and use appropriate and correct grammatical structures in accordance with both style and social discourse forms.		X			

COURSE CODE	COURSE NAME				Compulsory / Elective	T	P	C	ECTS
TDS1102	Medical Documentation-II				C	2	6	5	8
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretary					Course Code: TDS1102				
					Course Name: Medical Documentation-2				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
2	2	6	-	5	8	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			% 80		0		
Lecturer									
Teaching Method of the Course		Lecture, Discussion, Q&A and Presentation.							
References		Medical Documentation Textbook, Ataturk University							
Course Materials(Auxiliary equipment, models, etc.)		Textbook							
Objective of the Course		Teaching the necessity and legal aspects of medical documentation							
Course Content		Legal requirements and legislation in medical documentation							
Learning Outcomes of the Course		Learning the legal requirements and legislation in medical documentation							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									

Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	8	112
Assignments			
Presentation			
Midterm Exams	1	10	10
Project			
Clinical Practice	14	6	84
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	10	10
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			244
Credit Workload/30			8,13

Course ECTS Credit				8			
COURSE CATEGORY							
WEEKLY TOPIC HEADINGS							
Week	TheoreticalTopicHeadings of the Course			Practical TopicHeadings of the Course			
1	Medicine-law relationship						
2	medical law history						
3	medical-law development						
4	forensic medicine						
5	Patient Rights						
6	Patient Rights Declaration						
7	Legislation related to documentation						
8	Midterm Exam			Midterm Exam			
9	TŞSTİDK						
10	Criminal liabilities						
11	Data types						
12	Data legislation						
13	Data Security						
14	Legal problems						
15	Legal liabilities of the Medical Secretary						
16	Final Exam			Final Exam			
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS							
Number	Program Competencies						
			1	2	3	4	5
1	Knowing the legal obligations of the Medical Secretary						X

Degree of Contribution	1 VeryLow	2 Low	3 Medium	4 High	5 Very High
ExplaintheContribution of the Course Learning Outcomestothe Program Competencies	It has a medium-levelcontributionto program competencies 2 and 3, and a high-levelcontributionntocompetencies 1, 4, and 5.				
2	Knowing the legal legislative basis of Medical Documentation				X
3	Understanding the patient rights				X

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS1104		Health Law			C	2	0	2	3
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS1104				
					Course Name: Health Law				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
2	2	-	-	2	3	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		- Hakeri, H., Medical Law, Ankara, 2007 - Er, Ü., Health Law, Ankara, 2008 - Polat, O., Medical Practice Errors: Clinical - Social - Legal - Ethical Dimensions, Ankara, 2005							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		General information about health law is provided, along with details on disputes arising from the legal relationships between patients, doctors, and nurses/healthcare workers.							
Course Content		The aim of health law includes the civil law liability in healthcare services, contractual liability, criminal law liability in healthcare services, the state's responsibility for healthcare services, patient rights, and health legislation..							
Learning Outcomes of the Course		The Health Law course will teach the legal rules applied in the healthcare field, thereby contributing to the development of healthcare professionals who are aware of their legal responsibilities.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).					Improvements can be made based on the results of student course and instructor survey evaluations.				
ECTS - WORKLOAD TABLE									
				Duration		Credit			

COURSE EVALUATION SYSTEM	Number	(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
Midterm Exams	1	4	4
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	6	6
Quizzes			

Term Paper/Project						
Portfolio Studies						
Reports						
Learning Diaries						
Final Thesis/Project						
Seminar						
Other						
Credit Workload			80			
Credit Workload / 30			2,66			
Course ECTS Credit			3			
COURSE CATEGORY						
WEEKLY TOPIC HEADINGS						
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course				
1	Introduction to Health Law					
2	Basic Legal Principles and Concepts, Rules of Responsibility (Fault-Based Responsibility – No-Fault Responsibility)					
3	Personality Rights in Terms of Civil Law					
4	Responsibilities of Health Institutions and Personnel					
5	Patient Rights					
6	Evaluation of Violations of Patient Rights in Terms of Health Law					
7	Relationships Between Patient – Hospital – Doctor – Nurse and Contractual Responsibility					
8	Midterm Exam	Midterm Exam				
9	Patient and Family Consent and Informed Consent					
10	Concepts of Crime and Punishment, Criminal Procedure, Procedures and Principles					
11	Criminal Liability of Healthcare Workers, Bodily Intervention Crimes					
12	Medical Practice Errors, Distinction Between Complications and Malpractice					
13	Expert Witnesses and the Role of Expert Witnesses in Criminal Law (Criminal Procedure Law)					
14	Responsibilities of Health Managers and Nurses					
15	Health-Related Crimes and Important Decisions					
16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies	1	2	3	4	5
1	Can define the basic concepts and principles in the field of health law.				X	
2	Can define the concepts of crime and punishment.					X
3	Can define the legal responsibilities of healthcare workers.				X	
4	Can evaluate patient rights from a legal perspective, knowing patient rights.				X	
5	Will have the ability to analyze legal issues encountered in health law and solve problems.					X

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS1106		Correspondence Techniques			C	2	0	2	4
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS1106				
					Course Name: Correspondence Techniques				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
2	2	-	-	2	4	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		-Professional Correspondence and Correspondence Techniques (Nobel Medical Bookstores) -Internet							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		The aim of this course is to teach the basic physiopathological mechanisms and to gain the ability to comprehend the cause-effect relationship of impairments in organ and system functions in case of disease.							
Course Content		Stress Physiology, Shock Physiology, Pain Physiology, Sleep Physiology, Hematopoietic System Physiology and Some Pathological Conditions, Heart Structure, Functioning and Some Pathological Conditions, Circulatory Dynamics and Some Pathological Conditions, Immune Mechanism and Some Pathological Conditions, Ventilation Perfusion Dynamics and Some Pathological Conditions, Endocrine System Physiology and Some Pathological Conditions, Renal System Physiology and Some Pathological Conditions, Digestive System Physiology and Some Pathological Conditions, Nervous System Physiology and Some Pathological Conditions.							
Learning Outcomes of the Course		To be able to define normal cell, organ and system function, to explain the physiopathological mechanisms that occur in cell, organ and system functions, to comprehend the physiopathology of symptoms and signs that occur in case of disease, to analyze the physiopathology of symptoms and signs that occur in case of disease, to diagnose symptoms and signs that occur in case of disease, to evaluate the physiopathological mechanisms associated with laboratory results.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	6	84
Assignments			
Presentation			
Midterm Exams	1	10	10
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	10	10
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			132
Credit Workload / 30			4,4
Course ECTS Credit			4

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Organizational Communication Concept	
2	Organizational Communication Process and Factors Preventing Effective Communication	
3	Organizational Communication Channels	
4	Written and Printed Communication Tools	
5	Organizational Communication Systems	
6	Business Letters	
7	Considerations in Writing a Business Letter	
8	Midterm Exam (Midterm)	Midterm Exam
9	Narrative Sections of Business Letters	
10	Stages of Writing Business Letters	
11	How to Write a Business Letter	
12	Basic Sections of Business Letters	
13	Basic Sections of Business Letters	
14	Secondary Sections of His Letters	
15	Secondary Sections of His Letters	
16	General Examination	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies	1	2	3	4	5
--------	----------------------	---	---	---	---	---

1	To provide correspondence between services and institutions by learning correspondence techniques				X	
2	To learn how to use a computer and behave according to the technique in correspondence			X		
3	Understands the importance of organizational communication systems.			X		
4	Associates the steps of Business Letters				X	
5	Recognizes written and printed communication tools.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
TDS1108	First Aid	C	2	0	2	2

COURSE INFORMATION							
Name of the Diploma Program: MEDICAL DOCUMENTATION AND SECRETARIAT					Course Code: TDS1108		
					Course Name: FIRST AID		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type: (Compulsory / Elective)
2	2	-	-	2	2	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer							
Teaching Method of the Course		Lecture, Practice, Q&A, Case Study and Presentation					
References		Course Notes (yök course notes)					
Course Materials (Auxiliary equipment, models, etc.)		Model					
Objective of the Course		Obtaining first aid information and knowing the applications theoretically					
Course Content		Knowing the precautions that the person who will apply first aid should take, Drowning and ensuring respiration, Stopping bleeding and ensuring blood circulation, Recognizing loss of consciousness and first aid, Causes of shock and first aid, degrees of coma and first aid, Performing heart massage and artificial respiration together, Degrees of burns and first aid, Recognizing fractures, dislocations and sprains and first aid, Poisoning, frostbite, heat/electric shocks and first aid, Insect bites and first aid					
Learning Outcomes of the Course		Expression, slide, model, atlas					
COURSE ASSESSMENT SYSTEM					Number	Contribution Rate (%)	
Assignments							
Presentation							
Midterm Exams					1	40	
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
Term Paper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-Semester Exam					1	60	
Others (oral, etc.).							
Total:					2	100	
Contribution of In-Semester Activities to the Final Grade:						40	
Contribution of the Final Exam to the Final Grade:						60	
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).					Improvements can be made based on the results of student course and instructor survey evaluations.		

ECTS - WORKLOAD TABLE							
COURSE EVALUATION SYSTEM		Number	Duration (Hours)	Credit Workload			
Course Duration		14	2	28			
Out-of-Class Study Time		14	2	28			
Assignments							
Presentation							
Midterm Exams		1	2	2			
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
End-of-Semester Exam		1		2			
Quizzes							
Term Paper/Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
Other							
Credit Workload				60			
Credit Workload / 30				2			
Course ECTS Credit				2			
COURSE CATEGORY							
WEEKLY TOPIC HEADINGS							
Week	Theoretical Topic Headings of the Course		Practical Topic Headings of the Course				
1	First aid definition, basic principles and objectives						
2	First aid for bleeding						
3	First aid for fractures, dislocations and sprains						
4	First aid for insect bites						
5	First aid for burns and heat stroke						
6	First aid in shock and electric shocks						
7	First aid in comas						
8	Midterm Exam		Midterm Exam				
9	First aid in poisoning						
10	First aid for frostbite						
11	First aid for airway obstruction						
12	First aid for heart attack						
13	First aid in drowning						
14	First aid for marine animal bites						
15	First aid for poisonous animal bites						
16	Final Exam		Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS							
Number	Program Competencies		1	2	3	4	5
1	Provides general knowledge of first aid					X	
2	Provides knowledge of the human body and anatomy				X		
3	The aim is to learn what first aid should be given in case of encountered cases.				X		

4	The applicability of the first aid practices learned is taught.				X	
5	It is aimed that the theoretical and application stages of knowledge can be done together in the final situation.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a moderate contribution to program competencies 2 and 5, and a high contribution to 3 and 4.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS1110		Patient Psychology and Communication			C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS1110				
					Course Name: Patient Psychology and Communication				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
2	2	-	-	2	2	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		- Demirci E., Çuvadar Baş Y., Patient Psychology, Ankara Nobel Medical Publishing, 2022 - Albayrak S., Aşık E., Psychology of Patients and Elderly, Vize Publishing, 2014 - Lecture Notes – Slide Presentation							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		The aim of the course is to help students strengthen communication by empathizing with patients during their practice and to understand the reasons behind patient behaviors.							
Course Content		Communication, Interpersonal Communication, Verbal Communication, Nonverbal Communication, Barriers to Interpersonal Communication, Empathic Communication, Persuasive Communication, Basic Concepts in Psychology, Patient and Family, Doctor-Patient Relationship, Patient Psychology, Health Workers and Patient Communication, Traumatic Life Events.							
Learning Outcomes of the Course		Defines the concepts of health and illness. Understands the purpose of health psychology. Defines the concept of stress and comprehends the relationship between stress and illness. Explains coping strategies for stress. Understands the components necessary for a healthy life. Acquires knowledge about the general characteristics of addiction. Defines mental illnesses and gains knowledge about common psychological disorders. Understands the relationship between psychological disorders and health. Acquires knowledge about common medical diseases and explains common medical diseases and their outcomes.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).					Improvements can be made based on the results of student course and instructor survey evaluations.				

ECTS - WORKLOAD TABLE						
COURSE EVALUATION SYSTEM	Number	Duration	Credit			
		(Hours)	Workload			
Course Duration	14	2	28			
Out-of-Class Study Time	14	2	28			
Assignments						
Presentation						
Midterm Exams	1	2	2			
Project						
Clinical Practice						
Laboratory						
Field Study						
Other Applications						
End-of-Semester Exam	1	3	3			
Quizzes						
Term Paper/Project						
Portfolio Studies						
Reports						
Learning Diaries						
Final Thesis/Project						
Seminar						
Other						
Credit Workload			61			
Credit Workload / 30			2,03			
Course ECTS Credit			2			
COURSE CATEGORY						
WEEKLY TOPIC HEADINGS						
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course				
1	Disease and Health					
2	Individual's Response to Illness-I					
3	Individual's Response to Illness-II					
4	Personality, Personality Traits, and Their Reflection on Disease Responses					
5	Defense Mechanisms and Their Reflections on Patient Psychology					
6	Stress and Coping with Stress					
7	Crisis and Crisis Intervention					
8	Midterm Exam	Midterm Exam				
9	Teamwork and Communication					
10	Approach to Patients in Terminal Stage					
11	Patient Psychology in Chronic Diseases					
12	Preoperative - Intraoperative - Postoperative Patient Approach					
13	Approach to Emergency Patients					
14	Common Psychological Disorders					
15	Case Discussion					
16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Can define the psychological and emotional structures of patients.					X
2	Can approach the patient according to their mental state.					X
3	Can provide psycho-social support to the patient.				X	

4	Can explain ways to adapt to chronic illness.			X		
5	Can explain how to cope with terminal illness.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It contributes at a medium level to program qualifications 4, at a high level to qualifications 3 and 5, and at a very high level to qualifications 1 and 2.				

FIELD ELECTIVE COURSE POOL-2 CONTENTS

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
SHM1102		Quality and Accreditation in Healthcare			E	2	0	2	4
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretarial Services					Course Code: SHM1102				
					Course Name: Quality and Accreditation in Healthcare Services				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
2	2	-	-	2	4	Turkish		Elective	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course									
References		Prof.Dr. Sıdıka KAYA Prof.Dr. Dilaver TENGİLİMOĞLU Yrd.Doç.Dr. Oğuz IŞIK Yrd.Doç.Dr. Mahmut AKBOLAT Yrd.Doç.Dr. Ali YILMAZ SAĞLIK KURUMLARINDA KALİTE YÖNETİMİ ESKİŞEHİR 2013 Sağlık Hizmetlerinde Kalite ve Akreditasyon Editör Doç.Dr.Umut Beylik-Nobel yayınları Sağlıkta Kalite Standartları Hastane, Sağlık hizmetleri Genel Müdürlüğü, Sağlıkta Kalite ve Akreditasyon Daire Başkanlığı, TC Sağlık Bakanlığı							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		To teach students how quality healthcare services are provided, to ensure they are knowledgeable about development and accreditation requirements, to enable them to acquire practical skills, and to develop their presentation skills							
Course Content		Introduction to Physiology, Cell Organization and Transport Processes, Tissue Physiology, Muscle Physiology, Blood Physiology and Homeostasis, Heart and Circulatory System and Physiology, Respiratory System, Digestive System, Excretory System, Endocrine System, Metabolism.							
Learning Outcomes of the Course		To understand the meaning of quality in healthcare services, to comprehend why customer satisfaction should be measured and be able to perform such measurements, to explain accreditation, certification, and quality awards, and to define the fundamental concepts of patient safety							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	7	98
Assignments			
Presentation			
Midterm Exams	1	1	1
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	1	1
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			128
Credit Workload / 30			4.2
Course ECTS Credit			4

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	What is Health, Healthcare Services and Their Features	
2	Classification of Healthcare Services	
3	What is Quality, Concepts of Quality	
4	Historical Development of Quality	
5	Customer Satisfaction and Perception in Healthcare Institutions	
6	Total Quality Management	
7	Patient Satisfaction and Management	
8	Midterm Exam	Midterm Exam
9	Patient Satisfaction Measurements - Measurement Categories	
10	Quality Indicators	
11	Continuous Improvement	
12	Concepts of Groups and Teams	
13	Quality Certification Methods	
14	TSE and JCI	
15	Quality Awards	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies					
		1	2	3	4	5
1	Learning the concept of quality service in healthcare businesses				X	

2	Has the ability to use the knowledge gained in the areas of quality and management in decision-making and behavior			X		
3	Understanding product and service quality			X		
4	Possesses basic business knowledge in the healthcare field				X	
5	Awareness of the necessity of lifelong learning; gaining the ability to constantly renew oneself by following developments in science and technology				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
SHM1104	Sterilization	E	2	0	2	4

COURSE INFORMATION							
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: SHM1104		
					Course Name: Sterilisation		
Semester	TheoreticalHours s	Practical Hours	Laboratory Hours	Credit s	AKTS	Language of Instruction	Type: (Compulsory / Elective)
2	2	-	-	2	4	Turkish	Elective
Course Prerequisite		Not available					
AttendanceRequirementforthe Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer							
TeachingMethod of theCourse		Lecture, Discussion, Q&A and Presentation.					
References		Sterilization Course Notes, Dr.Mayram HACIOĞLU Sterilisation and Disinfection, Prof.Dr.Istar DOLAPCI , Ankara University- open archive					
Course Materials(Auxiliaryequipment, models, etc.)		Course notes pdf prints					
Objective of the Course		The importance of sterilization, The importance of prevention of nosocomial infections and the necessity of sterilization					
Course Content		Sterilization methods, Disinfection methods, Factors affecting sterilization, Factors affecting disinfection, Antimicrobial chemicals, Agents that cause cell membrane damage, Surface active agents, Alcohols, Phenolic compounds, Substances that affect proteins, Acid and alcalis, Substances that affect nucleic acids, Heavy metals					
Learning Outcomes of the Course		The importance of sterilization and The importance of prevention of nosocomial infections and the necessity of sterilization.					
COURSE ASSESSMENT SYSTEM					Number	Contribution Rate (%)	
Assignments							
Presentation							
MidtermExams					1	40	
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
TermPaper / Project							

Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
Midterm Exams	1	14	14
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	28	28
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			

Other						
CreditWorkload				112		
CreditWorkload/30				3,73		
Course ECTS Credit				4		
COURSE CATEGORY						
WEEKLY TOPIC HEADINGS						
Wee k	TheoreticalTopicHeadings of the Course		Practical TopicHeadings of the Course			
1	Sterilization methods					
2	Disinfection methods					
3	Factors affecting of sterilization					
4	Factors affecting of disinfection					
5	Antimicrobial chemicals					
6	Agents that cause cell membrane damage					
7	Surface active agents					
8	Midterm Exam		Midterm Exam			
9	Alcohols					
10	Phenolic compounds					
11	Substances that affect proteins					
12	Acid and alcalis					
13	Substances that affect nucleic acids					
14	Heavy Metals					
15	Question-Answer lesson					
16	Final Exam		Final Exam			
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Understanding the difference between sterilization and disinfection					X
2	Learning about sterilizer and disinfectant substances and methods					X
3	Knowing optimal sterilization practices				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

III. SEMESTER COMPULSORY COURSE POOL CONTENTS

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
AİT209		Atatürk’s Principles and History of Reforms-I			C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: AİT209				
					Course Name: History of Atatürk's Principles and Revolutions I				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
3	2	-	-	2	2	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		Higher Education Council Publications, Atatürk’s Principles and Revolution History I/1 Nutuk, Söylev ve Demeçler, E. Semih Yalçın, Atatürk’ün Milli Yabancı Siyaseti, Mehmet Gönlübol and Others, Olaylarla Türk Yabancı Politikası, Fahir Armaoğlu, 20th Century Political History							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		To equip students with a sense of history and citizenship and general cultural knowledge							
Course Content		The collapse of the Ottoman Empire, the War of Independence and the establishment of the Republic							
Learning Outcomes of the Course		Revolutions in the Political Field, Revolutions in the Field of Law, Revolutions in the Field of Education and Culture, Revolutions in the Economic Field, Revolutions in the Social Field, Atatürk's Principles, Atatürk's Period Turkish Foreign Policy, Turkey in the Second World War Years, Turkey between 1950-1960 years to have information about the issues.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									

Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE			
COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	2	28
Assignments			
Presentation			
Midterm Exams	1	5	5
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	5	5
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			66
Credit Workload / 30			2,2
Course ECTS Credit			2

COURSE CATEGORY	
------------------------	--

WEEKLY TOPIC HEADINGS		
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Introduction; concepts and terms	
2	Reasons for the collapse of the Ottoman Empire	
3	Efforts to save and modernize the Ottoman state (reforms)	
4	Constitutional Monarchy movements and last period intellectual movements	
5	The collapse of the Ottoman Empire	
6	Committee of Union and Progress and the First World War	
7	Signing of the Armistice of Mondros and its provisions	
8	Midterm Exam (Midterm)	Midterm exam (Midterm)
9	Reactions against the Armistice, useful and harmful organizations	
10	Mustafa Kemal Pasha's landing in samsun and developments	
11	Kuvay-ı Milliye and Misak-ı Milli	
12	Opening of the Grand National Assembly of Turkey and taking over the administration in Anatolia	
13	National fronts and political developments, Sakarya-Great Tarruz Wars, Mudanya Armistice and Lausanne Treaty	
14	A brief evaluation of the course content and topics	
15	General application	
16	General Examination	General Exam (Final)

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies	1	2	3	4	5
1	Learns the transition from the Ottoman Empire to the Republic of Turkey and the recognition of the foundations of the republic			X		
2	Evaluates Atatürk's Principles in historical perspective			X		
3	Have an idea about the basic characteristics of Turkish foreign policy				X	
4	Have knowledge about the recent history of Turkey.				X	
5	Evaluates current developments by comparing them with the conditions of the past.			X		

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE	COURSE NAME				Compulsory / Elective	T	P	C	ECTS
TDS2101	Public Health				C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS2101				
					Course Name: Public Health				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
3	2	-	-	2	2	Turkish		Elective	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer									
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		Public Health Basic Information. Ferdi Tanır, Hakan Demirhindi, Occupational health and safety in the healthcare sector. Serap Tepe							
Course Materials (Auxiliary equipment, models, etc.)		Slide presentation, Lecture notes.							
Objective of the Course		The aim of the course is to learn the etiology, epidemiology, clinical features, and diagnosis of diseases.							
Course Content		Public Health, Physical Activity							
Learning Outcomes of the Course		Ability to define infection, ability to distinguish common infectious diseases, ability to differentiate methods of infection prevention.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									

Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
Midterm Exams	1	14	14
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	28	28
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			

Credit Workload			112			
Credit Workload / 30			3,73			
Course ECTS Credit			4			
COURSE CATEGORY						
WEEKLY TOPIC HEADINGS						
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course				
1	Public Health					
2	Physical Activity					
3	Infectious Diseases and Prevention					
4	Upper respiratory diseases					
5	Diseases Transmitted through Skin and Mucosa					
6	Oral and Dental Health					
7	Chronic Diseases					
8	Midterm Exam	Midterm Exam				
9	Sanity					
10	Occupational Diseases					
11	Stress					
12	Geriathria and Gerontology					
13	Occupational Health and Safety					
14	Multiple Intelligences					
15	Dependence					
16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Learning about diseases				X	
2	Distinguishing the concepts of agent, vector and symptom			X		
3	Reinforcing health concepts			X		
4	Putting what you have learned into practice				X	
5	Learning professional information				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
TDS2103	Medical Secretariat-I	C	1	3	3	4

COURSE INFORMATION							
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS2103		
					Course Name: Medical Secretariat-I		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type: (Compulsory / Elective)
3	1	3	-	3	4	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer		-----					
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.					
References		-Yalçın Y., Süleymanoğlu Dinçer R., Medical Documentation and Secretarial Competency Complementary Handbook, Hiperlink Publications, 2019 -Mısırlı İ., Secretary Handbook (Basic Executive Assistance), Detay Publishing House-Ankara (2012) -Dikmetaş Yardan E., Medical Documentation and Electronic Health Record Management, Nobel Academic Publishing, 2024 -Karaşin Y., Temizer A.M., Medical Documentation and Secretarial Services in All Aspects, Akademisyen Publishing House, 2005					
Course Materials (Auxiliary equipment, models, etc.)							
Objective of the Course		The aim of the course is to gain an understanding of the secretarial profession in general, learn about the types of secretarial roles, and understand their duties and responsibilities.					
Course Content		Historical Development of the Secretarial Profession, Secretarial Work in Turkey and Worldwide, Definition and Duties of Secretarial Work, Classification of Secretarial Roles, Importance of the Secretarial Profession, Professional and Personal Qualifications of a Secretary, Emotional and Cognitive Traits of a Secretary, Effective Communication in Secretarial Work.					
Learning Outcomes of the Course		Be able to explain who a secretary is, Be able to explain the duties and responsibilities of a secretary, Be able to explain the qualities a secretary should possess.					

COURSE ASSESSMENT SYSTEM	Number	Contribution Rate (%)
Assignments		
Presentation		
Midterm Exams	1	40
Project		
Clinical Practice		
Laboratory		
Field Study		
Other Applications		
Quizzes		
Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		

Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE			
COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	1	14
Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
Midterm Exams	1	6	6
Project			
Clinical Practice			
Laboratory	14	3	42
Field Study			
Other Applications			
End-of-Semester Exam	1	8	8
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			112
Credit Workload / 30			3,73
Course ECTS Credit			4

COURSE CATEGORY	
------------------------	--

WEEKLY TOPIC HEADINGS		
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Definition and Historical Development of Secretarial Work	Practices related to secretarial work in hospital units.
2	Types of Secretarial Roles	
3	Behavioral Characteristics of a Secretary	
4	Professional Characteristics of a Secretary	
5	Effective Communication Methods in Secretarial Work	
6	Personal and Institutional Image Management for a Secretary	
7	Office Management and Organization in Secretarial Work	
8	Midterm Exam	Midterm Exam
9	Time Management in Secretarial Work	Practices related to secretarial work in hospital units.
10	Secretarial Work and Meeting Organization	
11	Secretarial Work and Correspondence Rules	
12	Document Management in Secretarial Work	
13	Telephone Communication Methods in Secretarial Work	
14	Work Ethics in Secretarial Roles	
15	Stress Management in Secretarial Work	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS		

Number	Program Competencies	1	2	3	4	5
1	Defines the concepts of work and profession,					X
2	Acquires the professional characteristics a secretary should possess,				X	
3	Gains the ability to apply the duties and responsibilities of a medical secretary,				X	
4	Develops the skill to plan secretarial services effectively,					X
5	Manages appointment scheduling tasks smoothly,				X	
6	Knows how to plan meeting organization.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	Program competencies 2, 3, 5, and 6 contribute at a high level, while competencies 1 and 4 contribute at a very high level.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS2105		Communication Skills			C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Field Elective Course					Course Code: TDS2105				
					Course Name: Communication skills				
Semester	TheoreticalHours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
3	2	-	-	2	2	Turkish		Compulsory	
Course Prerequisite		Not available							
AttendanceRequirementforthe Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer									
TeachingMethod of theCourse		Lecture, Discussion, Q&A and Presentation.							
References		Ünsal Oskay, ABC of Communication, Alfa Publications, 2005 Landis, Jude et al. (Translated by Özgür Gelbal) Communication Skills, HYB Publications, Ankara, 2006 Mete Çamdereli, Introduction to Communication, Dem Publications, İstanbul, 2008 Asa Briggs and Peter Burke, Medyanın Toplumsal Tarihi, Kırmızı Yayınları, İstanbul, 2011 Nurdoğan Rigel, Media Lullabies, Sistem Publishing, 1994 Joe Navarro, Body Language - A Guide to Reading People's Bodies by Former FBI Agent, Alfa Publications Haluk Yavuzer, Parents and Children, Remzi Kitabevi Translated with DeepL.com (free version)							
Course Materials(Auxiliaryequipment, models, etc.)									
Objective of the Course		It is aimed to gain knowledge and attitudes about the concept of communication and communication process, communication types, interpersonal communication, family communication and communication with children.							
Course Content		Communication concept and communication process - Types of communication, verbal communication, nonverbal communication, interpersonal communication, effective communication, effective communication techniques, persuasive communication, basic communication skills, basic communication skills, empathic communication, communication in health, communication in health, communication in health, communication in the family and communication with children.							
Learning Outcomes of the Course		Explains communication. Selects the parties in communication. Explains the development process of communication as a science. Links communication with other branches of science. Expresses his/her opinions and suggestions about his/her field with effective communication. Applies communication skill techniques while sharing and discussing scientific opinions. Explains the communication designs of the media.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
MidtermExams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
TermPaper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-SemesterExam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-SemesterActivitiestothe Final Grade:							40		
Contribution of the Final Examtothe Final Grade:							60		

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE			
COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	2	28
Assignments			
Presentation			
Midterm Exams	1	5	5
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	5	5
Quizzes			

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS2107		Health Information Systems			C	2	0	2	3
COURSE INFORMATION									
Name of the Diploma Program: Field Elective Course					Course Code: TDS2107				
					Course Name: health information systems				
Semester	TheoreticalHours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
3	2	-	-	2	3	Turkish		Compulsory	
Course Prerequisite		Not available							
AttendanceRequirementforthe Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer									
TeachingMethod of theCourse		Lecture, Discussion, Q&A and Presentation.							
References		Şahin Kavuncubaşı and Selami Yıldırım, Hospital and Health Institutions Management, 2022 Ali Coşkun and Ahmet Akın, Health Enterprises Management Guide, 2009 Haydar Sur and Tuncay Palteki, Hospital Management, 2013 Tengilimoğlu D., Işık O., Akbolat M., Health Enterprises Management, NOBEL Publishing House, Ankara, 2009. 3 Health Enterprises Establishment Location Studies Tengilimoğlu D., Işık O., Akbolat M., Health Enterprises Management, NOBEL Publishing House, Ankara, 2009							
Course Materials(Auxiliaryequipment, models, etc.)									
Objective of the Course		The concept of medical information and medical documentation in health institutions, medical documentation functions, principles and organization of the information system in health institutions aims to provide knowledge							
Course Content		The concept of medical information and medical documentation in health institutions, medical documentation functions, principles and organization of information system in health institutions. Data, health information systems, electronic patient records, hospital information systems, clinical decision support systems							
Learning Outcomes of the Course		Data, health information systems concepts, development of health information systems, electronic health record systems, content and analysis of medical records, classification and coding of diseases systems, hospital information systems and clinical record systems,							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
MidtermExams					1		40		

Project		
Clinical Practice		
Laboratory		
Field Study		
Other Applications		
Quizzes		
Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objectives setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).

Improvements can be made based on the results of student course and instructor survey evaluations.

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	5	70
Assignments			
Presentation			
Midterm Exams	1	1	1
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	1	1
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			100
Credit Workload/30			3,3
Course ECTS Credit			3

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Information Technologies and Informatics, Data, Information in Health	
2	Theoretical Approaches for Health Information Systems	
3	Development of Health Information Systems	
4	Content and Analysis of Health Records	
5	Week Disease Classification and Coding Systems	
6	Week Database Management Systems	
7	Electronic Health Records	
8	Midterm Exam	Midterm Exam
9	Hospital Information Systems	
10	Clinical Decision Support Systems	

11	Information systems installation processes					
12	Managerial Information Systems in Health Institutions					
13	Health Information Systems and Ethics					
14	Health Information Systems Applications (Open source software)					
15	Health Information Examples					
16	General Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Define knowledge and the characteristics that knowledge should have			X		
2	Classify information systems and understand their role in management activities.			X		
3	To be able to carry out a given task independently by using the basic knowledge in the field of Health Institutions Management.				X	
4	Explain the need and importance of Hospital Management Information System.				X	
5	Explain specialized systems such as clinical information systems, laboratory systems, pharmacy information systems, nursing information systems, etc.			X		

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
TDS2109	Effective Speaking and Diction	C	2	0	2	2

COURSE INFORMATION							
Name of the Diploma Program: Field Elective Course					Course Code: TDS2109		
					Course Name: Effective Speaking and Diction		
Semester	TheoreticalHours	Practical Hours	LaboratoryHours	Credits	AKTS	Language of Instruction	Type: (Compulsory / Elective)
3	2	-	-	2	2	Turkish	Compulsory
Course Prerequisite		Not available					
AttendanceRequirementforthe Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer							
TeachingMethod of theCourse		Lecture, Discussion, Q&A and Presentation.					
References		Pease, A., Pease, B. (2018). Body Language. Meltem Erkmen (Translation). Istanbul: Epsilon Publications. Değirmenci, H. C. (2017). Body Language and the Art of Beautiful Speech. Istanbul: Girdap Publishing House.					
Course Materials(Auxiliaryequipment, models, etc.)							
Objective of the Course		To introduce the products in the best way in the stores and sales places where they are assigned after graduation by teaching beautiful and effective speaking techniques and to choose the best way to convince the customer and to learn and practice the theory of effective and beautiful speech, which is the most important of these ways.					
Course Content		To be able to speak with a proper Turkish, to transform the language to be used in professional life into a habit, to use body language in appropriate behaviors in environments.					
Learning Outcomes of the Course		Defines the importance of effective communication. Explains interpersonal communication through body language. Compares daily spoken language with professional presentation language. Establishes the relationship between body language terms and interpersonal communication.					
COURSE ASSESSMENT SYSTEM					Number	Contribution Rate (%)	
Assignments							
Presentation							
MidtermExams					1	40	
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
TermPaper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-SemesterExam					1	60	
Others (oral, etc.).							
Total:					2	100	
Contribution of In-SemesterActivitiestothe Final Grade:						40	
Contribution of the Final Examtothe Final Grade:						60	
Whataretheproposedassessmentandevaluationtools in thecontext of thecontinuousimprovement of courses (e.g.,surveys, interviews, etc.) andforwhatpurposearetheyapplied? Please define thepurpose (goalandobjectivesetting / coursecontent / learningneeds / organization of thelearningenvironment / sequenceandcorrelation of topics / materialsandmethods / evaluation of assessmentplanning).					Improvements can be made based on the results of student course and instructor survey evaluations.		

ECTS - WORKLOAD TABLE							
COURSE EVALUATION SYSTEM		Number	Duration	Credit			
			(Hours)	Workload			
Course Duration		14	2	28			
Out-of-Class Study Time		14	2	28			
Assignments							
Presentation							
MidtermExams		1	5	5			
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
End-of-SemesterExam		1	5	5			
Quizzes							
TermPaper/Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
Other							
CreditWorkload				66			
CreditWorkload/30				2,2			
Course ECTS Credit				2			
COURSE CATEGORY							
WEEKLY TOPIC HEADINGS							
Week	TheoreticalTopicHeadings of the Course		Practical TopicHeadings of the Course				
1	General information about the course Human and communication						
2	Individual Communication						
3	Communication Techniques						
4	Persuasion Methods, Resistance to Persuasion, Persuasion Campaigns						
5	Speaker, Issues affecting speech, Oratory.						
6	Voice intonation, stress						
7	Correct breathing techniques						
8	Midterm Exam		Midterm Exam				
9	Sound development techniques						
10	Emotion and word sentence exercises						
11	Planning the Speech						
12	Body language						
13	Sales Campaign Speech						
14	Strategic practices in effective communication						
15	General Evaluation						
16	General Examination		Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS							
Number	Program Competencies		1	2	3	4	5
1	Defines the importance of effective communication.				X		
2	Selects the parties in communication.				X		
3	Explains interpersonal communication through body language.					X	

4	Compares daily spoken language with professional presentation language.				X	
5	Establishes the relationship between body language specific terms and interpersonal communication.			X		

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS2111		Medical Documentation-III			C	2	6	5	7
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and secretarial III					Course Code: TDS2111				
					Course Name:Medical Documentation -III				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
3	2	6	-	5	7	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course									
References		Tıbbi Dokümantasyon Prof.Dr. Demet ÖZBABALIK Doç.Dr. Didem ARSLANTAŞ Prof.Dr. Ali ARSLANTAŞ Prof.Dr. Baki ADAPINAR Prof.Dr. Emine DÜNDAR Prof.Dr. Fevziye ÇETİNKAYA Eskişehir 2012 Sağlık Hizmetlerinde Kodlama ve Sınıflandırma Uzm.Dr.Ergün Öksüz Yrd.Doç.Dr.Simten Malhan Ankara 2005							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		This course will provide the student with awareness of the importance of the secretarial profession, knowledge of ICD, and the necessary practical skills.							
Course Content		What is a Secretary, Historical Development and Types of Secretaries, Characteristics and Duties of Secretaries in Polyclinics, Clinics, Archives, Operating Rooms, Emergency Departments, and Laboratories, Duties of Medical Secretaries, Definition and Characteristics of Medical Documentation, International Documentation System of Diseases ICD and Historical Process, Coding and Classification in Healthcare Services, Structure and Levels of ICD-10.							
Learning Outcomes of the Course		The student understands the duties and responsibilities of a medical secretary. The student gains knowledge about what medical documents are. The student experiences information regarding the classification and coding of diseases. The student acquires knowledge of the ICD-10 structure and coding and gains the ability to apply it..							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and					Improvements can be made based on the results of student course and instructor survey evaluations.				

methods / evaluation of assessment planning).	
---	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	8	112
Assignments			
Presentation			
Midterm Exams	1	1	1
Project			
Clinical Practice	14	6	84
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	1	1
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			216
Credit Workload / 30			7.2
Course ECTS Credit			7

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Definition of a Secretary	
2	Importance and Historical Development of the Secretarial Profession	
3	Classification of the Secretarial Profession	
4	Types and Classification of Medical Secretaries	
5	Definition of Medical Documentation and Documentation	
6	International Documentation System for Diseases	
7	Disease Classification and Coding	
8	Midterm Exam	Midterm Exam
9	ICD and Historical Process	
10	Differences Between ICD-9 and ICD-10	
11	Classification Levels of ICD-10	
12	Use of Health Data Recording and ICD in Our Country	
13	Importance of Coding in Healthcare Services	
14	READ Clinical Codes	
15	ICPC, SNOMED	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies					
		1	2	3	4	5
1	The ability to use conceptual and practical knowledge in the field of medical documentation and secretarial work.				X	

2	The ability to select and use modern techniques, tools, and information technologies required for organizing patient appointment services and maintaining medical records.			X		
3	The ability to code diseases.			X		
4	The ability to archive patient files and other necessary documents and reports using scientific methods and make them available for service.				X	
5	The awareness of the necessity of lifelong learning; the ability to renew oneself continuously by following developments in science and technology.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

FIELD ELECTIVE COURSE POOL-3 CONTENTS

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
SHM2101		Environmental Protection			E	2	0	2	4
COURSE INFORMATION									
Name of the Diploma Program: Audiometry					Course Code: SHM2101				
					Course Name: Environmental Protection				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
3	2	-	-	2	4	Turkish		Elective	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		Prof. Dr. Mehtap ÖZÇELİK							
Teaching Method of the Course		Presentation, Discussion, Question and Answer							
References		Environmental Pollution and Control; Prof. Dr. Özer Çınar							
Course Materials (Auxiliary equipment, models, etc.)		-							
Objective of the Course		To environmental awareness ,To target what can be done to a livable environment .							
Course Content		Environment, Environmental problems, environmental pollution, the people of this pollution and the environmental impact of prevention, water pollution to the environment , human effects , ways of protection, soil pollution and kirliliğinin until etkilir and protection paths.							
Learning Outcomes of the Course		To learn the effects of air, water and soil pollution on the environment, To protect against diseases caused by this pollution and to take precautions. To have knowledge about waste; To learn about medical waste Understanding radioactive waste and protecting the environment.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).					Improvements can be made based on the results of student course and instructor survey evaluations.				

ECTS - WORKLOAD TABLE							
COURSE EVALUATION SYSTEM		Number	Duration (Hours)	Credit Workload			
Course Duration		14	2	28			
Out-of-Class Study Time		14	6	84			
Assignments							
Presentation							
Midterm Exams		1	1	1			
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
End-of-Semester Exam		1	1	1			
Quizzes							
Term Paper/Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
Other							
Credit Workload				114			
Credit Workload / 30				114/30			
Course ECTS Credit				3.8			
COURSE CATEGORY							
WEEKLY TOPIC HEADINGS							
Week	Theoretical Topic Headings of the Course		Practical Topic Headings of the Course				
1	What is Environment?						
2	Effects of Environmental Pollution on Humans						
3	Ways to Protect Yourself from Environmental Pollution						
4	Water Pollution						
5	Diseases Transmitted by Polluted Water						
6	Soil Pollution						
7	Air pollution						
8	Midterm Exam		Midterm Exam				
9	Airborne Diseases						
10	Radioactive Pollution						
11	Noise Pollution						
12	Waste and its types						
13	Waste Management						
14	Separation of Waste						
15	Medical waste						
16	Final Exam		Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS							
Number	Program Competencies		1	2	3	4	5
1	To learn the impact of Air Pollution on the environment					X	

2	To learn the impact of Soil Pollution on the environment				X	
3	To learn the impact of Water Pollution on the environment				X	
4	To learn the effects of pollution caused by radioactive substances on the environment.			X		
5	To learn about the diseases that environmental pollution will cause				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 4, and a high-level contribution to competencies 1 2, 3.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
SHM2103	Occupational Safety	E	2	0	2	4

COURSE INFORMATION							
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: SHM2103		
					Course Name: Occupational Safety		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type: (Compulsory / Elective)
3	2		-	2	4	Turkish	Elective
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.					
References		Republic of Turkey Ministry of Labor and Social Security, Occupational Health and Safety Law No. 6331					
Course Materials (Auxiliary equipment, models, etc.)		The course aims to teach topics that endanger the occupational health and safety of employees, as well as new occupational health and safety related issues.					
Objective of the Course		Definition of occupational health and safety, Occupational Health and Safety Law No. 6331, Chemical risk factors, Physical risk factors, Ergonomics, Labor law, Pressure vessels, Fire regulations, Occupational health and safety regulations and legislation, Occupational health and safety regulations and instructions, Electrical equipment, Machinery equipment, Risk analyses					
Course Content		It aims to teach the basic concepts related to occupational health and safety (OHS), risk assessment methods, protective measures, and workplace safety practices; with this course, students will understand the causes and consequences of occupational accidents and diseases, know OHS legislation, identify potential hazards and risks in the workplace, determine appropriate measures to prevent or reduce risks, understand the use and importance of personal protective equipment (PPE), apply emergency procedures, create a safe working environment, conduct risk assessments, respond to emergencies, communicate effectively, and support a culture of occupational safety.					
Learning Outcomes of the Course		Republic of Turkey Ministry of Labor and Social Security, Occupational Health and Safety Law No. 6331					
COURSE ASSESSMENT SYSTEM					Number	Contribution Rate (%)	
Assignments							
Presentation							
Midterm Exams					1	40	
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
Term Paper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-Semester Exam					1	60	
Others (oral, etc.).							
Total:					2	100	
Contribution of In-Semester Activities to the Final Grade:						40	
Contribution of the Final Exam to the Final Grade:						60	

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	2	28
Assignments			
Presentation			
Midterm Exams	1	1	1
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	1	1
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			58
Credit Workload / 30			1,93
Course ECTS Credit			2

COURSE CATEGORY	
-----------------	--

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Definition of Occupational Health and Safety	
2	Occupational Health and Safety Law No. 6331	
3	Occupational Health and Safety Law No. 6331	
4	Chemical risk factors	
5	Physical risk factors	
6	Ergonomics	
7	Labor law	
8	Midterm Exam (Midterm)	
9	Pressure vessels	
10	Fire regulations	
11	Occupational Health and Safety regulations and legislation, Occupational Health and Safety Regulations and Instructions, Electrical equipment, Machinery equipment, Risk Analyses	
12	Occupational Health and Safety Regulations and Instructions	
13	Electrical equipment	
14	Machinery equipment	
15	Risk Analyses	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies					
		1	2	3	4	5

1	Has the knowledge to carry out emergency response procedures.		X			
2	Has the ability to organize the process of work planning and organization.			X		
3	Can identify the hazards of chemicals and conduct relevant risk analyses.			X		
4	Is capable of establishing a recording and reporting system.		X			
5	Possesses leadership qualities in the healthcare sector, can communicate effectively with different healthcare professionals, and can adapt to teamwork.					X

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	The program contributes at a low level to competencies 1 and 4, at a moderate level to competencies 2 and 3, and at a very high level to competency 5.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
SHM2105	Health Institutions Management	E	2	0	2	4

COURSE INFORMATION							
Name of the Diploma Program: Medical Documentation and Secretarial Services					Course Code: SHM2105		
					Course Name: Health Institutions Management		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type: (Compulsory / Elective)
3	2	-	-	2	4	Turkish	Elective
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer		-----					
Teaching Method of the Course							
References		Sağlık İşletmeleri Kavramı, Sağlık İşletmeleri Türleri Tengilimoğlu D., Işık O., Akbolat M., Sağlık İşletmeleri Yönetimi, NOBEL Yayınevi, Ankara, 2009. 2 Sağlık İşletmelerinin Özellikleri Tengilimoğlu D., Işık O., Akbolat M., Sağlık İşletmeleri Yönetimi, NOBEL Yayınevi, Ankara, 2009. 3 Sağlık İşletmeleri Kuruluş Yeri Çalışmaları Tengilimoğlu D., Işık O., Akbolat M., Sağlık İşletmeleri Yönetimi, NOBEL Yayınevi, Ankara, 2009					
Course Materials (Auxiliary equipment, models, etc.)							
Objective of the Course		The aim of this course is to provide students, who will work in the healthcare sector, with information about healthcare organizations and to teach them how healthcare institutions operate.					
Course Content		What is Health? Healthcare Services and Their Characteristics Classification of Healthcare Services Management and Its Characteristics Historical Development of Management Healthcare System Development of Healthcare Services in Turkey Healthcare Transformation Program Hospital Management and Classification of Hospitals Production Management in Healthcare Services Strategic Management in Healthcare Services Quality Management in Healthcare Services Information Management in Healthcare Services Ethics and Patient Rights in Healthcare Services Healthcare Institutions and Personnel Management					
Learning Outcomes of the Course		Learns the characteristics, operation, and management of healthcare organizations. Recognizes the general rules of healthcare organizations and gains the ability to work interdisciplinarily. Grasps the concept of management in healthcare institutions. Knows patient rights and public relations. Understands the financial policies of healthcare institutions. Follows developments in healthcare.					
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)
Assignments							
Presentation							
Midterm Exams					1		40
Project							
Clinical Practice							
Laboratory							
Field Study							
Other Applications							
Quizzes							
Term Paper / Project							
Portfolio Studies							
Reports							
Learning Diaries							
Final Thesis/Project							
Seminar							
End-of-Semester Exam					1		60
Others (oral, etc.).							
Total:					2		100
Contribution of In-Semester Activities to the Final Grade:							40
Contribution of the Final Exam to the Final Grade:							60

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	8	112
Assignments			
Presentation			
Midterm Exams	1	1	1
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	1	1
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			132
Credit Workload / 30			4.2
Course ECTS Credit			4

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	What is Health, Healthcare Services and Their Characteristics	
2	Classification of Healthcare Services	
3	Management and Its Characteristics	
4	Historical Development of Management	
5	Healthcare System	
6	Development of Healthcare Services in Turkey	
7	Healthcare Transformation Program	
8	Midterm Exam	Midterm Exam
9	Hospital Management and Classification of Hospitals	
10	Production Management in Healthcare Services	
11	Strategic Management in Healthcare Services	
12	Quality Management in Healthcare Services	
13	Information Management in Healthcare Services	
14	Ethics and Patient Rights in Healthcare Services	
15	Healthcare Institutions and Personnel Management	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies	1	2	3	4	5
1	Has basic business knowledge in the healthcare field.				X	

2	Has the ability to apply the knowledge gained in business and management in decision-making and behaviors.			X		
3	Has the ability to understand healthcare systems and methods.			X		
4	Has knowledge of the management levels in healthcare services.				X	
5	Has the awareness of the necessity of lifelong learning; gains the ability to continuously renew oneself by following developments in science and technology.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

IV. SEMESTER
COMPULSORY COURSE POOL CONTENTS

COURSE CODE	COURSE NAME				Compulsory / Elective	T	P	C	ECTS
AİT210	Atatürk’s Principles and History of Reforms-II				C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: AİT210				
					Course Name: History of Atatürk's Principles and Revolutions II				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
4	2	-	-	2	2	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		Council of Higher Education Publications, Atatürk's Principles and History of Turkish Revolution I/2 Speeches, Speeches and Statements, E. Semih Yalçın, Atatürk's National Foreign Policy, Mehmet Gönübol and Others, Turkish Foreign Policy with Events, Fahir Armaoğlu, 20. Century Political History							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		Students' awareness of history and citizenship, and their knowledge of general culture. Recognizing the Republican period and its values							
Course Content		Ataturk's Principles and Revolutions. Social, cultural, political and economic approaches and structuring of the Republic of Turkey							
Learning Outcomes of the Course		To be able to comprehend the importance of the Turkish Revolution, to evaluate Atatürk's principles in historical perspective, to have an idea about the basic characteristics of Turkish foreign policy, to have knowledge about the recent history of Turkey, to evaluate current developments by comparing them with the conditions of the past.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									

Laboratory		
Field Study		
Other Applications		
Quizzes		
Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	2	28
Assignments			
Presentation			
Midterm Exams	1	5	5
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	5	5
Quizzes			

Term Paper/Project			
--------------------	--	--	--

Portfolio Studies				
Reports				
Learning Diaries				
Final Thesis/Project				
Seminar				
Other				
Credit Workload				66
Credit Workload / 30				2,2
Course ECTS Credit				2
COURSE CATEGORY				
WEEKLY TOPIC HEADINGS				
Week	Theoretical Topic Headings of the Course		Practical Topic Headings of the Course	
1	Revolutions in the political field, abolition of the sultanate and proclamation of the republic			
2	Renewal of elections and establishment of the People's Party			
3	Abolition of the Caliphate			
4	Reforms in the field of law (1921 Constitution, 1924 Constitution, Civil Code and Penal Code)			
5	Reforms in the field of education and culture (National Education Organization, Public Education, Foreign Schools, Alphabet Revolution, Turkish Language and History Societies)			
6	Reforms in the social field (Women's Rights, Dress Code, Closure of Dervish Lodges and Zawiya's, Changes in Calendar, Time, Measurement and Weighing Units)			
7	Regulations in the field of health and social assistance			
8	Midterm Exam (Midterm)		Midterm exam (Midterm)	
9	Regulations made in the economic field (industry and trade, industrial incentive law, labor bank, agriculture and transportation activities)			
10	A brief evaluation of the course content and topics			
11	Regulations made in the economic field, (Fiscal Policy, Customs and Taxes, Law on the Protection of Turkish Currency, census and SIS, statism and planned development)			
12	Multi-party system experiments			
13	Free Republican Party			
14	Turkish Revolution and reactions to the republic, Atatürk's foreign policy			
15	General Application			
16	General Examination		General Exam (Final)	
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS				

Number	Program Competencies					
		1	2	3	4	5
1	Learns the transition from the Ottoman Empire to the Republic of Turkey and the recognition of the foundations of the republic				X	
2	Evaluates Atatürk's Principles in historical perspective			X		
3	Have an idea about the basic characteristics of Turkish foreign policy				X	
4	Have knowledge about the recent history of Turkey.			X		
5	Evaluates current developments by comparing them with the conditions of the past.			X		

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
<u>Explain the Contribution of the Course Learning Outcomes to the Program Competencies</u>	<u>It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.</u>				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECTS
TDS2102	Medical Documentation-IV	C	2	6	5	8

COURSE INFORMATION							
Name of the Diploma Program Medical Documentation and Secretariat					Course Code: TDS2102		
					Course Name Medical Documentation -IV		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction	Type: (Compulsory / Elective)
4	2	6	-	5	7	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer		-----					
Teaching Method of the Course							
References		Tıbbi Dokümantasyon Prof.Dr. Demet ÖZBABALIK Doç.Dr. Didem ARSLANTAŞ Prof.Dr. Ali ARSLANTAŞ Prof.Dr. Baki ADAPINAR Prof.Dr. Emine DÜNDAR Prof.Dr. Fevziye ÇETİNKAYA Eskişehir 2012 Sağlık Hizmetlerinde Kodlama ve Sınıflandırma Uzm.Dr.Ergün Öksüz Yrd.Doç.Dr.Simten Malhan Ankara 2005					
Course Materials (Auxiliary equipment, models, etc.)							
Objective of the Course		To recognize medical documents, present the ways in which data is stored, and learn and apply the objectives of determining quality and legal principles..					
Course Content		The legal aspects and history of medical documentation What are medical documents and records? Patient information and consent Laws and regulations related to legal issues arising from incomplete, incorrect, or non-storage of medical documents Breach of confidentiality and its legal consequences Definition and purpose of automation Electronic patient records Archiving Medical correspondence and official correspondence Techniques for writing petitions Medical reports and their classification Forensic reports and their classification The importance of quality in documentation Medical secretary training					
Learning Outcomes of the Course		Understands the legal requirements of medical documents Gains knowledge about hospital automation Knows how medical correspondence is done Experiences the filing and archiving of medical records					

COURSE ASSESSMENT SYSTEM	Number	Contribution Rate (%)
Assignments		
Presentation		
Midterm Exams	1	40
Project		
Clinical Practice		
Laboratory		
Field Study		
Other Applications		
Quizzes		
Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		

Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE			
COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	10	140
Assignments			
Presentation			
Midterm Exams	1	1	1
Project			
Clinical Practice	14	6	84
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	1	1
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			244
Credit Workload / 30			8.1
Course ECTS Credit			8

COURSE CATEGORY	
-----------------	--

WEEKLY TOPIC HEADINGS		
Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	The legal aspects and history of medical documentation	
2	Medical documents and records	
3	Patient information and consent	
4	Legal responsibilities and criminal consequences arising from incomplete and incorrect medical documentation	
5	Definition and purpose of automation - electronic patient records-1	
6	Definition and purpose of automation - electronic patient records-2	
7	Archiving and filing systems	
8	Midterm exam	Midterm Exam
9	Medical correspondence and the duties of the secretary	
10	Official correspondence and its rules	
11	Medical reports	
12	Rules to consider when writing reports and the stages of report writing	
13	Classification of medical reports-1	
14	Classification of medical reports-2	
15	The importance of quality in documentation and medical secretary training	
16	Final exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS		

Number	Program Competencies	1	2	3	4	5
1	The ability to use conceptual and practical knowledge in the field of medical documentation and secretarial work.				X	
2	The ability to select and use modern techniques, tools, and information technologies required for organizing patient appointment services and maintaining medical records.			X		
3	The ability to understand the legal requirements of medical records.			X		
4	The ability to archive patient files and other necessary documents and reports using scientific methods and make them available for service.				X	
5	The awareness of the necessity of lifelong learning; the ability to renew oneself continuously by following developments in science and technology.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS2104		Medical Secretariat-II			C	1	3	3	4
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS2104				
					Course Name: Medical Secretariat-II				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
4	1	3	-	3	4	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		- Ataklı A., Kaplan A., Medical Documentation and Secretarial Services, Güneş Medical Publishing, 2016 - Dikmetaş Yordan E., Medical Documentation and Electronic Health Record Management, Nobel Academic Publishing, 2024 - Karaşin Y., Temizer A.M., Medical Documentation and Secretarial Services in All Aspects, Akademisyen Publishing House, 2005							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		The aim is to instill the rules and characteristics of the medical secretarial profession.							
Course Content		Types and duties of medical secretarial services, the role of medical secretaries within the healthcare team, and the characteristics that distinguish medical secretaries from other types of secretaries. The relationships between medical secretaries, healthcare personnel, patients, and patient relatives. Professional respect and ethics in medical secretarial services. The use and maintenance of office machines, office tools, and equipment in healthcare institutions. Techniques for increasing productivity and simplifying tasks in offices. Planning, organization, execution, and supervision in secretarial services.							
Learning Outcomes of the Course		Learning the principles of Medical Secretarial Services, Understanding the characteristics of healthcare services, Learning protocol etiquette rules, Learning how to prepare medical documentation and reports.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	1	14
Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
Midterm Exams	1	6	6
Project			
Clinical Practice			
Laboratory	14	3	42
Field Study			
Other Applications			
End-of-Semester Exam	1	8	8
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			112
Credit Workload / 30			3,73
Course ECTS Credit			4

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Medical secretaryship	Practices related to secretarial work in hospital units.
2	Distinctive features of medical secretaries	
3	The feature of medical secretaria.	
4	The classification of medical secretaries and their duties	
5	Medical secretaries in private health institutions	
6	Medical secretaries in ambulatory health care services	
7	The status of the profession in Turkish law	
8	Midterm Exam	Midterm Exam
9	The right and liabilities of medical secretaries	Practices related to secretarial work in hospital units.
10	The relationship of medical secretaries with patients, their relatives and medical personnel	
11	Educational programs of medical secretaries	
12	Working Conditions of medical secretaries	
13	Ergonomics and occupational illnesses of medical secretaries	
14	Effective communication and body language for medical secretaries	
15	Protocol, Etiquette, and Official Correspondence	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies	1	2	3	4	5
1	Can apply conceptual and practical knowledge in the field of medical documentation and secretarial services.					X

2	Gains the ability to select and use modern techniques, tools, and information technologies required for practices related to organizing patient appointment services and maintaining medical records.					X
3	Gains the ability to archive patient files and other necessary documents and reports using scientific methods and to make them available for use.					X
4	Gains the ability to use effective software programs and to apply the methods required for modern techniques and secretarial practices.				X	
5	Gains the ability to carry out communication and correspondence processes in administrative and medical units.				X	
6	Develops the ability to take responsibility as an individual, to have self-confidence, and to work in a disciplined manner.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	The program competencies 1, 2, and 3 contribute at a very high level, while competencies 4, 5 and 6 contribute at a high level.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS2106		Protection and Promotion of Health			C	2	0	2	4
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: SHM2106				
					Course Name: Protection and Promotion of Health				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
4	2	-	-	2	4	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		- Allender J. A., Rector C., Warner K. D. (2014) Community & Public Health Nursing. 8th Edition. Wolters Kluwer, Lippincott Williams & Wilkins. - CDC (Centers for Disease Control and Prevention) Healthy People 2020. https://www.cdc.gov/nchs/healthy_people/hp2020.htm							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		To provide individuals with the knowledge and skills necessary for the improvement and protection of individual, family, and community health by learning the basic concepts of health and its preservation and enhancement. The goal is to raise students who are knowledgeable about the concepts and influencing factors of individual, family, and community health protection and enhancement, as well as behavior-specific health protection and enhancement models and solution strategies.							
Course Content		In this course, students are taught the basic concepts of health promotion. Topics such as health and illness, health risks, general and personal hygiene, healthy nutrition, physical activity and health promotion, mental health development and stress management, smoking, alcohol, and substance addiction, environmental health, and creating a healthy and safe environment are covered. Students are provided with useful information to help them protect and improve their own health and the health of individuals in the community.							
Learning Outcomes of the Course		Explains the basic concepts of health promotion. Takes responsibility for their own health. Explains the risk factors that affect health. Adheres to personal hygiene rules. Participates in physical activities. Explains the principles of healthy nutrition. Engages in activities that promote mental health. Recognizes the risks of smoking, alcohol, and substance addiction. Becomes aware of the effects of the environment on health. Avoids behaviors that could harm sexual health. Collaborates with individuals, families, schools, workplaces, hospitals, other health institutions, and communities in health promotion programs.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration (Hours)	Credit Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
Midterm Exams	1	14	14
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	28	28
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			112
Credit Workload / 30			3,73
Course ECTS Credit			4

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Introduction: Basic concepts in health promotion	
2	Health and disease	
3	Health responsibility	
4	Health risks	
5	Improving personal hygiene	
6	Physical activity and health promotion	
7	Nutrition and weight management	
8	Midterm Exam (Midterm)	Midterm Exam
9	Promoting mental health and stress management	
10	Social support and health promotion	
11	Prevention, protection, and cessation of smoking, alcohol, and substance addiction	
12	Prevention of accidents and violence	
13	Environmental health; creating a healthy and safe environment	
14	Sexual health and its promotion	
15	The role of individuals, families, and communities in health promotion	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies	1	2	3	4	5
1	Relate health and health-related concepts.				X	

2	Evaluate factors that affect health and health risks.				X	
3	Be aware of individual health behaviors and take responsibility for their health.			X		
4	Learn healthy lifestyle behaviors and demonstrate these behaviors in their own life.				X	
5	Define health promotion practices according to different life stages.				X	
6	Explain the importance of behavior change processes in promoting positive health behaviors.			X		

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It contributes at a high level to program competencies 1, 2, 4, and 5, and at a moderate level to competencies 3 and 6.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
TDS2108		Medical Ethics and Deontology			C	2	0	2	2
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS2108				
					Course Name: Medical Ethics and Deontology				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
4	2	-	-	2	2	Turkish		Compulsory	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		- Medical Ethics and Deontology; Erdemir A.; Nobel Medical Publishing (2011) - World Medical Association - Medical Ethics Handbook (Translation); Civaner M.; (Turkish Medical Association-2015) - Lecture Notes – Slide Presentation							
Course Materials (Auxiliary equipment, models, etc.)									
Objective of the Course		The aim is to provide theoretical knowledge on concepts related to medical ethics and patient rights, enhance knowledge of medical ethics, and ensure the ability to apply ethical principles in all professional practices throughout a healthcare career. Students will be taught about the relationships between healthcare workers, patients, and society, ethical principles that must be followed in all medical practices, potential ethical issues, and solutions. The course will cover topics such as fundamental concepts of deontology and ethics, ethical principles, patient/elderly rights, and key medical ethics problems.							
Course Content		Deontology and Its Methodology, Doctor-Patient (Technician) Relationships, Human Rights, Autonomy and Informed Consent, Organ Transplantation, Ethical Principles, History of Medicine, Medical Ethics and Bioethics, Communication, Genetics and Ethics, Research Ethics, Alternative Medicine, Patient Rights, Deontology Methodology.							
Learning Outcomes of the Course		Gaining theoretical knowledge about concepts related to medical ethics and patient rights, Learning about the relationships between healthcare workers, patients, and society, as well as the ethical principles that should be followed in all medical practices, potential ethical issues, and their solutions, Learning fundamental concepts of deontology and ethics, ethical principles, patient/elderly rights, and key medical ethics problems.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
Term Paper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-Semester Exam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-Semester Activities to the Final Grade:							40		
Contribution of the Final Exam to the Final Grade:							60		

What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.
--	--

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	2	28
Assignments			
Presentation			
Midterm Exams	1	2	2
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	2	2
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			60
Credit Workload / 30			2
Course ECTS Credit			2

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	What is a profession? What are the principles of a profession?	
2	The history of medical ethics in the world and in our country	
3	The concept of ethics and related concepts	
4	Principles of medical ethics	
5	Human rights in medical ethics	
6	Duties, responsibilities, and medical liability of healthcare personnel	
7	Healthcare personnel-patient relationships and ethical issues	
8	Midterm Exam	Midterm Exam
9	Informed consent, privacy, confidentiality of information	
10	Genetic Research and Its Ethical Dimension	
11	Laboratory Animals and Ethics	
12	Organ transplantation, euthanasia, infectious diseases, and ethics	
13	Scientific Research and Publication Ethics	
14	Current issues in medical ethics	
15	Case studies	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies					
		1	2	3	4	5
1	Using advanced knowledge and skills acquired in the healthcare field, interprets and evaluates scientifically proven data, defines problems, analyzes them, develops solution proposals based on research and evidence while considering professional and ethical values, shares knowledge, and collaborates in team work.				X	

2	Evaluates the advanced knowledge and skills acquired in the healthcare field with a critical approach.			X		
3	Informs relevant individuals and institutions on healthcare-related issues; communicates thoughts and solutions to problems both in writing and orally; listens to the thoughts, needs, and expectations of relevant individuals and institutions.				X	
4	Collects, interprets, and applies healthcare-related data, collaborates with people from relevant disciplines in the dissemination of results, and acts in accordance with social, scientific, cultural, and ethical values.				X	
5	Acts in accordance with quality management and processes and participates in these processes.			X		
6	Acts in compliance with laws, regulations, legislation, and professional ethics rules regarding duties, rights, and responsibilities as an individual.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	The program competencies 2 and 5 contribute at a medium level, while competencies 1, 3, 4, and 6 contribute at a high level.				

COURSE CODE	COURSE NAME	Compulsory / Elective	T	P	C	ECT S
TDS2110	Interpersonal Relations	C	2	0	2	2

COURSE INFORMATION							
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: TDS2110		
					Course Name: Interpersonal Relationships		
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction	Type: (Compulsory / Elective)
4	2	-	-	2	2	Turkish	Compulsory
Course Prerequisite		Not available					
Attendance Requirement for the Course		Theoretical			Practical		Laboratory
		70%			0		0
Lecturer							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.					
References		Communication : Psychological problems and psychotherapy / Jay Haley ; transl. Ali Uzunöz. Ankara : Çark Kitabevi Yayınları , 1988. Interpersonal Relations / Seval Erden İmamoğlu. İstanbul : Yeni İnsan Publishing House, 2009. Dökmen, Üstün (2019) Communication Conflicts and Empathy in Art and Daily Life, Ankara: Remzi Kitabevi Hortaçsu, Nuran (2012) Human Relations, Ankara: İmge Publishing House Hendrick, S.S. (2016) Psychology of Close Relationships Translated with DeepL.com (free version)					
Course Materials (Auxiliary equipment, models, etc.)		----					
Objective of the Course		To enable them to comprehend the basic concepts and importance of communication, to develop their application skills and to use them in their social and professional lives.					
Course Content		The content of the course consists of topics such as defining communication, defining the concepts related to the interpersonal communication process, explaining the types of conflicts encountered in the interpersonal communication process, important concepts in interpersonal relations, psychology of persuasion, the characteristics of interpersonal relationships developed in various periods of life.					
Learning Outcomes of the Course		Knows the basic concepts of communication and interpersonal relationships Knows the types of verbal and non-verbal communication, empathy and effective listening Knows the effective factors in the development of interpersonal relationships Understands the quality of relationships established in various periods of life Knows the psychological processes effective in persuading others					
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)
Assignments							
Presentation							
Midterm Exams					1		40
Project							
Clinical Practice							
Laboratory							

Field Study		
Other Applications		
Quizzes		
Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	2	28
Assignments			
Presentation			
Midterm Exams	1	5	5
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	5	5
Quizzes			

Term Paper/Project			
Portfolio Studies			

Reports				
Learning Diaries				
Final Thesis/Project				
Seminar				
Other				
Credit Workload				66
Credit Workload / 30				2,2
Course ECTS Credit				2
COURSE CATEGORY				
WEEKLY TOPIC HEADINGS				
Week	Theoretical Topic Headings of the Course		Practical Topic Headings of the Course	
1	The Necessity of Communication in Human Relations			
2	Interpersonal Communication and Developmental Approach			
3	Interpersonal Communication Skills			
4	Social Cognition and Memory			
5	Interdependence in Human Relationships			
6	The Social Context of Interpersonal Communication			
7	Social Behavior and Social Influence			
8	Midterm Exam		Midterm Exam	
9	Human Relationship Models in the Context of Social Psychology and Developmental Psychology			
10	Interpersonal Communication in Childhood			
11	Interpersonal Communication in Adolescence			
12	Interpersonal Communication in Adulthood			
13	Interpersonal Communication in Old Age			
14	Group Communication Processes			
15	General Review			

16	Final Exam	Final Exam				
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	They have an approach to understanding human beings with their psychological and social aspects.				X	
2	They have the ability to express critical thinking in a constructive way.			X		
3	Understand the basic issues about interpersonal relationships and communication			X		
4	Explain issues related to interpersonal relationships to various audience groups				X	
5	To be able to express his/her thoughts on problems and solutions both orally and in writing.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

FIELD ELECTIVE COURSE POOL-4 CONTENTS

COURSE CODE	COURSE NAME				Compulsory / Elective	T	P	C	ECTS
SHM2102	Principles of Nutrition				E	2	0	2	4
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: SHM2102				
					Course Name: Principles of Nutrition				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
4	2	-	-	2	4	Turkish		Elective	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer									
Teaching Method of the Course		Lecture, Q&A, Presentation, Homework.							
References		Nutrition Principles. Mustafa Tayar, Nimet Haşıl korkmaz, Elif Özkeleş.							
Course Materials (Auxiliary equipment, models, etc.)		Slide presentations.							
Objective of the Course		The aim of the course is to learn the etiology, pathogenesis, epidemiology, clinical features, and diagnosis of infectious diseases affecting all organ systems.							
Course Content		Nutrition Principles, Phsical Activity and obesity, Classification of Food, Infancy nutrition, Preschool nutrition, School age nutrition, Nutrition in adolescents, Nutrition in the elderly, Nutrition in kidney diseases, Nutrition in infectious diseases, Nutrition in metabolic diseases, Nutrition in cardiovascular diseases, Nutrition in cancer, Nutrition in muscle and nerve diseases.							
Learning Outcomes of the Course		Classifying foods. Learning the principles of nutrition. Being able to evaluate the importance and place of foods in our lives.							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									

Quizzes		
Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
Midterm Exams	1	14	14
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	28	28
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			

Final Thesis/Project						
Seminar						
Other						
Credit Workload				112		
Credit Workload / 30				3,73		
Course ECTS Credit				4		
COURSE CATEGORY						
WEEKLY TOPIC HEADINGS						
Week	Theoretical Topic Headings of the Course		Practical Topic Headings of the Course			
1	Nutrition Principles					
2	Classification of foods					
3	Physical Activity and Obesity					
4	Infancy nutrition					
5	Preschool nutrition					
6	School age nutrition					
7	Nutrition in adolescents					
8	Midterm Exam		Midterm Exam			
9	Nutrition in the elderly					
10	Nutrition in kidney diseases					
11	Nutrition in infectious diseases					
12	Nutrition in metabolic diseases					
13	Nutrition in cardiovascular diseases					
14	Nutrition in cancer					
15	Nutrition in muscle and nerve diseases					
16	Final Exam		Final Exam			
RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS						
Number	Program Competencies					
		1	2	3	4	5
1	Learning about nutritional elements				X	
2	Classify foods			X		

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

3	Understanding the importance of physical activity			X		
4	To ensure that they are informed about the principles of nutrition according to their age				X	
5	Having knowledge about nutrition in diseases				X	

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
SHM2104		Crisis Management and Anger Control			E	2	0	2	4
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: SHM2104				
					Course Name: Crisis Management and Anger Management				
Semester	Theoretical Hours	Practical Hours	Laboratory Hours	Credits	ECTS	Language of Instruction		Type: (Compulsory / Elective)	
4	2	-	-	2	4	Turkish		Elective	
Course Prerequisite		Not available							
Attendance Requirement for the Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer		-----							
Teaching Method of the Course		Lecture, Discussion, Q&A, Case Study, and Presentation.							
References		1. Özer, Kadir. Coping with emotional tension, Varlık publications, Istanbul, 1989. 2. Tekin, Mahmut and Zerenler, Muammer. Secrets of managing the crisis, Çizgi Kitapevi, 2005. 3. Soykan, Çiğdem. Anger and anger management, Kriz magazine, issue: 11, Ankara. 4. Dregrov, Atle. Children, losses and grief, Turkish Psychologists Association Publications, Ankara, 2000. 5. Cüceloğlu Doğan. İçimizdeki Biz (“The basis of quality consciousness”), Developing books series, Istanbul, 1996. 6. Pennebaker, J.W. Pour your heart out “the healing power of expressing emotions”, Hekimler Publishing Association, Ankara, 2009.							
Course Materials (Auxiliary equipment, models, etc.)		Translated with DeepL.com (free version)							
Objective of the Course		Crisis environments are the most delicate periods when basic rights / freedoms and human rights can be violated. The aim of this course is to provide students with the ability to manage crisis situations that may arise in the field of law and to better evaluate the disputes arising as a result of the crisis and to gain anger management skills.							
Course Content		Definition and types of crisis, crisis in organizations and human relations, types of crisis, possible crises in the field of law Causes of the crisis, Characteristics and phases of a crisis Crisis situations that may arise in law practice and their management Possible consequences of the crisis Empathy in human relations Consequences of a poorly managed crisis Examination of examples of crises in courts Examples of crisis in organizations Crisis management in forensic legal services What is anger, causes of anger and anger control Consequences of poorly managed anger The relationship between anger and crime Examples of Poorly Managed Crises							
Learning Outcomes of the Course		To be able to define what a crisis is in relationships, To be able to define the factors that lead to crisis and what crisis management is, To be able to define environmental events and the types of reactions to these events, To be able to associate the process of emotion with anatomical structures, To be able to define what anger is and what it is not and what it does, To be able to define the symptoms that occur during anger, To be able to apply anger management and how to control anger and ways to cope with emotional tension, To be able to define the importance of expressing and expressing emotions, To be able to evaluate the process of coping with grief and death, To be able to recognize how to understand the situations of people in crisis and anger through empathy							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
Midterm Exams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									

Term Paper / Project		
Portfolio Studies		
Reports		
Learning Diaries		
Final Thesis/Project		
Seminar		
End-of-Semester Exam	1	60
Others (oral, etc.).		
Total:	2	100
Contribution of In-Semester Activities to the Final Grade:		40
Contribution of the Final Exam to the Final Grade:		60
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).	Improvements can be made based on the results of student course and instructor survey evaluations.	

ECTS - WORKLOAD TABLE

COURSE EVALUATION SYSTEM	Number	Duration	Credit
		(Hours)	Workload
Course Duration	14	2	28
Out-of-Class Study Time	14	6	84
Assignments			
Presentation			
Midterm Exams	1	10	10
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-Semester Exam	1	10	10
Quizzes			

Term Paper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
Credit Workload			132
Credit Workload / 30			4,4
Course ECTS Credit			4

COURSE CATEGORY

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Definition and types of crisis, crisis in organizations and human relations, types of crisis, possible crises in the field of law	
2	Causes of the crisis	
3	Characteristics and phases of a crisis	
4	Crisis situations that may arise in law practice and their management	
5	Possible consequences of the crisis	
6	Empathy in human relations	
7	Consequences of a poorly managed crisis	
8	Midterm Exam (Midterm)	Midterm Exam
9	Examination of examples of crises in courts	
10	Examples of crisis in organizations	
11	Crisis management in forensic legal services	
12	What is anger, causes of anger and anger control	
13	Consequences of poorly managed anger	

14	Week The relationship between anger and crime	
15	Examples of Poorly Managed Crises	
16	General Examination	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies					
		1	2	3	4	5
1	Define what a crisis is and its phases in human relations.				X	
2	Define the factors that lead to crisis and what crisis management is.			X		
3	Describe environmental events and the types of reactions to these events.			X		
4	Relate the emotional process with anatomical structures.				X	
5	Define what anger is, what it is not and what it does.				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	It has a medium-level contribution to program competencies 2 and 3, and a high-level contribution to competencies 1, 4, and 5.				

COURSE CODE		COURSE NAME			Compulsory / Elective	T	P	C	ECTS
SHM2106		Rational Drug Use			E	2	0	2	4
COURSE INFORMATION									
Name of the Diploma Program: Medical Documentation and Secretariat					Course Code: SHM2106				
					Course Name: Rational Drug Use				
Semester	TheoreticalHours	Practical Hours	Laboratory Hours	Credits	AKTS	Language of Instruction		Type: (Compulsory / Elective)	
4	2	-	-	2	4	Turkish		Elective	
Course Prerequisite		Not available							
AttendanceRequirementforthe Course		Theoretical			Practical		Laboratory		
		70%			0		0		
Lecturer									
TeachingMethod of theCourse		Lecture, Discussion, Q&A and Presentation.							
References		Rational Use of Medicine. Republic of Turkey Ministry of Health, Medical Drugs and Medical Devices Agency Publications							
Course Materials(Auxiliaryequipment, models, etc.)		Course notes pdf prints							
Objective of the Course		Teaching that the right medicine should be applied at the right time, in the right amount, and in the right way							
Course Content		Definition of medicine, basic information about rational drug use, rational drug use in the world and in Turkey, rational drug use in various diseases.							
Learning Outcomes of the Course		Will be able to define and use rational drug use, will have information about drug use and information							
COURSE ASSESSMENT SYSTEM					Number		Contribution Rate (%)		
Assignments									
Presentation									
MidtermExams					1		40		
Project									
Clinical Practice									
Laboratory									
Field Study									
Other Applications									
Quizzes									
TermPaper / Project									
Portfolio Studies									
Reports									
Learning Diaries									
Final Thesis/Project									
Seminar									
End-of-SemesterExam					1		60		
Others (oral, etc.).									
Total:					2		100		
Contribution of In-SemesterActivitiestothe Final Grade:							40		
Contribution of the Final Examtothe Final Grade:							60		
What are the proposed assessment and evaluation tools in the context of the continuous improvement of courses (e.g., surveys, interviews, etc.) and for what purpose are they applied? Please define the purpose (goal and objective setting / course content / learning needs / organization of the learning environment / sequence and correlation of topics / materials and methods / evaluation of assessment planning).					Improvements can be made based on the results of student course and instructor survey evaluations.				
ECTS - WORKLOAD TABLE									
COURSE EVALUATION SYSTEM				Number		Duration		Credit	
						(Hours)		Workload	
Course Duration				14		2		28	

Out-of-Class Study Time	14	3	42
Assignments			
Presentation			
MidtermExams	1	14	14
Project			
Clinical Practice			
Laboratory			
Field Study			
Other Applications			
End-of-SemesterExam	1	28	28
Quizzes			

TermPaper/Project			
Portfolio Studies			
Reports			
Learning Diaries			
Final Thesis/Project			
Seminar			
Other			
CreditWorkload			112
CreditWorkload/30			3,73
Course ECTS Credit			4
COURSE CATEGORY			

WEEKLY TOPIC HEADINGS

Week	Theoretical Topic Headings of the Course	Practical Topic Headings of the Course
1	Definition of rational drug use	
2	Roles of health professionals in rational drug use	
3	Definition and applications of pharmacovigilance	
4	Prescription and electronic prescription	
5	Rational drug use in pregnant and breastfeeding women	
6	Rational drug use in children	
7	Rational drug use in the elderly	
8	Midterm Exam	Midterm Exam
9	Rational use of drugs in patients with chronic diseases	
10	Rational use of vitamins, minerals and nutritional supplements	
11	Rational use of antibiotics I	
12	Rational use of antibiotics II	
13	Medication errors and administration errors I	
14	Medication errors and administration errors	
15	Medication side effects and complications	
16	Final Exam	Final Exam

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

Number	Program Competencies					
		1	2	3	4	5
1	Understanding the difference between medicine and non-medicine products					X
2	Being aware of correct medicine use					X
3	Being informed about medicine effects				X	

Degree of Contribution	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Explain the Contribution of the Course Learning Outcomes to the Program Competencies	The program contributes at a high level to competency 3 and at a very high level to competencies 1 and 2.				