

**VOCATIONAL SCHOOL OF HEALTH SERVICES
MEDICAL DOCUMENTATION AND SECRETERIA PROGRAMME**

1st Semester					
C.Code	Course	T	P	ECTS	Language of Instruction
TDS 111	Communication in Healthcare Organizations	3	0	6	TR/EN
TDS 113	Medical Documentation I	3	0	6	TR
TDS 211	First Aid	1	1	3	TR
TDS 116	Medical Terminology	2	0	3	TR/EN
TDS 119	Information and Communication Technology	2	1	4	TR
ATA 111	Atatürk' s Principles and History of Turkish Revolution I	2	0	2	TR
İNG 111	English I	2	0	2	TR
TURK 111	Turkish Language I	2	0	2	TR
TDS 117	Occupational Ethics	2	0	3	TR
TOPLAM		19	2	31	
3rd Semester					
C.Code	Course	T	P	ECTS	Language of Instruction
	Medical Documentation and Secretarial Practices I	0	6	5	TR
TDS 212	Medical Documentation III	2	0	5	TR/EN
TDS 114	Patient Services	3	3	4	TR
TDS 215	Medical Insurance	2	0	3	TR
TDS 216	Biostatistics	2	0	3	TR
	Compulsory Internship	0	17	5	TR
	Hospital Information Systems	2	0	2	TR
	Rhetoric and Diction	2	0	3	TR
TOPLAM		13	26	30	

2nd Semester					
C.Code	Course	T	P	ECTS	Language of Instruction
TDS 121	Office Management and Secretarial	2	0	4	TR/EN
TDS 122	Correspondence Techniques	2	0	3	TR/EN
TDS 123	Medical Documentation II	3	0	6	TR
TDS 124	Research Methodology	2	0	3	TR
TDS 126	Management	2	0	4	TR
TDS 127	Accounting	2	0	4	TR
ATA 121	Atatürk' s Principles and History of Turkish Revolution II	2	0	2	TR
İNG 121	English II	2	0	2	TR
TURK 121	Turkish Language II	2	0	2	TR
TOPLAM		19	0	30	
4th Semester					
C.Code	Course	T	P	ECTS	Language of Instruction
	Medical Documentation and Secretarial Practices II	0	8	6	TR
TDS 221	Healthcare Regulations	2	0	4	TR/EN
TDS 214	Medical Secretarial	3	0	5	TR
TDS 223	Medical Documentation IV	2	0	6	TR
TDS 125	Pathology	2	0	5	TR
	Vocational English	2	0	2	TR
	Public Relations at Healthcare Organizations	2	0	2	TR
TOPLAM		13	8	30	

DESCRIPTION

T: Theory

P: Practice

ECTS: European Credit Transfer System