

ISTINYE UNIVERSITY
VOCATIONAL SCHOOL OF HEALTH SERVICES
DEPARTMENT OF MEDICAL DOCUMENTATION AND SECRETARIAL
COURSE DESCRIPTIONS

1st SEMESTER

Communication In Healthcare Organizations | 5 ECTS

This course focuses on improve students' communication skills with the topics include provider-patient interaction, team communication, and the diffusion of health information through public health campaigns. Students learn the basics of clear, purposeful and compassionate communication across multiple channels, to reduce errors and provide better health care delivery.

TDS 112- Medical Documentation I | 6 ECTS

This lesson aims to give theoretical information about the history and development of Medical Documentation and Secretarial and explains the document, medical document, medical report concepts.

TDS111- First Aid | 3 ECTS

First aid entry and general characteristics, evaluation of basic life function, respiratory and circulatory system, first aid injury, bleeding in first aid, shock and first aid, burns and first aid, poisoning and first aid, fracture-dislocations and sprains first aid, basic life support.

TRM111- Medical Terminology | 3 ECTS

This course offers an overview of the medical terms, concepts and language generally used in clinical practice settings.

BIL111- Information And Communication Technology | 4 ECTS

The course focuses on computer and network configurations, web and application programming, and database design and maintenance.

ATA111- Ataturk's Principles And History Of Turkish Revolution I | 2 ECTS

This course examines Atatürk's principles and reforms and the political developments after the Ataturk with the establishment process of the Republic of Turkey.

ING114- English I | 2 ECTS

Students will understand English effectively and use basic grammar of English Rules. Through this course, students will be able to interpret simple dialogues in English and use the new structures and words they have learned in their daily lives.

TURK111 - Turkish Language I | 2 ECTS

To give information about language definition, role and importance in communication, verbal and written expression techniques in literary and scientific fields, writing rules and expression disorders.

MSE111- Occupational Ethics | 3 ECTS

This course will help students learn about the ethical concept and health professional ethics and find solutions to the problems they face in their professional life.

2nd SEMESTER

Office Management And Secretarial | 3 ECTS

The aim of this course is to make students acquire personal and professional sufficiency. Information about role and importance of secretarial in professional life, basic features needed for secretarial, secretarial services, making phone calls, meeting management, arrangement of appointments, hospitality, organizing business trips, responsibilities towards the manager, general definition of the secretarial, working fields, duties and responsibilities, professional ethics and organization, and professional image is provided in this course.

Correspondence Techniques | 2 ECTS

This course enables the student understand message strategies and formats appropriate for professional communication situations.

TDS123- Medical Documentation II | 6 ECTS

This course focuses on providing theoretical lessons related to Healthcare Services Levels and their declaration to Health Ministry.

TDS124 Research Methodology 3 | ECTS

The main purpose of this course is to introduce students to quantitative and qualitative methods for conducting meaningful inquiry and research. They will gain an overview of research intent and design, methodology and technique, format and presentation, and data management and analysis informed by commonly used statistical methods.

Computer Practices | 4 ECTS

Types of hardware and teaching of word processing, tables and presentations.

Management | 3 ECTS

This course introduces students to the nature of business and entrepreneurship. Students will be exposed to the various functional areas in business including: accounting, entrepreneurship, economics, finance management and marketing, legal environment of business, globalization and e-business.

Accounting | 3 ECTS

This course aims to give information about the basic concepts of accounting, the accounting cycle and preparation of financial statements, and the analysis and recording of transactions for operating, investing, and financing activities.

ATA121- Ataturk's Principles And History Of Turkish Revolution II | 2 ECTS

This course examines Atatürk's principles and reforms and the political developments after the Ataturk with the establishment process of the Republic of Turkey.

ING126- English II | 2 ECTS

Students will be able to understand English, use it effectively and compare basic grammar rules of English. Through this course, students can comment on simple dialogues in English and use the new structures and words they have learned in their daily lives.

TURK121 - Turkish Language II | 2 ECTS

Proper use of punctuation marks in writing, development of plain text writing skills, listening and reading skills are taught.

3rd SEMESTER

TDS211- Medical Documentation And Secretarial Practices I | 5 ECTS

The professional knowledge gained at the school, students will receive internships at the end of the 2nd semester to ensure that they acquire new practical and technical skills, to acquire business skills, and to communicate effectively with other disciplines and administrators.

TDS212- Medical Documentation III | 5 ECTS

The purpose of this course is providing theoretical knowledge about information, document and archive management.

TDS213- Patient Services | 4 ECTS

This course aims to enable students to gain abilities about making outpatient and inpatient operations, medical records and documentation operations during the process of polyclinic services in healthcare institutions.

TDS214- Medical Insurance | 3 ECTS

The goal of this course is to enable students to gain a fundamental perspective about Health Insurances in Private and Public Healthcare Organizations and to explain the importance of finance and insurance concepts in Healthcare Management.

Biostatistics | 2 ECTS

This course represents an introduction to the field and provides a survey of data and data types. Specific topics include tools for describing central tendency and variability in data; methods for performing inference on population means and proportions via sample data; statistical hypothesis testing and its application to group comparisons; issues of power and sample size in study designs; and random sample and other study types.

Manifest Of Istinye University I | 1 ECTS

After graduation of Istinye University students to increase their employability, social and life skills to help them discover and increase their skills. The Manifesto of Istinye University in different categories such as art, sports, career and so on. students participating in the activities are expected to report on the activities they attend. After the evaluation of the report prepared by the student center, the students are counted as past or repeated.

TDS216- Compulsory Internship | 5 ECTS

Having gained professional knowledge at the school, students will receive internships during the thirty working days to ensure that they acquire new practical and technical skills, to acquire business skills, and to communicate effectively with other disciplines and administrators.

TDS218- Hospital Information Systems | 2 ECTS

This course focuses on hospital management and information systems, information requirements, development of the hospital information systems, clinical information systems, process of transferring

hospital information system to the computer, electronic patient records, integration process of the national health records.

TDS217- Rhetoric And Diction | 3 ECTS

This course focuses on various aspects of using the voice effectively, including volume and projection, rate and phrasing, inflection, and resonance. Also study to correct and eliminate individual articulation problem, principles of diction, voice development, and improvement, vocal variety and expressiveness.

4th SEMESTER

Medical Documentation And Secretarial Practices II | 6 ECTS

The professional knowledge gained at the school, students will receive internships at the end of the 2nd semester to ensure that they acquire new practical and technical skills, to acquire business skills, and to communicate effectively with other disciplines and administrators.

Healthcare Regulations | 3 ECTS

This course aims to give information about health politics and regulations about healthcare services.

TDS222- Medical Secretarial | 5 ECTS

This course will provide students with an insight into working as a confident and competent medical secretary. From managing medical records to effective communication skills, this course will cover a range of modules and provide multiple examples for assessment to give them the right skills for the job.

TDS223- Medical Documentation IV | 6 ECTS

This course gives theoretical knowledge about classification of diseases and ICD diagnosis codes.

Manifest Of Istinye University II | 1 ECTS

After graduation of Istinye University students to increase their employability, social and life skills to help them discover and increase their skills. The Manifesto of Istinye University in different categories such as art, sports, career and so on. students participating in the activities are expected to report on the activities they attend. After the evaluation of the report prepared by the student center, the students are counted as past or repeated.

TDS224- Diseases Information | 5 ECTS

The system of the body and the basic knowledge of the diseases which are related to these systems are transferred to the students.

TDS221- Vocational English | 2 ECTS

This specially designed Medical English course offers an extremely practical focus on the English language and skills medical professionals need to work more effectively in a medical environment.

TDS225-Public Relations In Healthcare Organizations | 2 ECTS

This course focuses on basic concepts of public relations; case studies; the tools and media used in communication with the public in healthcare sector.