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| **MEDICAL DOCUMENTATION AND SECRETARIAL PROGRAM** |
| **COURSE INFORMATION PACKAGE** |

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|  | | | | | | |
| 1. **YEAR** | | | | | | |
| **CODE** | **LESSONS** | ***ECTS*** | ***C/E*** | ***T+P+L*** | ***C/E*** | ***LANGUAGE*** |
| FALL SEMESTER | | | | | | |
| 211511197 | [TEN FINGER SPELLING TECHNIQUES I](#TENFINGERSPELLINGTECHNIQUESI) | 6 | C | 2-2-0 | COMPULSORY | TURKISH |
| 211511201 | [MEDICAL TERMINOLOGY](#MEDİCALTERMİNOLOGY) | 4 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211511202 | [SECRETARY COURSE](#SECRETARYCOURSE) | 5 | C | 3-0-0 | COMPULSORY | TURKISH |
| 211511199 | [OFFICE MANAGEMENT](#OFFICE) | 3 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211511166 | [INTRODUCTION TO BUSINESS ADMINISTRATION](#INTRODUCTIONTOBUSINESSADMINISTRATION) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211511203 | [USE OF BASIC KNOWLEDGE TECHNOLOGIES](#USEOFBASICKNOWLEDGETECHNOLOGIES) | 3 | C | 1-2-0 | COMPULSORY | TURKISH |
| 211511204 | [ATATÜRK'S PRINCIPLES AND HISTORY OF REVOLUTION I](#ATATÜRKSPRINCIPLESANDHISTORYOFREVOLUTION) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211511101 | [TURKISH LANGUAGE I](#TURKISH) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211011108 | [ENGLISH I](#ENGLISH) | 2 | C | 2-0-0 | COMPULSORY | ENGLISH |
|  | SOCIAL ELECTIVE I | 1 | SE | 1-0-0 | SOCIAL ELECTIVE | TURKISH |
| **Fall Term Total :** | | **30** |  |  |  |  |
| SPRING SEMESTER | | | | | | |
| **CODE** | **LESSONS** | ***ECTS*** | ***C/E*** | ***T+P+L*** | ***C/E*** | ***LANGUAGE*** |
| 211512302 | [MEDICAL DOCUMENTATION](#MEDİCALDOCUMENTATİONI) | 3 | C | 3-0-0 | COMPULSORY | TURKISH |
| 211512295 | [TEN FINGER SPELLING TECHNIQUES II](#TENFINGERSPELLINGTECHNIQUESII) | 6 | C | 2-2-0 | COMPULSORY | TURKISH |
| 211512303 | [MEDICAL SECRETARY](#MEDICALSECRETARY) | 3 | C | 3-0-0 | COMPULSORY | TURKISH |
| 211512101 | [TURKISH LANGUAGE II](#TURKISHLANGUAGEII) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211512304 | [ENGLISH II](#ENGLISHII) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211512305 | [ATATÜRK'S PRINCIPLES AND HISTORY OF REVOLUTION II](#ATATÜRKSPRINCIPLESANDHISTORYOFREVO) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211512299 | [ANATOMY](#ANATOMY) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211512307 | [HEALTH SERVICE MANAGEMENT](#HEALTHSERVICEMANAGEMENT) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211512296 | [VOCATIONAL ENGLISH I](#VOCATIONALENGLISHI) | 2 | C | 2-0-0 | COMPULSORY | ENGLISH |
| 211512306 | [INTERNSHIP\*](#INTERSHIP) | 5 | C | 0-2-0 | COMPULSORY | TURKISH |
|  | SOCIAL ELECTIVE II | 1 | SE | 1-0-0 | SOCIAL ELECTIVE | TURKISH |
| **Spring Term Total:** | | 30 |  |  |  |  |
| **Year Total** | | 60 |  |  |  |  |

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| 1. **YEAR** | | | | | | |
| **CODE** | **LESSONS** | ***ECTS*** | ***C/E*** | ***T+P+L*** | ***C/E*** | ***LANGUAGE*** |
| FALL SEMESTER | | | | | | |
| 211513297 | [PROFESSIONAL ETHICS](#PROFESSIONALETHICS) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211513298 | [BIOSTATISTICS](#BIOSTATISTICS) | 4 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211513299 | [FIRST AID](#FIRSTAID) | 2 | C | 2-0-0 | COMPULSORY | TURKISH |
| 211513300 | [CORRESPONDENCE AND FILING TECHNIQUES](#CORRESPONDENCEANDFILINGTECHNIQUES) | 6 | C | 2-2-0 | COMPULSORY | TURKISH |
|  | ELECTIVE I | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
|  | ELECTIVE I | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
|  | ELECTIVE I | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
|  | ELECTIVE I | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| **Fall Term Total:** | | 30 |  |  |  |  |
| SPRING SEMESTER | | | | | | |
| **CODE** | **LESSONS** | ***ECTS*** | ***C/E*** | ***T+P+L*** | ***C/E*** | ***LANGUAGE*** |
| 211514232 | [PROFESSIONAL PROBLEM SOLVING SKILLS](#PROFESSIONALPROBLEMSOLVINGSKILLS) | 4 | C | 1-2-0 | COMPULSORY | TURKISH |
| 211514233 | [INNOVATION AND ENTREPRENEURSHIP IN HEALTHCARE](#INNOVATIONANDENTREPRENEURSHIPINHEALT) | 6 | C | 2-2-0 | COMPULSORY | TURKISH |
| 211514234 | [BASIC INFORMATION SUPPORT](#BASICINFORMATIONSUPPORT) | 4 | C | 2-2-0 | COMPULSORY | TURKISH |
|  | ELECTIVE II | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
|  | ELECTIVE II | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
|  | ELECTIVE II | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
|  | ELECTIVE II | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| **Spring Term Total:** | | 30 |  |  |  |  |
| **Year Total:** | | 60 |  |  |  |  |

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| **ELECTIVE COURSES** | | | | | | |
| **ELECTIVE I** | **LESSONS** | ***ECTS*** | ***C/E*** | ***T+P+L*** | ***C/E*** | ***LANGUAGE*** |
| 211513301 | [HEALTH INFORMATION SYSTEMS](file:///C:\Users\User\Desktop\DERS%20BİLGİ%20PAKETİ\HEALTH) | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| 211513302 | [PROTOCOL INFORMATION](#PROTOCOLINFORMATION) | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| 211513303 | [DICATION AND EFFECTIVE SPEAKING](#DICTIONANDEFFECTIVESPEAKING) | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| 211513304 | [QUALITY AND PERFORMANCE MANAGEMENT IN HEALTH](#QUALITYANDPERFORMANCE) | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| **ELECTIVE II** | **LESSONS** | ***ECTS*** | ***C/E*** | ***T+P+L*** | ***C/E*** | ***LANGUAGE*** |
| 211514235 | [KNOWLEDGE OF DISEASES](#KNOWLEDGEOFDISEASE) | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| 211514236 | [VOCATIONAL ENGLISH II](#VOCATIONALENGLISHII) | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| 211514237 | [BEHAVIORAL SCIENCES](#BEHAVIORALSCIENCES) | 4 | E | 2-0-0 | ELECTIVE | TURKISH |
| 211514238 | [PUBLIC RELATIONS](#HALKLAİLİŞKİLER) | 4 | E | 2-0-0 | ELECTIVE | TURKISH |

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| **SOCIAL ELECTIVES** | | | | | | |
| **SOCIAL ELECTIVE I** | **LESSONS** | ***ECTS*** | ***C/E*** | ***T+P+L*** | ***C/E*** | ***LANGUAGE*** |
| 211511100 | [PHYSICAL EDUCATION I](#PHYSICALEDUCATIONI) | 1 | SE | 1-0-0 | SOCIAL ELECTIVE | TURKISH |
| 211011110 | [OCCUPATIONAL HEALTH AND SAFETY I](#occupational) | 1 | SE | 1-0-0 | SOCIAL ELECTIVE | TURKISH |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SOCIAL ELECTIVE II** | **LESSONS** | ***ECTS*** | ***C/E*** | ***T+P+L*** | ***C/E*** | ***LANGUAGE*** |
| 211512100 | [PHYSICAL EDUCATION II](#PHYSICALEDUCATIONII) | 1 | SE | 1-0-0 | SOCIAL ELECTIVE | TURKISH |
| 211012113 | [OCCUPATIONAL HEALTH AND SAFETY II](#OccupationalHealthandSafetyII) | 1 | SE | 1-0-0 | SOCIAL ELECTIVE | TURKISH |
| 211512300 | [CULTURAL AND ARTISTIC ACTIVITIES](#CULTURALANDARTISTICACTIVITIES) | 1 | SE | 1-0-0 | SOCIAL ELECTIVE | TURKISH |
| 211512301 | [SOCIAL RESPONSIBILITY PROJECT](#SOCIALRESPONSIBILITYPROJECT) | 1 | SE | 1-0-0 | SOCIAL ELECTIVE | TURKISH |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | FALL |

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| **COURSE CODE** | 211511197 | **COURSE NAME** | TEN FINGER SPELLING TECHNIQUES I |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** | |
| 1 | 2 | | 2 | 0 | | | 3 | 6 | COMPULSORY (X) ELECTIVE | | TURKISH | |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic vocational courses** | | **Profession Courses** | | | | **Social Science** | | | | | | **Support Courses** |
| **x** | |  | | | |  | | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 30 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | | 1 | | 20 |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 50 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Introduction of the keyboard. Keyboard examples and differences. The technique of using the keyboard ten fingers. Accurate and fast writing of mixed, intermediate and advanced texts. | | | | | | | |
| **COURSE OBJECTIVES** | | | | | F is expected to be familiar with the functions of all keys of the keyboard, and students are able to develop accurate and fast typing techniques using keys corresponding to all fingers of both hands without looking at the keyboard and display. | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Providing the technique of using a ten-finger keyboard. Accurate and fast writing of advanced texts. To gain the ability to write official articles. | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Learning the keyboard types used in the world  2. Learning the ten-finger typing technique with the F Keyboard  3.Writing fast and accurate texts with the ten-finger typing technique with the F Keyboard. | | | | | | | |
| **TEXTBOOK** | | | | | Öztoprak, M.; Koç Ö. (2017) Klavye Teknikleri. Ankara: Seçkin Kitabevi. Ünlü, A.(2011) 26 Saatte Onparmak Öğreniyorum. Konya: Yelken Yayınları | | | | | | | |
| **OTHER REFERENCES** | | | | | Okutkan, M.(1994) Ticaret Liseleri için Daktilografi. İstanbul: Milli Eğitim Basımevi.  MEGEP F Klavye 1 Ders Modülü  www.turkegitim.net | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, UZEMOYS. | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Introduction of the keyboard. Keyboard examples and differences used in the world |
| 2 | Sitting and posture adjustment while writing |
| 3 | Logic and technique of using a ten-finger F Keyboard. |
| 4 | Using the basic sequence keys |
| 5 | Error-free and fast typing with basic row keys |
| 6 | Using the top row keys |
| 7 | Error-free and fast typing with top row keys |
| 8 | Using the lower row keys |
| 9 | Error-free and fast typing with lower row keys |
| 10 | Using the period and comma key |
| 11 | Accurate and fast writing of novice and intermediate level words without spelling |
| 12 | Accurate and fast writing of spelling beginner and intermediate level words |
| 13 | Accurate and fast writing of beginner and intermediate level texts |
| 14 | Accurate and fast writing of mixed texts for beginner and intermediate level |
| 15,16 | **FINAL EXAM** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. | **X** |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  | **X** |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

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**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentatıon And Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | FALL |

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| **COURSE CODE** | 211511201 | **COURSE NAME** | MEDICAL TERMINOLOGY |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** |
| 1 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY ( X) ELECTIVE () | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | |
| X | |  | | | |  | | | | |  | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 40 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | The lesson contains;Introduction to medical terminology,the roots,prefixand postfix of the medical terms, the systems; the terms related with the locomotion system , the terms related with blood and immunity system, the terms related with cardiovascular system, the terms related with respiratory system, the terms related with digestive system, the terms related with nervous system, the terms related with uriner system, the terms related with genital system, the terms related with endocrine system and the terms related with organ of five sense, terms of psychiatric diseases, definition of clinical and preclinical terms according to their application areas. | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The aim of this course is to teach medical terminology to students studying and training in human health. | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | To certificate the data on human health and to create a terminological intergrity for an effective usage. | | | | | | | |
| **COURSE OUTCOMES** | | | | | This course provides the ability to use medical terms correctly and effectively; effective written and verbal communication skills.  This course develops research, data collection skills of students. | | | | | | | |
| **TEXTBOOK** | | | | | Yıldırım, M., (2017*), Medikal Terminoloji*, Nobel Tıp Kitabevleri, İstanbul  Hatipoğlu H.G.,(2021), *Yüksekokullar Tıbbi Terminoloji Ders Kitabı*, Ankara Öz, S., (2021), *Sağlık Hizmetleri Meslek Yüksekokulları için, Anatomi Terimler Sözlüğü*, Ankara. | | | | | | | |
| **OTHER REFERENCES** | | | | | Mesut R., Yıldırım, M., (2019), *Latince Terimler Sözlüğü: Medikal Terminoloji Uygulamalarında*, Nobel Tıp Kitabevleri, İstanbul | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Barcovision – power point presentation, UZEMOYS. | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Introduction to medical terminology, Formation and analysis of terms, common numbers and adjectives |
| 2 | The roots of the medical terms |
| 3 | Prefixes and postfixes of the medical terms |
| 4 | Medical terms of the cardio-vasculer system |
| 5 | Medical terms of the blood and immune system |
| 6 | Medical terms of Respiratory system |
| 7 | Medical terms of Digestive system |
| 8 | Medical terms of Urinary System |
| 9 | Medical terms of Woman’s and Man’s genital organs |
| 10 | Medical terms of Endocrine system |
| 11 | Organs of 5 sense ( eyes, ears, nose, tongue, skin ) of the medical terms |
| 12 | Medical terms of the locomotor systems |
| 13 | Medical terms of the nervous system and psychiatric diseases |
| 14 | Medical terms used in clinical and preclinical |
| 15-16 | **FINAL EXAMS** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. | **X** |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | **X** |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **X** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | FALL |

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| **COURSE CODE** | 211511202 | **COURSE NAME** | SECRETARY COURSE |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 1 | 3 | | 0 | 0 | | | 3 | 5 | COMPULSORY (X) ELECTIVE ( ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 30 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | | 1 | 20 |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 50 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | The main aim of the course is make the students familian with the basic knowledge reguireel for being a succesiful. | | | | | | |
| **COURSE OBJECTIVES** | | | | | Thi histonical development of the occupation of reeretariots  The definition and risnonsibilities of secretariats  Varistions and duties of medical secretariats | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | To be familiar with the occupational qualities of secretariats. | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. To be familiar with the occupational qualities of secretariats  2. To be familiar with the vision of appropriate bureau otmasphere | | | | | | |
| **TEXTBOOK** | | | | | Tengilimoğlu D., Çıtak N.(2003). Yönetici ve Tıp Sekreterliği, Seçkin Yayıncılık. | | | | | | |
| **OTHER REFERENCES** | | | | | Tengilimoğlu D., Köksal A. (2013). Tıp Sekreterliği. Seçkin Yayıncılık. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Laser Pointer, UZEMOYS. | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Historical Development of the Secretarial Profession |
| 2 | Secretarial Training Programs in the World and in Turkey |
| 3 | Definition and Duties of the Secretary |
| 4 | Types of Secretariat |
| 5 | The Importance and Qualifications of the Secretariat Profession |
| 6 | Appearance and Image Management Suitable for Office Environment in Secretariat |
| 7 | Document Management in Secretariat |
| 8 | Effective Communication Management in Secretariat |
| 9 | Written communication at the secretariat |
| 10 | Communication by phone at the secretariat |
| 11 | Nonverbal Communication in Secretarial (Body Language) |
| 12 | Professional Ethics in Secretarial Services |
| 13 | Psychological Violence in the Workplace (Mobbing) |
| 14 | Professional Organization in Secretarial Services and Professional Problems in Offices |
| 15,16 | **FINAL EXAM** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | To acquire the knowledge and skills within the scope of medical documentation and secretarial services and to have the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies specific to medical documentation and secretarial services. |  | **X** |  |
| 3 | To inform the relevant persons and institutions by using the basic knowledge and skills on medical documentation and secretarial services, to be able to convey his thoughts and suggestions for solutions to problems verbally and in writing. | **X** |  |  |
| 4 | To be able to create, edit, save and archive medical documents. |  | **X** |  |
| 5 | To be able to report using the knowledge of medical terminology. |  |  | **X** |
| 6 | To have the ability to good communication and healthy human relations with people and organizations inside or outside the institution. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To develop organizational behavior suitable for medical secretarial services, to have the ability to manage personal and organizational image. | **X** |  |  |
| 9 | As a member of the healthcare team, to be able to perform the duties and responsibilities in harmony with teammates. | **X** |  |  |
| 10 | To have enough awareness on individual and public health, environmental protection and occupational safety. |  |  | **X** |
| 11 | To have awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the developments in the professional field and to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Term** | FALL |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211511199 | **COURSE NAME** | OFFICE MANAGEMENT |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | | **LANGUAGE** |
| 1 | 2 | | 0 | 0 | | | 2 | 3 | COMPULSORY (X ) ELECTIVE ( ) | | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | | |
|  | | X | | | |  | | | | |  | | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** | |
| 1st Mid-Term | | | | | 1 | | 40 | |
| 2nd Mid-Term | | | | |  | |  | |
| Quiz | | | | |  | |  | |
| Homework | | | | |  | |  | |
| Project | | | | |  | |  | |
| Report | | | | |  | |  | |
| Others (………) | | | | |  | |  | |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 | |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | | |
| **COURSE DESCRIPTION** | | | | | The concept of office and office types and office staff  The concept of office management, office planning and scheduling features  Planning Process  Organization / association process in office management  Coordination and control.  Business management and office automation in offices will be covered. | | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The main objective of the course is to provide information on topics related to office management, and to introduce the tools and supplies used in offices. | | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | Taking this course, helps students to know the office area to apply their profession, to know knowledge management activities and to analyze business life from an administrative perspective | | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Gain the skills necessary to be an effective office manager  2. Organize activities in an office environment  3. Identify standards and objectives  4. Leadership and human relations  5. Use office equipments. | | | | | | | | |
| **TEXTBOOK** | | | | | Melih TOPALOĞLU ve Hakan KOÇ, (2016) Büro Yönetimi, Ankara: Seçkin Yayıncılık  [Dilaver TENGİLİMOĞLU, Hasan TUTAR](https://www.nadirkitap.com/kitapara.php?ara=kitaplari&tip=kitap&yazar=D%DDLAVER+TENG%DDL%DDMO%D0LU+/+HASAN+TUTAR) ve Arzu ÖZKANAN, (2016). Çağdaş Büro Yönetimi. Seçkin Yayıncılık | | | | | | | | |
| **OTHER REFERENCES** | | | | | Nihat AYTÜRK., (2013). Büro Yönetimi ve Yönetici Sekreterliği. Nobel Akademik Yayıncılık.  [Ünver Ünlü Bayramlı ,](https://www.idefix.com/Yazar/unver-unlu-bayramli/s=270096) [Nuran Öztürk Başpınar](https://www.idefix.com/Yazar/nuran-ozturk-baspinar/s=262998) , (2012). Büro Yönetimi. Nobel Akademik Yayıncılık | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | UZEMOYS, Projection, Computer, Laser Pointer | | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Definition of management. General characteristics of management |
| 2 | The historical development of management: Classical management approach, behavioral management approach, a modern management approach |
| 3 | The historical development of management:, Behavioral management approach, a modern management approach |
| 4 | Office management concept. Office management features |
| 5 | The concept of business management and office management. The concept of office and office staff |
| 6 | The importance of the office manager. office manager duties and responsibilities, office manager qualifications. |
| 7 | Planning and planning features in offices and planning process |
| 8 | Organization of offices and organization process |
| 9 | Orientation in offices, coordination and audit in offices |
| 10 | Evaluation of past topics and review |
| 11 | Office Organization and System Improvement Techniques |
| 12 | Job analysis technique, Job distribution technique and job simplification technique. Work measurement and time study |
| 13 | Office ergonomics and design |
| 14 | Information systems and office automation. Communication and technological communication tools in offices |
| 15, 16 | FINAL EXAM |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  | **X** |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **X** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**: **Date:**

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| https://ogu.edu.tr/files/duyuru/9ff77656-8e6a-4c44-98b9-5f236a699de2/ESOG%C3%9C_Son_logo.jpg | **ESOGU Vocational School of Health Services**  **Department of Medical Services and Techniques**  **Medical Documentation and Secretarial Program Meşelik**  **COURSE INFORMATION FORM** |  |

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| **SEMESTER** | FALL |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211511166 | **COURSE TITLE** | INTRODUCTION TO BUSINESS ADMINISTRATION |

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| **SEMESTER** | **WEEKLY CLASS HOURS** | | | | | **COURSE** | | | | | | |
| **Theory** | **Practice** | | **Laboratory** | | **Credit** | | **ECTS** | | **TYPE** | | **LANGUAGE** |
| 1 | 2 | 0 | | 0 | | 2 | | 2 | | COMPULSORY (x) ELECTIVE ( ) | | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | | **Specialized Courses** | | | | **Social Lessons** | | | | **Support Lessons** | |
| x | | |  | | | |  | | | |  | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Type of activity** | | | | **Number** | | | **%** |
| I. Midterm Exam | | | | 1 | | | 40 |
| II. Midterm | | | |  | | |  |
| Quiz | | | |  | | |  |
| Homework | | | |  | | |  |
| Project | | | |  | | |  |
| Report | | | |  | | |  |
| Other (………) | | | |  | | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Presentation of business and management functions | | | | | | | |
| **COURSE OBJECTIVES** | | | | | To introduce students to the basic concepts of business administration. | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | The aim of the "Basic Business Administration" course is to introduce the business and management functions to the students and to give basic information about the applications of these functions in business life. | | | | | | | |
| **COURSE OUTCOMES** | | | | | To introduce students to the basic concepts of business administration. | | | | | | | |
| **TEXTBOOK** | | | | | **Cetin, C. (2014). Introduction to Basic Business Beta**  **Karalar, R. (2002). Business.Eskişehir: Birlik Offset** | | | | | | | |
| **OTHER REFERENCES** | | | | | **1.** Şahin, M. (2005). General business. Eskisehir: Gulen Offset 2. Can, H., Tuncer, D., Ayhan, DY (2005). General Business Information. Ankara: Political Information Bookstore. | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Barcovision power point presentation, UZEMOYS | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Getting to know Business Science and Business |
| 2 | Business Fundamentals |
| 3 | Business Types |
| 4 | Establishment of Businesses |
| 5 | Integration and Cooperation in Business |
| 6 | Growth in Business |
| 7 | Ethics in Business |
| 8 | Financing in Business |
| 9 | Human resources in businesses |
| 10 | Human resources in businesses |
| 11 | Functions of the business |
| 12 | Accounting in Business |
| 13 | Efficiency in Business |
| 14 | Creating Value in Business |
| **15,16** | **FINAL EXAM** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  | **X** |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  | **X** |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGÜ Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | FALL |

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| **COURSE CODE** | 211511203 | **COURSE NAME** | USE OF BASIC KNOWLEDGE TECHNOLOGIES |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 1 | 1 | | 2 | 0 | | | 2 | 3 | COMPULSORY (X) ELECTIVE ( ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 50 |
| 2nd Mid-Term | | | | | - | - |
| Quiz | | | | | - | - |
| Homework | | | | | - | - |
| Project | | | | | - | - |
| Report | | | | | - | - |
| Others (………) | | | | | - | - |
| **FINAL EXAM** | | | | |  | | | | | 1 | 50 |
| **PREREQUIEITE(S)** | | | | | No | | | | | | |
| **COURSE DESCRIPTION** | | | | | Concept of Basic Computer Technology, Hardware and Software Concepts, Operating Systems and Types, Understanding and Using Word Processing, Spreadsheets and Slide Presentations Preparation Programs, Data Base and Facilities, Internet Infrastructure and Internet Usage, Web Page Design | | | | | | |
| **COURSE OBJECTIVES** | | | | | The objective of the course is to provide students to use computer technologies actively. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Providing the secreterial candidates to use computer and information technologies in their professional life. | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. To be informed about basic information technology, 2. To understand computer's hardware and software components and the procedures of computer working, 3. To know operating systems, 4. To use Word Processing, Spreadsheets and Slide Presentations Preparation Programs, 5. To know databases and apply the basic database operations, 6. To use the Internet, 7. To design web pages | | | | | | |
| **TEXTBOOK** | | | | | Güneş, A., Ataizi, M., Aydın, CH., ve ark. Temel Bilgi Teknolojileri, Anadolu Üniversitesi Yayınları, Eskişehir, 2002. | | | | | | |
| **OTHER REFERENCES** | | | | | Bağcı, Ö.: Bilgisayarın B’si, Windows 7 – Office 2010, Seçkin Yayıncılık San. Ve Tic. A.Ş. Ankara, 2010.Dinçel, T.: Bilgisayar Öğreniyorum 2010, Kodlab Yayın Dağıtım Yazılım ve Eğitim Hizmetleri San. Ve Tic. Ltd. Şti. İstanbul, 2010 | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Datashow, Microsoft Office Package Program, UZEMOYS. | | | | | | |
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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Information Technology and Computer Organization |
| 2 | Basic Hardware in Computer |
| 3 | Additional Hardware in Computer |
| 4 | Concept of Software and Types |
| 5 | Operating System, Commonly Used Operating Systems |
| 6 | Word Processors Facilities, Basic Concepts, Creating and Editing a Document, Creating a Table |
| 7 | Properties of Spreadsheet Programs, Basic Concepts |
| 8 | Properties of Spreadsheet Programs Data Entry and Formatting, Calculation |
| 9 | Creating Graphics in Spreadsheet Programs |
| 10 | Slide Presentation Program Facilities, Basic Concepts, Preparation of Slides and Presentations |
| 11 | Database Features, Tables, Records, Fields, Query, Reporting |
| 12 | Internet Infrastructure, Network Protocols, IP Numbers and Computer Names, Internet Servers |
| 13 | Internet Usage, Basic Concepts, www- World Wide Web, ftp- File Transfer Protocol, Search Engines, E-Mail |
| 14 | Web Page Design, Basic Concepts and HTML, Web Page Design in Package Programs |
| **15,16** | **FINAL EXAMS** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | X |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | X |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | X |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | X |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  | X |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | X |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | X |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | X |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | X |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | X |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | FALL |

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| **COURSE CODE** | 211511204 | **COURSE NAME** | ATATÜRK'S PRINCIPLES AND HISTORY OF REVOLUTION I |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 1 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (x ) ELECTIVE ( ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | In terms of history, the basis of the Turkish Revolution, the historical development of the Turkish revolution, time is compared in the indexial axis, examines the concepts of full independence and national sovereignty, the struggle is transferred to young individuals. | | | | | | |
| **COURSE OBJECTIVES** | | | | | To ensure that the students grow up as individuals who are committed to the principles and revolutions of Atatürk, adopting and preserving secular, democratic and contemporary values. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | In the process of completing personality development, the process of awareness is completed with the concepts of full independence and national sovereignty. In general, the course has adopted a critical approach that is self-fulfilling, cultured, sensitive to the agenda, and contributes to the process of constructive and solution-oriented individuals. | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. An ability to apply knowledge of social sciences 2. Ability to analyze, evaluate and design data 3. Ability to do group work 4. An ability to lead an interdisciplinary team 5. Ability to look at life comparatively 6. Understanding professional and ethical responsibility 7. Effective written and oral communication skills 8. An ability to understand the national and global impacts and results of data 9. Ability to comprehend and apply the importance of lifelong learning 10. Ability to follow current professional topics 11. Ability to conduct scientific research under independent or consultant management | | | | | | |
| **TEXTBOOK** | | | | | Gazi Mustafa Kemal Atatürk, Nutuk (Söylev), C. I-II, TTK., Ankara, 1986.  İmparatorluktan Ulus Devlete Türk İnkılâp Tarihi, Cemil Öztürk (ed.), Ank., 2011. | | | | | | |
| **OTHER REFERENCES** | | | | | Niyazi Berkes, Türkiye’de Çağdaşlaşma, İstanbul, 1978.  Enver Ziya Karal, Atatürk ve Devrim (Konferanslar ve Makaleler), TTK., Ankara, 1980.  Enver Ziya Karal, Atatürk’ten Düşünceler, MEB. Yay., Ankara, 1981.  Bernard Lewis, Modern Türkiye’nin Doğuşu, Çev.M.Kıratlı, TTK., Ankara, 1970.  Ahmet Mumcu, Tarih Açısından Türk Devriminin Temelleri ve Gelişimi, Ankara, 1976. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Barcovision, UZEMOYS. | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | The aim of teaching Ataturk's Principles and History of Turkish Revolution and the concept of Turkish Revolution |
| 2 | Overview of the Reasons Preparing the Fall of the Ottoman Empire and the Turkish Revolution |
| 3 | Fragmentation of the Ottoman Empire (Tripoli, Balkan Wars and the First World War) |
| 4 | Mondros Armistice Treaty |
| 5 | The Situation of the Country Against the Occupation and Mustafa Kemal Pasha's Response |
| 6 | Mustafa Kemal Pasha's Departure to Samsun |
| 7 | First Step for National Struggle, Organizing through Congresses |
| 8 | National Forces and National Pact |
| 9 | Opening the Grand National Assembly of Turkey |
| 10 | Turkey to address the Grand National Assembly of the Independence War |
| 11 | National Struggle Until Sakarya Victory |
| 12 | National Struggle in Education and Culture |
| 13 | Sakarya War and Great Attack |
| 14 | From Mudanya to Lausanne |
| 15,16 | **Final Exams** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | X |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | X |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | X |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | X |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | X |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  |  | X |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | X |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | X |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | X |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | X |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGÜ Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | FALL |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211511101 | **COURSE NAME** | TURKISH LANGUAGE I |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | | **Laboratory** | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** |
| 1 | 2 | | 0 | | 0 | | 0 | 2 | **COMPULSORY (X ) ELECTIVE ( )** | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | |
|  | |  | | | |  | | | | | X | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | **Evaluation Type** | | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | | 1 | | 50 |
| 2nd Mid-Term | | | | | |  | |  |
| Quiz | | | | | |  | |  |
| Homework | | | | | |  | |  |
| Project | | | | | |  | |  |
| Report | | | | | |  | |  |
| Others (………) | | | | | |  | |  |
| **FINAL EXAM** | | | |  | | | | | | 1 | | 50 |
| **PREREQUIEITE(S)** | | | | None | | | | | | | | |
| **COURSE DESCRIPTION** | | | | Description and features of language, languages of the world, Position of Turkish among other languages, historical development of Turkish, development of western Turkish, Atatürk’s ideas and projects on Turkish, pronunciation and punctuation, language policies. | | | | | | | | |
| **COURSE OBJECTIVES** | | | | The subject of the course is to expose the value of Turkish language by giving information about development of Turkish language, to gain national language awareness, to develop reading and writing skills, to compare and contrast Turkish language to other languages, to compare and contrast language policy of developed countries to Turkish language policy, to gain skill of speaking. | | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | Develop the ability of using Turkish properly at the business life. | | | | | | | | |
| **COURSE OUTCOMES** | | | | Learn Turkish grammar  Gain an understanding of the position of Turkish among other languages  Gain an understanding of history of Turkish language  Gain knowledge about Turkish languages in the world  Develop the ability of using Turkish properly  Learn the language policies  Gain writing skill  Gain speaking skill  Learn sentence structure and analyzing  Be able to realize Turkish vowels  Be able to realize formation of Turkish  Be able to read and comprehend  Be able to speak simultaneously  Be able to write compositions | | | | | | | | |
| **TEXTBOOK** | | | | 1. Kültür, M. E., “Üniversiteler İçin Türk Dili”, Bayrak Yayınları, İstanbul, 1997.  2. “Türk Dil Yazım Kılavuzu”, TDK Yayınları, 24. baskı, Ankara, 2005 | | | | | | | | |
| **OTHER REFERENCES** | | | | 1. Kaplan, M., “Kültür ve Dil”, 8. baskı, ,Dergah Yayınları, İstanbul, 1993.  2. Fuat, M., “Dil Üstüne”, Adam Yayınları, İstanbul, 2001.  3. Ercilasun, A. B., “Başlangıçtan Yirminci Yüzyıla Türk Dili Tarihi”, Akçağ  Yayınları, 1. baskı, Ankara, 2004.  4. Aksan, D., “Türkçe’nin Gücü”, Bilgi Yayınevi, 4. baskı, Ankara, 1997.  5. Karamanlıoğlu, A., “Türk Dili”, Degah Yayınları, 3. baskı, İstanbul, 1984.  6. Anday, M. C., “Dilimiz Üstüne Konuşmalar”, YKY, İstanbul, 1996.  7. Karaağaç, G., “Dil Tarih ve İnsan”, Akçağ Yayınevi, Ankara, 2002.  8. Aksan, D., “Dil Şu Büyülü Düzen”, Bilgi Yayınevi, Ankara, 2003.  9. Banarlı, N. S., “Türkçe’nin Sırları”, 18. baskı, Kubbealtı Neşriyatı, İstanbul, 2002 | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | DVD, VCD, Barcovision – power point presentation  Online education requirement (if necessary): personal computer, UZEMOYS. | | | | | | | | |

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| COURSE SYLLABUS | |
| WEEK | TOPICS |
| 1 | Language- nation relationship |
| 2 | Language- culture relationship |
| 3 | All Languages in the world. |
| 4 | The place of Turkısh language between World languages |
| 5 | The historical development of Turkish language |
| 6 | The alphabets of the Turks, |
| 7 | Classification of Turkish dialects |
| 8 | Phonetics. |
| 9 | The meaning of the words |
| 10 | Functions of words |
| 11 | Production suffixes in Turkish |
| 12 | Inflectional suffixes in Turkish |
| 13 | Word groups |
| 14 | Sentence knowledge in Turkish |
| **15,16** | **FINAL EXAM** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | X |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | X |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | X |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | X |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | X |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  |  | X |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | X |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | X |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | X |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | X |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  |  | X |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | FALL |

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| **COURSE CODE** | 211511205 | **COURSE NAME** | ENGLISH I |

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| **SEMESTER** | | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** | |
| 1 | | 2 | | 0 | 0 | | | 0 | 2 | COMPULSORY ( X) ELECTIVE ( ) | | | ENGLISH | |
| **COURSE CATAGORY** | | | | | | | | | | | | | | |
| **Basic Vocational Courses** | | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Support Courses** | | |
|  | | |  | | | |  | | | | | X | | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** | |
| 1st Mid-Term | | | | | 1 | | 40 | |
| 2nd Mid-Term | | | | |  | |  | |
| Quiz | | | | |  | |  | |
| Homework | | | | |  | |  | |
| Project | | | | |  | |  | |
| Report | | | | |  | |  | |
| Others (………) | | | | |  | |  | |
| **FINAL EXAM** | | | | | |  | | | | | 1 | | 60 | |
| **PREREQUIEITE(S)** | | | | | | None | | | | | | | | |
| **COURSE DESCRIPTION** | | | | | | The Common European Framework (CEF) consists of content and activities for the acquisition of English language competencies at the Basic user (A1) level according to the assessment and reference system for languages. | | | | | | | | |
| **COURSE OBJECTIVES** | | | | | | In the context of listening, reading, speaking and verbal expression, written expression skills, to provide students with a basis for their development in English language proficiency. | | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | | The students will gain the competencies necessary to understand the basic English language resources related to the applications of the field in which they are studying. | | | | | | | | |
| **COURSE OUTCOMES** | | | | | | At the end of the course, students  1. will be able to understand familiar words and very basic patterns about themselves, their families and their immediate surroundings when spoken slowly and clearly;  2. understand familiar names, words and very simple sentences in written texts such as catalogs, announcements or posters;  3. use simple phrases and sentences to describe where they live and people they know;  4. Make correspondence with short and simple sentences and fill out forms containing personal information. | | | | | | | | |
| **TEXTBOOK** | | | | | | Essential Grammar in Use, 2007, Raymond Murphy, Cambridge University Press, Cambridge: UK | | | | | | | | |
| **OTHER REFERENCES** | | | | | | Asynchronous narration videos and exercises offered to students at <https://canvas.ogu.edu.tr> | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | | A computer with internet connection, UZEMOYS | | | | | | | | |
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| **COURSE SYLLABUS** | | | | | | | | | | | | | |
| **WEEK** | **TOPICS** | | | | | | | | | | | | |
| 1 | Introduction: Course and Learning Management System | | | | | | | | | | | | |
| 2 | am/is/are  am/is/are questions | | | | | | | | | | | | |
| 3 | present continuous  present continuous questions | | | | | | | | | | | | |
| 4 | a/an  singular/plural  there is / there are | | | | | | | | | | | | |
| 5 | countable/uncountable 1  I/me, he/him, they/them | | | | | | | | | | | | |
| 6 | my/his/their  mine/yours/hers | | | | | | | | | | | | |
| 7 | Do this! Don’t do this! | | | | | | | | | | | | |
| 8 | This/that/these/those  Simple present | | | | | | | | | | | | |
| 9 | Simple present negatives  Present simple questions | | | | | | | | | | | | |
| 10 | Simple present and present cont.  Some/any | | | | | | | | | | | | |
| 11 | Was/were  Simple past | | | | | | | | | | | | |
| 12 | Simple past questions  Adjectives | | | | | | | | | | | | |
| 13 | Adverbs | | | | | | | | | | | | |
| 14 | An overview | | | | | | | | | | | | |
| **15-16** | **FINAL EXAMS** | | | | | | | | | | | | |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  | X |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | X |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | X |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | X |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  | X |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | X |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | X |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | X |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | X |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | X |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  |  | X |
| 1:None. 2:Partially Contribution. 3: Completely Contribution. | | | | |



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211512302 | **COURSE NAME** | MEDICAL DOCUMENTATION |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | 3 | | 0 | 0 | | | 3 | 3 | COMPULSORY (X) ELECTIVE | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | Teaching applications related to medical documents, patient file forms and patient file archives. | | | | | | |
| **COURSE OBJECTIVES** | | | | | To train health technicians who have knowledge of documented and electronic medical documents, who can manage and process them, and who have improved themselves in establishing and managing archives. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Gaining professional skills related to the course will enable the Medical Secretary, who will work in a health institution, to have full knowledge of all medical correspondence, filing and archiving processes. | | | | | | |
| **COURSE OUTCOMES** | | | | | The student taking the course;  Defines medical documents and medical archives. It can describe the necessary information about the archive structure, types and how it is set up.Define and implement electronic records, documents, signatures and archiving. Can apply the methods of collecting, classifying, storing and protecting archival material.  Define the health problems of medical archive workers.  It can define hospital information systems, electronic health records, personal health data, information systems.  It can implement procedures about the confidentiality and security of data. | | | | | | |
| **TEXTBOOK** | | | | | Tıbbi Dokümantasyon-İstanbul Üniversitesi Açık Ve Uzaktan Eğitim Fakültesi Yayınları- Dr. Öğr. Üyesi Aysu Kurtuldu (July 2023 link: https://auzefmobil.istanbul.edu.tr/secure/anasayfa/index.xhtml) | | | | | | |
| **OTHER REFERENCES** | | | | | Tıbbi Sekreterlik-Prof. Dr. Dilaver Tengilimoğlu-Öğr. Gör. Aysel Köksal (January, 2021) | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Barkovision, Power Point, Computer, UZEM OYS | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Objectives of the Course, the emerging data in health institutions and the importance of their management |
| 2 | Definition and History of Medical Documentation |
| 3 | Basic Features of Medical Documents |
| 4 | Importance of Medical Documentation for Patients and Hospitals |
| 5 | Importance of Medical Documentation for Physicians and Public Health |
| 6 | What is a Medical Record? Creating a Patient File by the Medical Secretary |
| 7 | Methods of Numbering Patient Files, Quantitative and qualitative analysis of patient files |
| 8 | Medical Documents in Patient Files |
| 9 | Management of Medical Documents |
| 10 | Confidentiality of Patient Files |
| 11 | International Classification System of Diseases and ICD |
| 12 | Legal Aspect of Medical Documentation |
| 13 | Ministry of Health Regulations |
| 14 | Medical Correspondence |
| **15,16** | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  | **X** |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. | **X** |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **X** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

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**ESOGÜ Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and** **Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211512295 | **COURSE NAME** | TEN FINGER SPELLING TECHNIQUES II |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | 2 | | 2 | 0 | | | 3 | 6 | COMPULSORY (X) ELECTIVE() | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Profession Courses** | | | | **Social Courses** | | | | | **Support Courses** |
| **x** | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 30 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | | 1 | 20 |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 50 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | Accelerating studies, correct and fast writing of Turkish and Foreign language texts. | | | | | | |
| **COURSE OBJECTIVES** | | | | | Ensuring correct and fast preparation of texts with F keyboard ten-finger typing technique | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Gaining knowledge and skills in subjects that require professional writing techniques | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Ability to write texts accurately and quickly 2. Ability to write texts in a foreign language without errors and quickly | | | | | | |
| **TEXTBOOK** | | | | | Öztoprak, M.; Koç Ö. (2017) Klavye Teknikleri. Ankara: Seçkin Kitabevi. Ünlü, A. (2011) 26 Saatte Onparmak Öğreniyorum. Konya: Yelken Yayınları | | | | | | |
| **OTHER REFERENCES** | | | | | Okutkan M. (1994). Ticaret Liseleri için DAKTİLOĞRAFİ M.E. BasımeviMEGEP F Klavye 2 Ders Modülüwww.turkegitim.net | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, UZEMOYS. | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Using the Q, q keys |
| 2 | Using the W key |
| 3 | Using the X key |
| 4 | Using the Backspace key |
| 5 | Using the Shift key |
| 6 | Use of punctuation marks |
| 7 | Speed ​​increasing exercises with punctuation marks |
| 8 | Using the number keys |
| 9 | Speed ​​increase studies with number keys |
| 10 | Speed ​​improvement exercises with simple words |
| 11 | Speeding exercises with difficult words |
| 12 | Error-free writing of foreign language texts |
| 13 | Fast typing of foreign language texts |
| 14 | Accurate and fast writing of foreign language texts |
| 15,16 | **FINAL EXAM** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. | **X** |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  | **X** |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:

**Date:**



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211512303 | **COURSE NAME** | MEDICAL SECRETARY |

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | 3 | | 0 | 0 | | | 3 | 3 | COMPULSORY (X) ELECTIVE () | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 30 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | | 1 | 20 |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 50 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | To explain the conceptual dimension of medical secretary, types, duties of medical secretary in outpatient and inpatient care institutions and ethical values. | | | | | | |
| **COURSE OBJECTIVES** | | | | | To adopt how to perform the profession as a medical secretary professionally, how professional development should be, professional principles and ethical values. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | To adopt professional difference from other types of secretarial and to feel the need to constantly update itself. | | | | | | |
| **COURSE OUTCOMES** | | | | | 1- To have detailed knowledge in professional sense  2- Understand hospital management processes and job descriptions  3- To comprehend filing and correspondence processes in health institutions. | | | | | | |
| **TEXTBOOK** | | | | | Dilaver Tengilimoğlu, Aysel Köksal (2013). Tıp Sekreterliği. Seçkin Yayıncılık. | | | | | | |
| **OTHER REFERENCES** | | | | | Edt. Aylanur Ataklı, Aslan Kaplan (2016). Tıbbi Dokümantasyon ve Sekreterlik, Güneş Tıp Kitabevleri. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Laser Pointer, UZEMOYS. | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | The Medical Secretariat, its Place in the Health Team and the Features that Distinguishes Medical Secretaries from Other Secretaries |
| 2 | Professional Attitudes, Habits, Characteristics of Medical Secretaries |
| 3 | Duties of Medical Secretaries |
| 4 | Key Medical Terms that Medical Secretaries Should Know |
| 5 | Types of Medical Secretariat |
| 6 | Task Distribution of Medical Secretaries to the Units They Work |
| 7 | Communication in Health Services and National Color Codes in Health |
| 8 | Relationship of Medical Secretaries with Patients, Relatives, Physicians and Nurses |
| 9 | Health Services, Functions and International Health Organizations |
| 10 | Development of Health Services in the World and in Turkey |
| 11 | Appointments and Reception of Visitors in Health Services |
| 12 | Meeting Management in Health Services |
| 13 | Travel Organization in Health Services |
| 14 | Hospital Information Management Systems (HIMS) |
| 15,16 | **FINAL EXAM** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **x** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  | **x** |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **x** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **x** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. | **x** |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **x** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **x** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **x** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **x** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **x** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **x** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **x** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

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**ESOGÜ Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211512101 | **COURSE NAME** | TURKISH LANGUAGE II |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | | **Laboratory** | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** |
| 2 | 2 | | 0 | | 0 | | 0 | 2 | COMPULSORY (X ) ELECTIVE ( ) | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | |
|  | |  | | | |  | | | | | X | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | **Evaluation Type** | | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | | 1 | | 50 |
| 2nd Mid-Term | | | | | |  | |  |
| Quiz | | | | | |  | |  |
| Homework | | | | | |  | |  |
| Project | | | | | |  | |  |
| Report | | | | | |  | |  |
| Others (………) | | | | | |  | |  |
| **FINAL EXAM** | | | |  | | | | | | 1 | | 50 |
| **PREREQUIEITE(S)** | | | | None | | | | | | | | |
| **COURSE DESCRIPTION** | | | | Turkish Language II course includes the subjects necessary to enable the student to make successful written and spoken applications in both literary and academic subjects. Information is given about written expression rules, writing types, and forms of expression. Written expression practices are carried out in order to improve written expression skills. For success in spoken expression, information about the rules of diction is given, and expression studies and applications are made. | | | | | | | | |
| **COURSE OBJECTIVES** | | | | Among the objectives of the course are to improve the skills of our young people, who are educated in different fields in accordance with the conditions of the age, to express their ideas about any subject in writing, to enable them to learn the rules of diction and effective speaking in general terms, to raise awareness about diction and effective speaking, and to eliminate the deficiencies in language and expression. | | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | Developing the ability to use Turkish correctly and communication skills in business life. | | | | | | | | |
| **COURSE OUTCOMES** | | | | To be able to express their feelings, thoughts, knowledge, expectations, experiences, verbally and in writing  To be able to use the Turkish equivalents of the terms of profession and science  To develop vocabulary  To be able to distinguish the types of writing  To be able to provide oral and written expression  To be able to read and understand Turkish science, art and culture publications  To recognize selected sample texts from the history of Turkish and world literature and thought  To be able to produce texts with “correct Turkish” in the field of science, art and culture | | | | | | | | |
| **TEXTBOOK** | | | | Berrin Ar, İ. Alperen Biçer, Meriç Akpınar, Esin Ağca, Selin Şenaysoy, Halit Çelik, S. Alper Sökmen, Türk Dili I-II, Eskişehir Osmangazi Ün. Yayınları, Eskişehir, 2017 | | | | | | | | |
| **OTHER REFERENCES** | | | | Prof.Dr. Mustafa Özkan, Dr. Osman Esin, Dr. Hatice Tören, Yükseköğretimde Türk Dili, Filiz Kitabevi, İstanbul, 2001. Prof.Dr. Kemal Yavuz, Prof. Dr. Kazım Yetiş, Prof. Dr. Necat Birinci, Üniversitede Türk Dili ve Kompozisyon Dersleri, Bayrak Yayınevi, İstanbul,1999. Prof Dr. Muharrem Ergin, Üniversiteler İçin Türk Dili, Bayrak Yayınevi, İstanbul, 2001. Porf. Dr. Zeynep Korkmaz, Prof. Dr. Ahmet Ercilasun, Prof.Dr. Hamza Zülfikar, Prof. Dr. İsmail Parlatır, Prof.Dr. Mehmet Akalın, Prof Dr. Tuncer Gülensoy, Prof Dr. Necat Birinci, Türk Dili ve Kompozisyon Bilgileri, Yargı Yayınevi, Ankara,2001. Prof. Dr. Şerif Aktaş, Yrd. Doç. Dr. Osman Gündüz, Yazılı ve Sözlü Anlatım, Akçağ Yayınevi, Ankara,2001. | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | DVD, VCD, Barcovision – power point presentation  Distance/ online teaching (if necessary): personal computer, UZEMOYS. | | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Language- nation relationship Course aims and objectives, content, resources to be used and the presentation of the semester lesson plan. Problems of Turkish. |
| 2 | Spelling rules and practice. |
| 3 | Punctuation marks and its application. |
| 4 | What is narration? Features of narration. |
| 5 | Expression types, formats and application. |
| 6 | General information about the composition. |
| 7 | The plan and application to be used in composition writing. |
| 8 | Types of written composition (functional texts, review texts, intellectual texts, literary texts). Petition, report, official report, article, opinion column, essay. |
| 9 | Criticism, paper, thesis, biography, autobiography. |
| 10 | Monograph, memoir, travelogue, conversation, letter. |
| 11 | Story, novel, drama, screenplay. |
| 12 | Diction and effective speaking. |
| 13 | General expression disorders in Turkish and their correction. |
| 14 | Developing the student's ability to speak and write correctly and beautifully by making use of selected sample texts from Turkish and world literatures and the history of thought, and related practices. |
| 15,16 | **FINAL EXAM** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | **X** |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | **X** |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | **X** |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | **X** |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **X** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211512304 | **COURSE NAME** | ENGLISH II |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 0 | 2 | COMPULSORY (X) ELECTIVE () | | | | ENGLISH |
| **COURSE CATAGORY** | | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Support Courses** | | |
|  | |  | | | |  | | | | | X | | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** | |
| 1st Mid-Term | | | | | 1 | | 40 | |
| 2nd Mid-Term | | | | |  | |  | |
| Quiz | | | | |  | |  | |
| Homework | | | | |  | |  | |
| Project | | | | |  | |  | |
| Report | | | | |  | |  | |
| Others (………) | | | | |  | |  | |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 | |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | | |
| **COURSE DESCRIPTION** | | | | | The Common European Framework (CEF) consists of content and activities for the acquisition of English language competencies at the Basic user (A1) level according to the assessment and reference system for languages. | | | | | | | | |
| **COURSE OBJECTIVES** | | | | | In the context of listening, reading, speaking and verbal expression, written expression skills, to provide students with a basis for their development in English language proficiency. | | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | The students will gain the competencies necessary to understand the basic English language resources related to the applications of the field in which they are studying. | | | | | | | | |
| **COURSE OUTCOMES** | | | | | At the end of the course, students  1. will be able to understand familiar words and very basic patterns about themselves, their families and their immediate surroundings when spoken slowly and clearly;  2. understand familiar names, words and very simple sentences in written texts such as catalogs, announcements or posters;  3. use simple phrases and sentences to describe where they live and people they know;  4. Make correspondence with short and simple sentences and fill out forms containing personal information. | | | | | | | | |
| **TEXTBOOK** | | | | | Essential Grammar in Use, 2007, Raymond Murphy, Cambridge University Press, Cambridge: UK | | | | | | | | |
| **OTHER REFERENCES** | | | | | Asynchronous narration videos and exercises offered to students at https://uzemoys.ogu.edu.tr | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | A computer with internet connection. UZEMOYS | | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Past continuous  Past continuous and simple past |
| 2 | Comparatives  Comparatives  Superlatives |
| 3 | Present perfect 1  Present perfect 2  Present perfect 3 |
| 4 | Present perfect 4  For since ago  Present perfect and simple past |
| 5 | Passive 1  What are you doing tomorrow? |
| 6 | I’m going to  Will/shall 1 |
| 7 | Will/shall 2  Might |
| 8 | Can and could  Must /mustn’t/ don’t need to |
| 9 | Should  Have to  Would you like |
| 10 | It…  I’m /I don’t etc. |
| 11 | infinitive/ gerund  I want you to…  I went to the shop to… |
| 12 | Do and make |
| 13 | And but or so because  In on at (places) |
| 14 | An overview |
| **15-16** | **FINAL EXAMS** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  | X |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | X |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | X |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | X |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  | X |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | X |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | X |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | X |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | X |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | X |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  |  | X |
| 1:None. 2:Partially Contribution. 3: Completely Contribution. | | | | |



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

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| **COURSE CODE** | 211512305 | **COURSE NAME** | ATATÜRK'S PRINCIPLES AND HISTORY OF REVOLUTION II |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (x ) ELECTIVE ( ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | In terms of history, the basis of the Turkish Revolution, the historical development of the Turkish revolution, time is compared in the indexial axis, examines the concepts of full independence and national sovereignty, the struggle is transferred to young individuals. | | | | | | |
| **COURSE OBJECTIVES** | | | | | To ensure that the students grow up as individuals who are committed to the principles and revolutions of Atatürk, adopting and preserving secular, democratic and contemporary values. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | In the process of completing personality development, the process of awareness is completed with the concepts of full independence and national sovereignty. In general, the course has adopted a critical approach that is self-fulfilling, cultured, sensitive to the agenda, and contributes to the process of constructive and solution-oriented individuals. | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. An ability to apply knowledge of social sciences 2. Ability to analyze, evaluate and design data 3. Ability to do group work 4. An ability to lead an interdisciplinary team 5. Ability to look at life comparatively 6. Understanding professional and ethical responsibility 7. Effective written and oral communication skills 8. An ability to understand the national and global impacts and results of data 9. Ability to comprehend and apply the importance of lifelong learning 10. Ability to follow current professional topics 11. Ability to conduct scientific research under independent or consultant management | | | | | | |
| **TEXTBOOK** | | | | | Gazi Mustafa Kemal Atatürk, Nutuk (Söylev), C. I-II, TTK., Ankara, 1986.  İmparatorluktan Ulus Devlete Türk İnkılâp Tarihi, Cemil Öztürk (ed.), Ank., 2011. | | | | | | |
| **OTHER REFERENCES** | | | | | Niyazi Berkes, Türkiye’de Çağdaşlaşma, İstanbul, 1978.  Enver Ziya Karal, Atatürk ve Devrim (Konferanslar ve Makaleler), TTK., Ankara, 1980.  Enver Ziya Karal, Atatürk’ten Düşünceler, MEB. Yay., Ankara, 1981.  Bernard Lewis, Modern Türkiye’nin Doğuşu, Çev.M.Kıratlı, TTK., Ankara, 1970.  Ahmet Mumcu, Tarih Açısından Türk Devriminin Temelleri ve Gelişimi, Ankara, 1976. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Barcovision, UZEMOYS. | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Strategy of the Turkish Revolution |
| 2 | Treaty of Sèvres and Lausanne |
| 3 | Two Great Revolutions in the Political Field |
| 4 | Progressive Republican Party and Approval Period |
| 5 | Multi-Party Enforcement Attempt and Some Domestic Political Events (TCF and Takrir-i Sükûn Period) |
| 6 | Turkish Legal Revolution |
| 7 | Education and Cultural Revolution |
| 8 | Revolutions Made in the Field of Economics |
| 9 | Revolutions in Social Structure and Health |
| 10 | Foreign Policy of the Republic of Turkey |
| 11 | Geopolitics and Turkey's Geopolitical Situation |
| 12 | The Threat of Psychological Operations Against University Youth |
| 13 | Ataturk's Principles and Threats to These Principles |
| 14 | Activities in the Field of Higher Education and University Reform |
| **15,16** | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | X |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | X |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | X |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | X |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | X |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  |  | X |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | X |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | X |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | X |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | X |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentatıon And Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211512299 | **COURSE NAME** | ANATOMY |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (X) ELECTIVE () | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | |
|  | | **X** | | | |  | | | | |  | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 40 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | The lesson contains the importance of the anatomy science, its sub-branches, anatomy terms and concepts, organs and the systems. The lesson contains; the systems, locomotors systems, cardiovascular system, respiratory system, digestive system, nervous system, uriner system, genital system, endocrine system and organ of 5 sense. These teorical anatomic information are learned by the help of the dictionaries and anatomy atlas and maquettes. | | | | | | | |
| **COURSE OBJECTIVES** | | | | | To give information about human body is structure. To use the Latin terminologies that are internationally common while learning the medical terms and concepts. | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | The lesson’s target is to give information to the health personnel that will work on medicine care. | | | | | | | |
| **COURSE OUTCOMES** | | | | | Skill to apply the anatomic knowledges  Skill to analyze the datum.  Skill to have active writen / oral comminication.  Skill to work in group  To realize the profesional responsibility  Skill to use school material which are selected according to the topic. | | | | | | | |
| **TEXTBOOK** | | | | | ŞAHİN, B. (2020), Sağlık Bilimleri İçin Resimli Temel Anatomi.  Sobotta, Atlas of Human Anatomi. Sobotta, Friedrich Paulse, Jens Waschke. 2019. | | | | | | | |
| **OTHER REFERENCES** | | | | | ÖZ, S., ORTADEVECİ, A., ÖZDEN, H., AY, G., BOZDOĞAN, C., YILDIZ, F., KAYA, M., TUĞ, Ö. (2022). Sağlık Bilimleri İçin Tıbbi ve Mesleki Terminoloji, S.  ÖZ, S. (2018). Anatomi Terimler Sözlüğü. | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Anatomy Models, Atlas of Anatomy, UZEMOYS. | | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | The importance of the anatomy and its subbranches, Anatomic terms and concepts |
| 2 | Locomotor system- Bones-Joints |
| 3 | Locomotor system- Skeletal muscles |
| 4 | Cardio-vasculer system- Heart |
| 5 | Cardio-vasculer system-vessels |
| 6 | Respiratory system |
| 7 | Digestive system |
| 8 | Uriner System |
| 9 | Central Nervous System |
| 10 | Peripheral Nervous system |
| 11 | Woman’s genital organs |
| 12 | Man’s genital organs |
| 13 | Endocrine system |
| 14 | Sense organs |
| 15-16 | **FINAL EXAM** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  | **X** |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | **X** |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. | **X** |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | **X** |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **X** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211512307 | **COURSE NAME** | HEALTH SERVICE MANAGEMENT |

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (x ) ELECTIVE () | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | Management concept, principles, historical development, functions  Features, classification, functions of health services  Management of health services  Establishment of health services  Hospitals, basic features of hospitals, functions of hospitals  Patient rights and ethics in healthcare businesses  Contemporary approaches in health care | | | | | | |
| **COURSE OBJECTIVES** | | | | | The purpose of this course is to introduce the basic concepts of management. In addition to this, the course will transfer the main principal of health care management to application. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Taking this course, students will apply the profession and professional life in hospitals. They will gain information about health care management | | | | | | |
| **COURSE OUTCOMES** | | | | | Learn about management concept.  Learn about the history of management.  Learn about management principles.  Learn about management functions.  Obtain knowledge about health care.  Obtain knowledge about hospital management | | | | | | |
| **TEXTBOOK** | | | | | Tengilimioğlu D., Işık,O., Akbolat M. (2012). Sağlık İşletmeleri Yönetimi. Nobel Yayınları | | | | | | |
| **OTHER REFERENCES** | | | | | Ertürk M. (1995) İşletmelerde Yönetim ve Organizasyon İstanbul Beta Yayın | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Laser Pointer, UZEMOYS. | | | | | | |

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| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Basic concepts of business and business types |
| 2 | Definition, historical development and functions of management |
| 3 | Management functions: planning, organizing, directing, co-ordination and control |
| 4 | Features, classification and functions of health services |
| 5 | Health system and its environment. Relations with the health system and the external environment |
| 6 | Establishment Studies in Healthcare Businesses |
| 7 | Development and Organization of Health Services in Turkey |
| 8 | Hospital Management |
| 9 | Production management in healthcare establishments |
| 10 | Health Financing and Expenditures |
| 11 | Health Financing and Expenditures Human Resources in Health Organizations |
| 12 | Contemporary approaches in health enterprises. |
| 13 | Total Quality Management in Health Services |
| 14 | Facility Management in Healthcare Institutions |
| 15,16 | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  | **X** |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | **X** |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **X** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211512296 | **COURSE NAME** | VOCATIONAL ENGLISH I |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY ( X) ELECTIVE ( ) | | | ENGLISH |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | |
| X | |  | | | |  | | | | |  | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 40 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Human body and systems  Have an appointment on the phone  Admittance to hospitals  Open a File and patient examination at the Out-Patient Clinic /Health Centers  Patient Assessment | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The aim of the course is to enable students about human anatomy, sytems and organs,health and illnesses, CV writing, applying for a job, to open up a file, to keep patient files, to have an appointment on the phone | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | Students gain skills to communicate in English with patients and their relatives by making the application in Vocational School of Health Services | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Use the target language in real life situation 2. Understand and respond dialogues, 3. Comprehend reading passages in english, 4. Communicate with native speakers, 5. Patients express themselves in written forms | | | | | | | |
| **TEXTBOOK** | | | | | 1. Claire L. KILINÇ (2008). Vocational Medical English. Gündüz Eğitim ve Yayıncılık 2. Steve Flinders. Test Your Professional English: Business General. | | | | | | | |
| **OTHER REFERENCES** | | | | | 1. Murphy, R. (1998). English Vocabulary in Use. Cambridge. 2. Dr. Gül KESKİL ve Dr. Nilgün YORGANCI (2008). Medical English For Vocational Health Schools. Gündüz Eğitim ve Yayıncılık. 3. Özdağ, N.(2006) Sağlık Meslek Yüksekokulları ve Sağlık Personeli İçin Mesleki İngilizce. Ankara. Kök Yayıncılık 4. Dictionary of Contemprary English, Longman | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | UZEMOYS, Projection, Computer, Laser Pointer | | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Meeting, Level Determination |
| 2 | Grammar Review, Listening and Understanding Studies |
| 3 | Use of Numerical and Historical Expressions |
| 4 | Parts of the body (internal-external organs) |
| 5 | Medical Specialists and Diseases |
| 6 | Medical Equipment and Appliances, Office Equipment |
| 7 | Hospital Departments and In-Hospital referrals |
| 8 | Medical Terminology |
| 9 | English speaking practice in health centers |
| 10 | Medical Secretarial Services (Hospital admission, admission procedures) |
| 11 | Medical Secretarial Services (Patient evaluation. Understanding of health history) |
| 12 | Telephone Communication Terms and Sentences |
| 13 | Make an appointment at the hospital and by telephone |
| 14 | English terms related to hospitalization and admission procedures |
| 15,16 | FINAL EXAM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | **X** |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | **X** |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | **X** |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. | **X** |  |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | **X** |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**: **Date:**

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**Course Information Form**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211512306 | **COURSE TITLE** | INTERNSHIP |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY CLASS HOURS** | | | | | | **COURSE** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | 0 | | 0 | 0 | | | 0 | 5 | REQUIRED (X) ELECTIVE ( ) | | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** |
| x | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **IN SEMESTER** | | | | | **Type of activity** | | | | | **Number** | **%** |
| I. Midterm Exam | | | | |  |  |
| II. Midterm | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report (Internship Book) | | | | | 1 | 40 |
| Other (Workplace evaluation form) | | | | | 1 | 60 |
| **SEMESTER FINAL EXAM** | | | | | None | | | | |  |  |
| **SUGGESTED PREREQUISITES, IF ANY** | | | | | In order to be able to do an internship, the student must have taken at least 1 semester of courses and should be successful in at least half of the total ECTS of the semester's courses. | | | | | | |
| **BRIEF CONTENT OF THE COURSE** | | | | | Application of all courses such as Basic Vocational Courses, Specialized Courses, Social Courses, Support Courses in the health institution | | | | | | |
| **COURSE OBJECTIVES** | | | | | Practical experience of the theoretical courses taken in the field of medical secretariat in the health institution | | | | | | |
| **CONTRIBUTION OF THE COURSE TO PROVIDING VOCATIONAL EDUCATION** | | | | | Gaining the ability to apply the knowledge learned in vocational courses. | | | | | | |
| **LEARNING OUTCOMES OF THE COURSE** | | | | | 1. Having professional knowledge of detailed application 2. Gaining vocational skills related to the course 3. Realization of the subjects learned in vocational courses in the practice environment | | | | | | |
| **BASIC TEXTBOOK** | | | | | The course book is not used because it is learned by doing in the application environment. | | | | | | |
| **HELPING RESOURCES** | | | | | Dilaver Tengilimoğlu , Aysel Köksal (2013). Medical Secretariat. Distinguished Publishing. | | | | | | |
| **TOOLS AND MATERIALS REQUIRED IN THE COURSE** | | | | | UZEMOS,  Office equipment in the student's practice unit | | | | | | |

|  |  |
| --- | --- |
| **WEEKLY PLAN OF THE COURSE** | |
| **WEEK** | **TOPICS PROCESSED** |
| one | Getting to know the Health Institution, meeting with the staff and orientation process.  Learning the job description, goals and objectives |
| 2 | Ability to communicate positively with workplace employees |
| 3 | Ability to use professional and technological equipment in the workplace |
| 4 | Ability to fulfill workplace duties and responsibilities |
| **5** | **DELIVERY OF INTERNSHIP FILE** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTPUT** | **3** | **2** | **one** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to create, edit, save and store medical documents. | **X** |  |  |
| 5 | To be able to report using the knowledge of medical terminology related to the field of health. | **X** |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization . | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | As a member of the health team, to be able to perform the duties and responsibilities in harmony with his teammates. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11th | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments in the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1** : No Contribution. **2** : Partially Contributed. **3** : Full Contribution Available. | | | | |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | FALL |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211513297 | **COURSE NAME** | PROFESSIONAL ETHICS |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** |
| 3 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (X) ELECTIVE | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | |
|  | | X | | | |  | | | | |  | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 50 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 50 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | What is ethics ? What are the main ethical approaches and principles. ?  Professional ethics and codes | | | | | | | |
| **COURSE OBJECTIVES** | | | | | Be aware of ethics in everyday medical practice, to take responsibility and apply professional ethics codes. | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | Understanding the basic ethical concepts and learning, understanding and application of professional ethical responsibility | | | | | | | |
| **COURSE OUTCOMES** | | | | | To be sensitive to the values​​, codes of ethics to maintain their professional activities, to respect rights | | | | | | | |
| **TEXTBOOK** | | | | | [Prof. Dr. Neyyire Yasemin Yalım](https://www.ankaranobel.com/tumu-c-0?filtreler%5B2%5D%5B%5D=994), [Dr. Şükrü Keleş](https://www.ankaranobel.com/tumu-c-0?filtreler%5B2%5D%5B%5D=720) (2019). Sağlık Programları Meslek Etiği. [Ankara Nobel Tıp Kitabevleri](https://www.ankaranobel.com/ankara-nobel-tip-kitabevleri). | | | | | | | |
| **OTHER REFERENCES** | | | | | Gülfer Büyükbaş (2021). Sağlık Meslek Etiği. Duvar Kitapevi.Cevizci A. (2002). Etiğe Giriş. Paradigma Yayınları. İstanbulPehlivan İ. (1998) Yönetsel Mesleki ve Örgütsel Etik. Pegem Yay. Ankara | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, UZEMOYS. | | | | | | | |

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| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Philosophy, Ethics and Value concepts |
| 2 | Moral action, Moral philosophy, Ethics |
| 3 | Ethics and morals difference, parts of ethics, elements of ethics, functions of ethics. Theoretical and applied ethics. |
| 4 | Types of ethics and Basic ethical approaches |
| 5 | Basic ethical approaches and Basic ethical principles. |
| 6 | Health and Rights Concepts |
| 7 | Profession, definition and content of professional ethics, Codes of professional ethics, Ethical sensitivity and ethical awareness in professional practices |
| 8 | Health Legislation and Professional Responsibilities |
| 9 | Case Discussions and Ethical Evaluation (Justice) |
| 10 | Case Discussions and Ethical Evaluation (Integrity and Confidentiality) |
| 11 | Case Discussions and Ethical Evaluation (Informed Consent and Confidentiality) |
| 12 | Case Discussions and Ethical Evaluation (End of Life and Care) |
| 13 | Case Discussions and Ethical Evaluation (Beginning of Life and value conflict) |
| 14 | Case Discussions and Ethical Assessment (Communication with Colleagues, Vulnerable Groups) |
| **15,16** | **FINAL EXAMS** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  | **X** |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | **X** |
| 4 | To be able to create, edit, save and store medical documents. |  |  | **X** |
| 5 | To be able to report using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization . |  | **X** |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | As a member of the health team, to be able to perform the duties and responsibilities in harmony with his teammates. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **X** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments in the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**: **Date:**



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | FALL |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211513298 | **COURSE NAME** | BIOSTATISTICS |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 3 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY ( X) ELECTIVE ( ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 50 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 50 |
| **PREREQUIEITE(S)** | | | | | NONE | | | | | | |
| **COURSE DESCRIPTION** | | | | | Definition of Statistics and Biostatistics, The Terms Used in Biostatistics, Variables and Data Types, Introduction to PASW Package, Descriptive Statistics, Graphics Display, Hypothesis Testing, Normal Distribution, Normality Tests, Student's t Test, Mann-Whitney U Test, Wilcoxon T-test, Analysis of Variance, Chi-Square Analyses, Regression and Correlation Analysis, Statistical Methods for Health Science. | | | | | | |
| **COURSE OBJECTIVES** | | | | | To train students who can release the relationship between diseases and some of the factors, understand and interpret the literature in the health field, be capable of evaluation of ​​the scientific articles with basic knowledge of biostatistics. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Acquire the ability of understanding the researches in the field of health and planning and execution researches in health studies. | | | | | | |
| **COURSE OUTCOMES** | | | | | Establish the appropriate hypotheses for a health research,  Define and classify resulting data types and variables,  Describe relationships between variables, identify the dependent and independent variables, identify the risk factors,  Determine the appropriate biostatistical analyses according to the experiment planning and research method,  Perform analyses by means of a package program PASW and interpret the results correctly,  Present the results of the analyses by making the appropriate tables and graphs,  Make the correct inferences and test hypotheses,  Understand the results of a study, interpret the basic biostatistical analyses correctly in scientific articles. | | | | | | |
| **TEXTBOOK** | | | | | Özdamar K.: PASW İle Biyoistatistik, Kaan Kitabevi, 8. baskı, Eskişehir, 2010. | | | | | | |
| **OTHER REFERENCES** | | | | | 1.Özdamar K.: PASW İle Biyoistatistik, Kaan Kitabevi, 5. baskı, Eskişehir, 2003.2. Armitage P.:Statistical Methods in Medical Research, Blackwell Science Oxford, 2002.3. Dawson B, Trapp Robert G.: Basic & Clinical Biostatistics, Lange Medical Books/ McGrow-Hill NewYork, 2004. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer lab., Barcovision, PASW software package. UZEMOYS | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Definition of Statistics and Biostatistics, Explanation of Terms Used in Biostatistics, Explanation of Variables and Data Types |
| 2 | Introduction to PASW, Introduction to the Menus, Input Variables and Data Set |
| 3 | Measures of Central Tendency |
| 4 | Measures of Dispersion |
| 5 | Creating Graphs in PASW |
| 6 | Hypothesis, Research Hypothesis, Statistical Hypothesis, Null Hypothesis, Alternative Hypothesis, I. and II. Type Errors, Significance Levels |
| 7 | Properties of Normal Distribution, Normality Tests, Normality Tests in PASW |
| 8 | Independent Samples Student's t-Test, Paired Student's t Test, Examples in PASW |
| 9 | Mann-Whitney U-Test, Wilcoxon Samples T Test, Examples in PASW |
| 10 | One-Way ANOVA, Kruskal-Wallis H Test, Examples in PASW |
| 11 | Chi-Square Analysis of Independence in RxC and 2x2 Cross Tables, Examples in PASW |
| 12 | Regression and Correlation Analysis, Simple Linear Regression Analysis, Pearson and Spearrman Correlation Analyses, Examples in PASW |
| 13 | Statistics for Health Science, Description of the Concepts of Health-Related Rates, Population Statistics, Population Pyramid, Births and Deaths Related Statistics, Statistics Related to Diseases |
| 14 | Medical Diagnostic Tests Reliability, Sensitivity, Specificity, Positive Predictive Value, Negative Predictive Value, False Negative, False Positive, Accuracy Rate |
| 15,16 | FINAL EXAMS |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  | **X** |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | **X** |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  |  | **X** |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **X** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **X** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | FALL |

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| **COURSE CODE** | 211513299 | **COURSE NAME** | FIRST AID |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Labratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 3 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (x ) ELECTIVE () | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | | X | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | In this course, basic life support about first aid in suddenly-appeared diseases and accidents, carrying techniques, wounds come by traumas. | | | | | | |
| **COURSE OBJECTIVES** | | | | | Giving information about issues that the students will often come across in first aid and upskilling them. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Teaching proper and conscious intervention practically, to save life in first aid required cases, to prevent it from getting worsen and to provide healing | | | | | | |
| **COURSE OUTCOMES** | | | | | 1.To gain first aid ability in case of an emergency disease / accident appeared in the professional area.  2.By taking first aid education, to gain the ability of acting with the responsibility and conscience for applying the proper first aid on the instant of an emergency disease / accident.  3.To gain the ability of communicating with patient and health staff. | | | | | | |
| **TEXTBOOK** | | | | | İlkyardım ve Acil Sağlık Hizmetleri Daire Başkanlığı (2011). Temel İlkyardım Uygulamaları Eğitim Kitabı. | | | | | | |
| **OTHER REFERENCES** | | | | | 1.Türk Kızılayı İlkyardım Eğitimleri için Eğitim Rehberi  2.Tülek A., Anık N. (2015). Temel İlk Yardım Uygulamaları Ders Notları ESOGÜ SHMYO. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Laser Pointer, Basic Life Support Maquette, Wound Maquette, Ateles Used In Anaclasis, First Aid Bag, Other Equipments.  Computer, UZEMOYS. | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | General first aid information |
| 2 | Basic life support |
| 3 | Basic life support (students' practice) |
| 4 | Causes of airway obstructions and first aid |
| 5 | Causes of airway obstructions and first aid (students' practice) |
| 6 | First aid in bleeding |
| 7 | First aid for injuries |
| 8 | First aid in burn-heat stroke and freezing |
| 9 | First aid in poisoning |
| 10 | First aid in animal bites |
| 11 | First aid in fractures, dislocations and sprains |
| 12 | First aid in consciousness disorders |
| 13 | First aid in drowning |
| 14 | Patient transport techniques |
| 15,16 | **FINAL EXAMS** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  | **X** |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | **X** |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  | **X** |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. | **X** |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | **X** |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **X** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

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**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentatıon And Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | FALL |

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| **COURSE CODE** | 211513300 | **COURSE NAME** | CORRESPONDENCE AND FILING TECHNIQUES |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | | **LANGUAGE** |
| 3 | 2 | | 2 | 0 | | | 3 | 6 | COMPULSORY (X ) ELECTIVE ( ) | | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | | |
| X | |  | | | |  | | | | |  | | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** | |
| 1st Mid-Term | | | | | 1 | | 40 | |
| 2nd Mid-Term | | | | |  | |  | |
| Quiz | | | | |  | |  | |
| Homework | | | | |  | |  | |
| Project | | | | |  | |  | |
| Report | | | | |  | |  | |
| Others (………) | | | | |  | |  | |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 | |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Features of expressing an effective business letter; stages of writing business letters; types of business letters; business letter writing practice; formal correspondence rules; official writing types; official writing applications; informal articles.  Definition and importance of filing, features of an effective filing system, documents subject to filing, filing time, archive systems | | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The main objective of the course is to introduce students to write an effective business letter, to prepare business reports, to write official articles.  To teach how to make an effective filing system. | | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | To gain the ability to write official writing. To improve students' learning skills by making sample applications about correspondence techniques and business writing.  To comprehend the benefits of an effective filing system for business life. | | | | | | | | |
| **COURSE OUTCOMES** | | | | | To know the expressive features of an effective business letter  2. Know how to write a business letter  3. To comprehend the preparation of business reports  4. Know the rules of official correspondence  5. To comprehend the correspondence of official writings  6. Understanding the correspondence of business writings  7. Knowing the rules in business writing  8. Comprehend the benefits of an effective filing system  9. To understand the purpose and importance of archiving | | | | | | | | |
| **TEXTBOOK** | | | | | Yazışma Teknikleri, Örnekler ve Uygulamalar. Koç,H.; Öztoprak, T.M. O. (2015) Ankara: Seckin Kitabevi | | | | | | | | |
| **OTHER REFERENCES** | | | | | Mesleki Yazışma ve Yazışma Teknikleri. Küçük M. 2022, Nobel Yayıncılık | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Barcovision, Microsoft Office Programmes,UZEMOYS | | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Correspondence analysis and its importance. Organizing correspondence in terms of content: Compliance with grammar rules, accuracy, clarity, integrity and planning writing |
| 2 | Form rules in official writings: Paper sizes, title, number, date, subject, sent authority (address), interest, text, signature, approval, distribution, appendices confidentiality degrees, page number, authenticity confirmation |
| 3 | Form rules in business writings: Title, number, date, address, address, paragraph, text, respect statement, signature, initial |
| 4 | Application studies related to types of business letters |
| 5 | Special Letters: Greeting Letters, Thank You Letters, Invitations |
| 6 | CV, memorandum, reference letters |
| 7 | Application studies related to official text types |
| 8 | Electronic Document Management System |
| 9 | Definition and importance of filing |
| 10 | Management of filing and archiving services |
| 11 | Features of an effective filing system |
| 12 | Archive concept and history |
| 13 | The purpose and importance of archiving, archiving time |
| 14 | Filing and archiving considerations |
| 15-16 | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  | **X** |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | **X** |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:

**Date:**

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211514232 | **COURSE NAME** | PROFESSIONAL PROBLEM SOLVING SKILLS |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 4 | 1 | | 2 | 0 | | | 2 | 4 | COMPULSORY (x ) ELECTIVE ( ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | Problem solving techniques, Case Study Analysis. | | | | | | |
| **COURSE OBJECTIVES** | | | | | It is expected to analyze a case study that is close to the problems that it may face in business life and to gain the ability to bring an appropriate solution. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | To gain the ability to identify, analyze and analyze logical problems beforehand. | | | | | | |
| **COURSE OUTCOMES** | | | | | To be able to define the problem and offer a solution  To be able to analyze case study  Writing case studies | | | | | | |
| **TEXTBOOK** | | | | | Nuran Öztürk Başpınar (2015). Büro Yönetimi ve Yönetici Asistanlığında Örnek Olay Analizi. Nobel Yayıncılık. | | | | | | |
| **OTHER REFERENCES** | | | | | Anadolu Üniversitesi Açıköğretim Fakültesi VideolarıMEGEP Büro Yönetimi Ve Sekreterlik Problem Çözme T.C., July-2023 link: https://slideplayer.biz.tr/slide/2699869/ | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, UZEMOYS. | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Self-knowledge and development |
| 2 | Developing professional skills |
| 3 | Improving performance |
| 4 | Career choice and career advancement |
| 5 | Career planning |
| 6 | Adaptability and teamwork |
| 7 | Defining the Problem |
| 8 | To be able to analyze the problem |
| 9 | Problem solving stages |
| 10 | Problem solving techniques |
| 11 | Case study of individual characteristics of medical secretary |
| 12 | Case study of cognitive characteristics of medical secretary |
| 13 | Case study of behavioral characteristics of medical secretary |
| 14 | Case study of professional characteristics of medical secretary |
| 15,16 | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **X** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

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**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211514233 | **COURSE NAME** | INNOVATION AND ENTREPRENEURSHIP IN HEALTH SERVICES |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 4 | 2 | | 2 | 0 | | | 3 | 6 | COMPULSORY (X) ELECTIVE () | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | | X | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 30 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | | 1 | 30 |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 40 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | Concepts Related to Innovation-Concepts Related to Entrepreneurship  Innovation and Entrepreneurship Examples in Health Services in the World and in Turkey.  Health Services in the future | | | | | | |
| **COURSE OBJECTIVES** | | | | | By learning the basic concepts and subjects in the subjects of Innovation and Entrepreneurship, to internalize the concepts, theories, models and practices in these subjects, to enable them to comprehend the importance of medicine and health services. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Since many innovations in the field of medicine, management science and technology provide continuous development and new structures in institutions providing health services, Medical Secretaries need to improve themselves, follow innovations, and know what to do in terms of administrative functioning. This course will contribute professionally to the candidates of Medical Secretary in terms of guiding the managers, adapting to the process and carrying out the operation. | | | | | | |
| **COURSE OUTCOMES** | | | | | To be able to explain the concepts related to innovation and innovation.  To be able to see examples of innovation in health services.  To be able to express innovative practices in health services.  To be able to define the importance of the concept of entrepreneurship and to look at future health services. | | | | | | |
| **TEXTBOOK** | | | | | Sağlık Sektöründe Girişimcilik Ve Yenilikçilik, Editör: Prof. Dr. ElifDikmetaş Yardan, (Nobel Yay.-2021) | | | | | | |
| **OTHER REFERENCES** | | | | | Girişimcilik, Temel Kavramlar, Girişimcilik Türleri ve Girişimcilikte Güncel Konular, Editör: Erdoğan KAYGIN Sağlık Hizmetlerinde İnovasyon, Dr. Fatih ORHAN, (İksad Yay.-2022) | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Barkovision, Power Point, Computer, UZEMOYS | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | The Concept and Types of Entrepreneurship |
| 2 | The Concept and Types of Innovation |
| 3 | Basic Functions of Entrepreneurship and Innovation |
| 4 | The Importance of Entrepreneurship and Innovation in the Health Sector and the Characteristics of Entrepreneurs |
| 5 | Innovative Entrepreneurship in the Health Sector, Culture of Entrepreneurship and Innovation in the Health Sector |
| 6 | Entrepreneurship in the Health Sector: Starting a New Business |
| 7 | Internal Entrepreneurship in the Health Sector |
| 8 | Organizations Supporting Entrepreneurship and Innovation in the Health Sector |
| 9 | Entrepreneurship in the Health Sector: Business Plan |
| 10 | Reasons for Success and Failure of Health Care Enterprises |
| 11 | Social Entrepreneurship and Practice Examples in the Health Sector |
| 12 | Reasons for Success and Failure of Health Area Enterprises |
| 13 | Telemedicine Entrepreneurship in Health |
| 14 | Innovative Application Examples in Health Sector with Barcode System . |
| **15,16** | **FINAL EXAMS** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  | **X** |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  | **X** |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

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**ESOGÜ Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | SPRING |

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| **COURSE CODE** | 211514234 | **COURSE NAME** | BASIC INFORMATION SUPPORT |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 4 | 2 | | 2 | 0 | | | 3 | 4 | COMPULSORY (X) ELECTIVE ( ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** |
|  | | X | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 50 |
| 2nd Mid-Term | | | | | - | - |
| Quiz | | | | | - | - |
| Homework | | | | | - | - |
| Project | | | | | - | - |
| Report | | | | | - | - |
| Others (………) | | | | | - | - |
| **FINAL EXAM** | | | | |  | | | | | 1 | 50 |
| **PREREQUIEITE(S)** | | | | | No | | | | | | |
| **COURSE DESCRIPTION** | | | | | Advanced topics in word processing, spreadsheet, and presentation preparation programs, creating mail accounts, use of calendar, tasks and notes in e-mail programs, writing data to CD/DVD/Blu-ray discs in disk burning program, computer viruses and ways to protect against computer viruses, use antivirus programs | | | | | | |
| **COURSE OBJECTIVES** | | | | | The objective of the course is to support the gains taught in the basic information technologies course by using word processing, spreadsheet, presentation preparation, e-mail, disc burning and anti-virus programs at advanced level. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Provide the students to use office software efficiently in their professional life. | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Perform advanced document tasks in word processing, 2. Perform advanced level tabulation, summarizing, calculation and graphic tasks in spreadsheets programs, 3. Prepare presentations with visual and audio contents in presentation preparation program 4. Create a mail account, schedule appointments and meetings using calendar in electronic mail program, 5. To have knowledge about computer viruses and use anti-virus programs. | | | | | | |
| **TEXTBOOK** | | | | | 1- Bağcı, Ö.Yeni Başlayanlara Bilgisayarın B’si, Seçkin Yayıncılık, Ankara, 2010. | | | | | | |
| **OTHER REFERENCES** | | | | | 1. Güneş, A., Ataizi, M., Aydın, CH., ve ark. Temel Bilgi Teknolojileri, Anadolu Üniversitesi Yayınları, Eskişehir, 2002.2. Dinçel, T. Bilgisayar Öğreniyorum, Kodlab Yayın Dağıtım, İstanbul, 2010. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Datashow, Microsoft Office Package Program, UZEMOYS | | | | | | |
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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Introduction to Word Processing Program, Working on Texts, Formatting Texts |
| 2 | Formatting Paragraphs, Use Mail Merge in Word Processing Program |
| 3 | Working with Tables and Page Layout in Word Processing Program |
| 4 | Make Add-Ons to Documentations, Use Print Preview, Create Contents, References and Index in Word Processing Program |
| 5 | Introduction to Spreadsheet Program, Working on Worksheet, Enter Data in Cells and Edit Data |
| 6 | Working with Page Layout, Format Characters and Numbers, Use The Formula in Spreadsheet Program |
| 7 | Use Summary Tables, Create Graphs in Spreadsheet Program |
| 8 | Working with Stock Functions in Spreadsheet Program |
| 9 | Introduction to Presentation Preparation Program, Perform Tasks on Slides and Texts. |
| 10 | Apply animations to slides, Make Add-Ons to Slides, Use the Main Slide, Set Slide Shows in Presentation Preparation Program |
| 11 | Introduction to E-Mail Program, Create New Mail Account |
| 12 | Use Calendar, Persons and Notes in E-Mail Program |
| 13 | Introduction to Disk Burning Program, Writing Data to CD/DVD/Blu-ray Discs, Copy Disks |
| 14 | Computer Viruses, Ways of Virus Protection, Anti-Virus Programs, Virus Scan |
| **15,16** | **FINAL EXAMS** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | X |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | X |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | X |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | X |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | X |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | X |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | X |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | X |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | X |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | X |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | FALL |

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| **COURSE CODE** | 211513301 | **COURSE NAME** | HEALTH INFORMATION SYSTEMS |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 3 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY () ELECTIVE (X ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
| x | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 50 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 50 |
| **PREREQUIEITE(S)** | | | | | NONE | | | | | | |
| **COURSE DESCRIPTION** | | | | | This course covers, the historical development of information systems, data, and information concepts, decision making and problem solving, system concept, and information systems in Turkey, Health Data Sources in Turkey, Data collection, Data processing methods and structuring Information systems, Health information systems in Turkey, International coding of diseases and cause of deads, Indicators of health level etc. | | | | | | |
| **COURSE OBJECTIVES** | | | | | The objective of this course is to teach Health Information Systems to students. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | This course aims to equip students to use information systems and give a level area of health effectively. | | | | | | |
| **COURSE OUTCOMES** | | | | | To gain the ability to understand the data and information  Decision-making and problem-solving skills to gain.  To give the ability to understand and configuration of information system. | | | | | | |
| **TEXTBOOK** | | | | | SÜMBÜLOĞLU K., SÜMBÜLOĞLU V.: Sağlık Enformasyon Sistemleri, Somgür Yayıncılık, 1998. Eskişehir. | | | | | | |
| **OTHER REFERENCES** | | | | | ÖZDAMAR, K.: SPSS ile Biyoistatistik, Kaan Kitabevi, 2003, Eskişehir | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Datashow, Internet, Microsoft Office Software, UZEMOYS | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Historical Development of Information Systems |
| 2 | Data and Information |
| 3 | Management sciences and Information |
| 4 | Making a decission and solving a problem |
| 5 | System Concept and characteristics |
| 6 | Information systems |
| 7 | Information systems in management |
| 8 | Health Data Sources in Turkey |
| 9 | Data Collection Principles and Procedures |
| 10 | Data processing methods |
| 11 | Structuring of information systems |
| 12 | Health information systems in Turkey |
| 13 | International coding of diseases and cause of deads |
| 14 | Indicators of health level |
| **15,16** | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | X |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | X |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | X |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | X |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | X |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | X |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | X |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | X |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | X |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | X |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | FALL |

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| **COURSE CODE** | 211513302 | **COURSE NAME** | PROTOCOL INFORMATION |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 3 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY () ELECTIVE (X ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | | X | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | No | | | | | | |
| **COURSE DESCRIPTION** | | | | | Rules of etiquette and kindness in social life, protocol and behavior rules in the organizational field, management of organization protocol activities. | | | | | | |
| **COURSE OBJECTIVES** | | | | | * To be able to communicate in accordance with the rules of social behavior, * Manage organizational protocol activities | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | - It contributes to effective communication in the field of health.  - The medical secretary can manage institutional events in accordance with protocol rules.  - The medical secretary can adjust their behavior according to the rules of managerial protocol. | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Knows the rules of etiquette and kindness in social life.  2. Knows the protocol rules in the business environment.  3. Can make verbal, electronic and correspondence communication in business environment according to protocol rules.  4. Can organize institutional protocol activities.  5. Can present the protocol ceremonies.  6. Knows the protocol order in administrative authorities. | | | | | | |
| **TEXTBOOK** | | | | | Protokol Bilgisi, Aytürk, N. (2017). Nobel Yayıncılık, Ankara. | | | | | | |
| **OTHER REFERENCES** | | | | | Protokol Bilgisi, Tutar, H.& Altınöz, M. (2018) Seçkin Yayıncılık, Ankara. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Bilgisayar, Microsoft Office Programmes, UZEMOYS. | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Protocol Concept, Importance and History |
| 2 | Main Rules in the Protocol (Respect and Kindness, Priority and Relevance, Representation, Equality of Level) |
| 3 | Social Behavior Rules |
| 4 | Protocol list, T.C. State organs and institutions, ministry, institutional, embassy and consulate general, provincial and district protocols |
| 5 | Protocol Rules in the Organizational Environment (Greetings, farewells, meeting and introducing, speaking and listening) |
| 6 | Managerial behavior protocol: hierarchical relations, office protocol, office room arrangement and behavior styles in office |
| 7 | Telephone Conversation Protocol Rules in the Business Environment |
| 8 | Protocol Types and Hierarchies |
| 9 | Protocol Rules in Official Correspondence |
| 10 | Ceremony Protocol and Presentation Preparation, Speech protocol principles at ceremonies |
| 11 | Organizational Protocol Events Management: Meeting, Guest and Visit Protocols |
| 12 | Organizational Protocol Events Management: Flag, Vehicle Protocols |
| 13 | Hospitality and protocol rules at invitations and banquets |
| 14 | Secretariat Protocol |
| **15,16** | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  | **X** |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **X** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | FALL |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211513303 | **COURSE NAME** | DICTION AND EFFECTIVE SPEAKING |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 3 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY ( ) ELECTIVE (X) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 30 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | | 1 | 30 |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 40 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | To study sounds in the context of sound science and effective communication; speak fluently and intelligibly; use body language effectively; eliminate speech disorders; being able to express himself orally in business and professional life; to be able to speak in front of the community and to develop effective presentation skills. Types of speech such as symposium, panel, conference, forum. Effective listening techniques. | | | | | | |
| **COURSE OBJECTIVES** | | | | | Grasp the unifying aspect of the common, standard language. To use the sentences correctly and properly while expressing feelings and thoughts by giving the right of the sounds and words. To comprehend the intricacies of effective and beautiful speech art by paying attention to intonation, stops and accents. To learn the methods and techniques of making an impact on the audience. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | To provide the correct transfer of professional knowledge in the correct Turkish. | | | | | | |
| **COURSE OUTCOMES** | | | | | At the end of this course, students  1. Express himself / herself comfortably and effectively in business life.  2. Define the basic concepts and terms related to oral expression.  3. will be able to prepare oral / written text by using thought sorting and development techniques in various types of oral and written expression.  4. use Turkish grammar correctly and effectively.  5. Apply diction techniques (breathing techniques, articulation, stress and intonation) in order to be able to speak accurately, beautifully and effectively.  6. Use voice and body language effectively.  7. Can express his / her thoughts orally and evaluate his / her own speech by making prepared / unprepared speeches in and before the community.  8. Develops self-confidence by acquiring the ability to express ideas in a unified way in business and social environment.  9. He / she can plan what he / she will say by placing what he / she will say without talking about the subject while talking.  10. Develop the ability to think quickly with speech.  11. Can develop convincing and reassuring features while speaking. | | | | | | |
| **TEXTBOOK** | | | | | Ses Bilimi ve Diksiyon, GÜLER, Eser; HENGİRMEN Mehmet, Engin Yayınları, Ankara, 2005  Spikerlik ve Türkçenin Kullanımı, ÜNSAL, Füsun; ŞAHİN, Hakan, TRT Eğitim Dairesi Başkanlığı, Ankara, 2014 | | | | | | |
| **OTHER REFERENCES** | | | | | Alıştırmalı Diksiyon Sanatı, ŞENBAY, Nüzhet, MEB Yayınları, İstanbul, 1991  Söz Söyleme ve Diksiyon, GÜRZAP, Can, Remzi Kitabevi, İstanbul, 2006  İmlâ Kılavuzu, Türk Dil Kurumu Yayınları, Ankara | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Laser Pointer, UZEMOYS. | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Login; information about the course |
| 2 | Speech Concept: Communication-Language-Thought and Speech |
| 3 | The Place of Oral and Written Expression in Communication; Relationship between Sound and Personality |
| 4 | Qualities of a Good Speaker; Characteristics of a Good Voice |
| 5 | Relaxation, Mental Emptying, Body Heating; Respiration (Diaphragm Studies, Sound Use and Protection) |
| 6 | Formation of Sound and Speech Organs; Sound; Sound Quality |
| 7 | Tone and Intonation |
| 8 | Melody; Time |
| 9 | Highlight and Stall |
| 10 | Speech, Value of Speech (Artistic Function, Everyday Function);  Discourse Rules and Imperfections |
| 11 | Types of Speech: Impromptu Speech, Prepared Speech |
| 12 | Discussion, Debate, Discussion, Panel, Forum, Symposium |
| 13 | Speaking Applications |
| 14 | Speaking Applications |
| 15,16 | **FINAL EXAM** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  | **X** |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the developments in the professional field and to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | FALL |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211513304 | **COURSE NAME** | QUALITY AND PERFORMANCE MANAGEMENT IN HEALTH |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 3 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY ( ) ELECTIVE (X) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | | X | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | Quality management systems and performance management concepts and processes in health | | | | | | |
| **COURSE OBJECTIVES** | | | | | It is aimed that students have information about quality and accreditation processes in health and performance management. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Knowing the quality and performance management processes in health will provide both individual and organizational benefits in providing quality service as a health worker. | | | | | | |
| **COURSE OUTCOMES** | | | | | Quality and health quality grip  Understanding why patient satisfaction should be measured  Understanding quality improvement efforts  Grasp the quality system documentation  Measuring patient satisfaction  To be able to apply quality improvement techniques and distinguish between structure, process and outcome measures.  To be able to determine the priorities by identifying the problems in health services | | | | | | |
| **TEXTBOOK** | | | | | Sıdıka Kaya (Edt.) (2013). Sağlık Kurumlarında Kalite Yönetimi, Anadolu Üniversitesi Açıköğretim Yayınları, Eskişehir. | | | | | | |
| **OTHER REFERENCES** | | | | | Dilaver Tengilimoğlu, (2016) Sağlık Hizmetleri Pazarlaması (4. Baskı). Ankara:Siyasal Yayın Dağıtım | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Laser Pointer, UZEMOYS. | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Quality concept and quality pioneers |
| 2 | The concept of quality in health care |
| 3 | Relationship between customer satisfaction and quality in health institutions |
| 4 | Measuring quality in health care |
| 5 | Teamwork in quality improvement |
| 6 | Total quality management and continuous improvement in healthcare |
| 7 | Kaizen |
| 8 | Lean service in health |
| 9 | 6 sigma in healthcare |
| 10 | Tools for quality improvement and problem solving |
| 11 | Accreditation, certification and quality awards in healthcare |
| 12 | Patient safety |
| 13 | Performance, measurement and evaluation |
| 14 | Performance measurement methods |
| 15,16 | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  | x |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | x |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | x |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  | x |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | x |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | x |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | x |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | x |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | x |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | x |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | x |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | x |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**



**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211514235 | **COURSE NAME** | KNOWLEDGE OF DISEASE |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Labratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 4 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY ( ) ELECTIVE (X) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | | X | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | Definition of disease and health, factors causing disease, symptoms of the most common system diseases, diagnostic methods, infectious diseases, vaccines and universal prevention methods. | | | | | | |
| **COURSE OBJECTIVES** | | | | | To recognize the smptoms of the diseases about the systemto be to explain the treatement of the diagnosis procedures to be able to prevent your self and the atters against hospital infections and epidemics. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | To write and read correctly the termologie about thesystem ,to learn the smstoms of the diseases,the laotatuar techics and the treatement principes and evaluate them. | | | | | | |
| **COURSE OUTCOMES** | | | | | Recognize and distinguish diseases  Know the definition of diseases related to systems  To be able to evaluate the effects of diseases on organ / system functions-evaluate the clinical picture.  Know the symptoms of the diseases, the problems that may occur and the treatment to be followed. | | | | | | |
| **TEXTBOOK** | | | | | Birol L., Akdemir N., Bedük T. (2005) "İç Hastalıkları Hemşireliği" Vehbi Koç Vakfı Yayınları, Ankara | | | | | | |
| **OTHER REFERENCES** | | | | | - Akyolcu N., Aksoy G., Kanan N. (2010) Cerrahi Hemşireliği Uygulama Rehberi, İstanbul Tıp Kitabevi, İstanbul - Aksoy G., Kanan N., Akyolcu N. (2012) Cerrahi Hemşireliği 1, Nobel Yayınları, İstanbul - (Ed) Enç N, Uysal H.(2017) İç Hastalıkları Hemşireliği, Nobel Tıp Kitabevi | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Laser Pointer, UZEMOYS. | | | | | | |

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| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Concepts of health, illness, definitions of illness |
| 2 | History taking and physical examination in the diagnosis of diseases |
| 3 | Diagnosis and treatment methods of respiratory system diseases |
| 4 | Diagnosis and treatment methods of gastrointestinal system diseases |
| 5 | Cardiovascular system diseases symptoms and signs |
| 6 | Diagnosis and treatment methods of cardiovascular system diseases |
| 7 | Endocrine system diseases symptoms and signs |
| 8 | Diagnosis and treatment methods of endocrine system diseases |
| 9 | Diagnosis and treatment methods of uro-genital system diseases |
| 10 | Neurological diseases diagnosis and treatment methods |
| 11 | Infection, infectious diseases |
| 12 | Prevention methods and vaccination in infectious diseases |
| 13 | Diagnosis and treatment methods of blood diseases |
| 14 | Neoplastic diseases diagnosis and treatment methods |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | x |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | x |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | x |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | x |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. | x |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | x |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | x |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | x |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | x |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | x |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | x |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | x |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

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**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211514236 | **COURSE NAME** | VOCATIONAL ENGLISH II |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** |
| 4 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY ( X) ELECTIVE ( ) | | | ENGLISH |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | |
| X | |  | | | |  | | | | |  | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 40 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Human body and systems  Have an appointment on the phone  Patient Assessment  Adult health assessment guide  Pain assessment | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The aim of the course is to enable students about human anatomy, sytems and organs,health and illnesses, , to have an appointment on the phone , to get information about patient asessment and health asessment guide. | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | Students gain skills to communicate in English with patients and their relatives by making the application in Vocational School of Health Services | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Use the target language in real life situation 2. Understand and respond dialogues, 3. Comprehend reading passages in english, 4. Communicate with native speakers. | | | | | | | |
| **TEXTBOOK** | | | | | 1. Claire L. KILINÇ (2008). Vocational Medical English. Gündüz Eğitim ve Yayıncılık 2. Steve Flinders. Test Your Professional English: Business General. | | | | | | | |
| **OTHER REFERENCES** | | | | | 1. Murphy, R. (1998). English Vocabulary in Use. Cambridge. 2. Dr. Gül KESKİL ve Dr. Nilgün YORGANCI (2008). Medical English For Vocational Health Schools. Gündüz Eğitim ve Yayıncılık. 3. Özdağ, N.(2006) Sağlık Meslek Yüksekokulları ve Sağlık Personeli İçin Mesleki İngilizce. Ankara. Kök Yayıncılık 4. Dictionary of Contemprary English, Longman | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | UZEMOYS, Projection, Computer, Power Point Presentation Program | | | | | | | |

|  |  |
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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Review of Vocational English I |
| 2 | Human Body and Systems: Musculoskeletal System, Limbs, |
| 3 | Human Body and Systems: Cardiovascular and Circulatory System, Respiratory System |
| 4 | Human Body and Systems: Gastrointestinal System, Reproductive System |
| 5 | Health terminology |
| 6 | Terms used in telephone communication. Appointment processes |
| 7 | Terms used in patient evaluation |
| 8 | Data collection from patient, data processing, evaluation of past issues |
| 9 | Medical secretary to welcome patients and guests, patient orientation |
| 10 | Medical secretarial correspondence techniques |
| 11 | Open patient file in clinics |
| 12 | English speaking practices related to patient examination procedures in specialist clinics |
| 13 | English speaking practice in health centers |
| 14 | Job Conversations |
| **15,16** | **FINAL EXAM** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | **X** |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | **X** |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | **X** |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. | **X** |  |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | **X** |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**: **Date:**

**ESOGÜ Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211514237 | **COURSE NAME** | BEHAVIORAL SCIENCES |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 4 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY (X) ELECTIVE ( ) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Profession Courses** | | | | **Social Courses** | | | | | **Support Courses** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | No | | | | | | |
| **COURSE DESCRIPTION** | | | | | Basic Concepts of Behavioral Sciences, Individual Differences, Cultural Foundations of Behavior, Organizational Behavior | | | | | | |
| **COURSE OBJECTIVES** | | | | | To understand the basic sources of behavior, to develop organizational behavior, to understand patient behavior, to understand the beliefs and values of society, to develop emotional intelligence. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | To be able to understand the individual differences of employees in organizations, to understand the reasons of attitudes and behaviors in organizations and to respond with appropriate behaviors. | | | | | | |
| **COURSE OUTCOMES** | | | | | To be able to understand the basics of behavior, to understand individuals, social groups and organizational culture in organizational structure. | | | | | | |
| **TEXTBOOK** | | | | | Prof. Dr. Salih GÜNEY, Davranış Bilimleri, Nobel YayıncılıkAnadolu Üniversitesi Açıköğretim Fakültesi Yayını, Örgütsel Davranış | | | | | | |
| **OTHER REFERENCES** | | | | | [Prof. Dr. Enver Özkalp](https://www.kitapyurdu.com/yazar/prof-dr-enver-ozkalp/31925.html) , Prof. Dr. Çiğdem Kırel, Örgütsel Davranış, Ekin KitabeviAnadolu Üniversitesi Yayınları, Davranış Bilimlerine GirişAtatürk Üniversitesi Açıköğretim Fakültesi Yayınları, Davranış BilimleriProf. Dr. Feyzullah EROĞLU, Davranış Bilimleri, Beta YayınlarıRobbins, S. P., Judge, T., & Erdem, İ. (2012). Örgütsel davranış. Nobel. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | UZEMOYS, Projection, Computer, Laser Pointer | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Basic Concepts of Behavioral Sciences |
| 2 | Personality (Personality Concept, Personality Formation, Personality Theories and Personality Types) |
| 3 | attitudes |
| 4 | Emotions and Emotional Intelligence |
| 5 | Perception and Individual Decision Making |
| 6 | Motive, Motivation |
| 7 | Culture and Cultural Change**,** Summary of previous topics and evaluation of the topics |
| 8 | Organizational Behavior (Groups and Behavior Characteristics in Organizations) |
| 9 | Organizational Behavior (Organizational Culture) |
| 10 | Health Psychology, Stress, Anxiety, Conflict |
| 11 | Organizational Citizenship Behavior |
| 12 | Patient-Treatment Team Relationship, Importance of Social Support in Disease |
| 13 | Compliance Issues and Defense Mechanisms |
| 14 | Behavioral Disorders |
| 15,16 | **FINAL EXAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | **X** |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  | **X** |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **X** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

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**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| --- | --- |
| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211514238 | **COURSE NAME** | PUBLIC RELATIONS |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 4 | 2 | | 0 | 0 | | | 2 | 4 | COMPULSORY ( ) ELECTIVE (X) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic vocational courses** | | **Basic Field Courses** | | | | **Social Science** | | | | | **Support Courses** |
|  | | X | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | Definition and historical development of public relations. Public relations as an occupation and basic PR principles. Communication and public opinion in PR. PR research. Planning and management of PR. Media relationships and PR. Environment and basic tools of PR. Internal PR. Marketing PR and sponsorship. Corporate reputation, crisis and efficiency management. | | | | | | |
| **COURSE OBJECTIVES** | | | | | The main objective of the course; In the globalizing world, the establishment and correct use of communication channels between institutions and the public, as well as the determination of the right targets and the creation of communication channels, especially in the development of vision and mission of institutions, can be assumed among the purposes of public relations. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | To learn the activities and functions of the public relations units operating in the enterprises, to obtain information about the organization and management of the public relations units in the enterprises, to define the policies and methods that should be followed in the relations of the public relations unit with the target audiences, To ensure that they have information about the usage areas and activities of the tools with the help of case studies, to raise awareness about the public relations activities and diversity applied in businesses. | | | | | | |
| **COURSE OUTCOMES** | | | | | To obtain information about the organization and management of the public relations units in the enterprises, to define the policies and methods that should be followed in the relations of the public relations unit with the target audiences, | | | | | | |
| **TEXTBOOK** | | | | | Gürgen, Haluk (Ed.), Halkla İlişkiler, Anadolu Üniversitesi Yayınları, Eskişehir, 2009. | | | | | | |
| **OTHER REFERENCES** | | | | | 1. Tengilimoğlu D, & Öztürk Y, (2004). İşletmelerde Halkla İlişkiler. Ankara: Seçkin Yayınları.2. Bülbül R.A. (2004). Halkla İlişkiler. Ankara: Nobel Yayınları. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Projection, Laser Pointer, UZEMOYS. | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Definition of public relations |
| 2 | Historical development of public relations, close concepts |
| 3 | Communication in public relations |
| 4 | Purposes pursued in public relations |
| 5 | Target audience in public relations |
| 6 | Planning in public relations |
| 7 | Management in public relations |
| 8 | Media relations in public relations |
| 9 | Organization of the public relations unit |
| 10 | Development of public relations program in institutions |
| 11 | Public relations activities in institutions |
| 12 | Ethics concept in public relations |
| 13 | Public relations and sponsorship in institutions |
| 14 | Crisis and event management |
| 15,16 | **FINAL EXAMS** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | X |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | X |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | X |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | X |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | X |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | X |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | X |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | X |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | X |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | X |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

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| **SEMESTER** | FALL |

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| **COURSE CODE** | 211511100 | **COURSE NAME** | PHYSICAL EDUCATION I |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | **LANGUAGE** |
| 1 | 1 | | 0 | 0 | | | 0 | 1 | COMPULSORY ELECTIVE ( X) | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | |
|  | |  | | | |  | | | | | X | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 40 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Physical education; running, joint and muscle groups convenient to theirs level, sport branch, basketball, volleyball, handball field measures and rules of game, sport benefits to our health; health, first aid, matches in class. | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The ability of having knowledge concerning the orders of the lecture.  The ability of running all the organs and systems to convenience of theirs level.  The ability of improving the nerve muscle and joint coordinating.  The ability of having basic knowledge, skill, manner and habits concerning physical education and sport  Take responsibility and duty, to go with leader and the ability of doing leadership  Playing amicably and competition appreciating the winner acceptance of loosing, and can be object to trick and injustice.  Having knowledge about sport, vehicle and facilities and can use this. | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | |  | | | | | | | |
| **COURSE OUTCOMES** | | | | | The ability of growing health, happy, developed aspect of physical and psychological, self confident individuals who have the sense competitioning amicably. | | | | | | | |
| **TEXTBOOK** | | | | | Physical Education and Sports Science (Ali Niyazi İnal)2020 | | | | | | | |
| **OTHER REFERENCES** | | | | | Athletics (Ahmet Korkut Yapıcı) 2013, Olympic Games and Olympic Sports (Rıza Erdal) 2007, Sports Nutrition (Esin Göksu Şeker) 2017, <https://www.tbf.org.tr/,https://tvf.org.tr/,https://www.tff.org/,https://www.thf.org.tr/>, <https://www.ilkyardim.org.tr/temel-ilk-yardim-bilgileri.html>, <https://www.olimpikakademi.com.tr/makaleler/ataturkun-spor-ile-ilgili-soyledigi-sozler> | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Barcovision – power point presentation atlas of human anatomy  Online education requirement (if necessary): personal computer, ESUZEM-OYS | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Giving general knowledge about the subject of physical education. |
| 2 | The role of physical education in the development of the individual. |
| 3 | General information about athletics. |
| 4 | Basketball court and game rules. |
| 5 | Volleyball court and game rules. |
| 6 | Football field and game rules. |
| 7 | Handball field and game rules. |
| 8 | First aid and basics in first aid. |
| 9 | First aid applications in situations requiring first aid. |
| 10 | First aid for sports injuries and sports injuries. |
| 11 | Nutrients and sports nutrition. |
| 12 | Olympics and its history aims and principles. |
| 13 | Olympic games. |
| 14 | Atatürk’s words about physical education and sports. |
| 15,16 | **FINAL EXAM** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | **X** |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | **X** |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

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**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | FALL |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211011110 | **COURSE NAME** | OCCUPATIONAL HEALTH AND SAFETY I |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| Theory | | Practice | | Laboratory | | Credit | ECTS | | TYPE | LANGUAGE |
| 1 | 1 | | 0 | | 0 | | 0 | 1 | | COMPULSORY ( )  ELECTIVE ( X ) | Turkish |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| Mid-Term | | | | | 1 | | 40 |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
|  | | | | |  | |  |
| **FINAL EXAM** | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | Occupational health and safety definition, importance, historical development and basic concepts of the subject, Occupational safety culture, OHS legislation, Hazard sources and classification, Occupational accidents, Occupational diseases, Impact on employees of the work environment (physical, chemical, psychosocial, etc. factors), Basic Occupational safety in workplaces, Risk assessment, Personal protective Equipment (PPE), Health and safety signs, Fire, The relevant legislation | | | | | | | |
| **COURSE OBJECTIVES** | | | | The main objective of the course is to teach prevention methods of occupational accidents an occupational diseases in the workplace. | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | Knowing the possible precautions against accidents and occupational diseases in the workplace to protect human health and improve the efficiency of labor | | | | | | | |
| **COURSE OUTCOMES** | | | | 1. Ability to interpretation the regulation on Occupational Health and Safety  2. To improve the physical conditions of the workplace, develop alternative solutions and solving.  3. Ability to identify hazards and risks existing in the workplace.  4. Ability to apply the concept of risk assessment | | | | | | | |
| **TEXTBOOK** | | | | 1. Kahya, E., 2022, **İş Güvenliği**, ESOGÜ Yayın No :246, Eskişehir. 2. 6331 Sayılı İş Sağlığı ve Güvenliği Kanunu. | | | | | | | |
| **OTHER REFERENCES** | | | | 1. Yiğit, A., **İş Güvenliği**, 2013, Dora basım-Yayın Dağıtım Ltd. Şti, Bursa. 2. Ayır, M. ve Ergül, M., 2006, **İş Güvenliği ve Risk Değerlendirme Uygulamaları**, Bursa. 3. Dizdar, E.N., 2008, **İş Güvenliği**, 4.Baskı, Murathan Yayınevi, Trabzon. 4. Esin, A., 2006, **Yeni Mevzuatın Işığında İş Sağlığı ve Güvenliği***,* TMMO MMO Yayın No:MMO/363/2, Ankara. | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | Computer, projection equipment, personal protective equipment, UZEMOYS | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Course scope, execution, evaluation |
| 2 | Occupational Safety (defines, importance, etc.) |
| 3 | Occupational Safety Culture |
| 4 | OHS legislation |
| 5 | Occupational accidents (agents, type, performance criteria) and basic safety precautions |
| 6 | Occupational accidents (Formation theories, statistics, investigations) and basic safety precautions |
| 7 | Occupational diseases |
| 8 | Risk Factors (physical, chemical, biological) |
| 9 | Risk Factors (psychosocial and ergonomic) |
| 10 | Basic safety rules in workplaces |
| 11 | Risk Assesment |
| 12 | Personal Protective Equipment |
| 13 | Health and safety signs |
| 14 | Fire |
| **15,16** | **Final Exam** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | X |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | X |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | X |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | X |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | X |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  |  | X |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | X |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | X |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | X |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | X |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211512100 | **COURSE NAME** | PHYSICAL EDUCATION II |

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | 1 | | ---- | ---- | | | ---- | 1 | COMPULSORY ( ) ELECTIVE (X) | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** |
|  | |  | | | | (X) | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | |  | | | | | | |
| **COURSE DESCRIPTION** | | | | | Physical education; running, joint and muscle groups convenient to theirs level, sport branch, basketball, volleyball, handball ,football, field measures and rules of game, sport benefits to our health; health, first aid, matches in class. | | | | | | |
| **COURSE OBJECTIVES** | | | | | The ability of having knowledge concerning the orders of the lecture.  The ability of running all the organs and systems to convenience of theirs level.  The ability of improving the nerve muscle and joint coordinating.  The ability of having basic knowledge, skill, manner and habits concerning physical education and sport  Take responsibility and duty, to go with leader and the ability of doing leadership  Playing amicably and competition appreciating the winner acceptance of loosing, and can be object to trick and injustice.  Having knowledge about sport, vehicle and facilities and can use this. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | |  | | | | | | |
| **COURSE OUTCOMES** | | | | | The ability of growing health, happy, developed aspect of physical and psychological, self confident individuals who have the sense competitioning amicably. | | | | | | |
| **TEXTBOOK** | | | | | Physical Education and Sports Science (Ali Niyazi İnal)2020 | | | | | | |
| **OTHER REFERENCES** | | | | | Lifetime Sport (Prof. Dr. Erdal Zorba)2017, Recreation Leisure Time (Prof. Dr. Şükran Kılbaş)2017, Educational Games for the Branches( Erol Doğan) 2020, Outdoor Sports 1(Oktay Kızar, Harun Genç, İdris Kayantaş, Mehmet Kargün) 2019, Outdoor Sports 2 (Oktay Kızar, Harun Genç, İdris Kayantaş, Mehmet Kargün) 2018, Physical Activity ve Physical Fitness ( Erdal Zorba Özcan Saygın) 2013,  <https://www.tff.org/default.aspx?pageID=733>, <https://www.tcf.gov.tr/>, <https://badminton.gov.tr/>, <https://www.tmtf.gov.tr/>, <https://www.ttf.org.tr/>, <https://www.tyf.gov.tr/>, http://www.pilatesfederasyonu.com/pilates-hakkinda-her-sey | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | |  | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Giving general knowledge about the subject of physical education II. Lifelong sport. |
| 2 | Free time and using free time. |
| 3 | Warm-up in physical education and sports. |
| 4 | Stretching in physical education and sports. |
| 5 | Educational games in physical education and sports. |
| 6 | Futsal pitch and game rules. |
| 7 | Tennis court and game rules. |
| 8 | Midterm exam |
| 9 | Table Tennis court and game rules. |
| 10 | Badminton court and game rules. |
| 11 | Giving basic information about swimming. |
| 12 | Giving basic information about gymnastics. |
| 13 | Giving basic information about fitness. |
| 14 | Giving basic information about pilates. |
| 15 | Outdorr sports. |
| 16 | Semester final exam |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | **X** |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | **X** |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  |  | **X** |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211012113 | **COURSE NAME** | Occupational Health and Safety II |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| Theory | | Practice | | Laboratory | | Credit | ECTS | | TYPE | LANGUAGE |
| 1 | 1 | | 0 | | 0 | | 0 | 1 | | COMPULSORY ( )  ELECTIVE ( X ) | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| Mid-Term | | | | | 1 | | 40 |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
|  | | | | |  | |  |
| **FINAL EXAM** | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | |  | | | | | | | |
| **COURSE DESCRIPTION** | | | | Occupational healthy and safety definition, importance, historical development and basic concepts of the subject, Occupational safety culture, OHS legislation, Hazard sources and classification, Occupational accidents, Occupational diseases, Impact on employees of the work environment (physical, chemical, psychosocial, etc. factors), Basic Occupational safety in workplaces, Risk assessment, Personal protective Equipment (PPE), Health and safety signs, Fire, The relevant legislation | | | | | | | |
| **COURSE OBJECTIVES** | | | | The main objective of the course is to teach prevention methods of occupational accidents an occupational diseases in the workplace. | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | Knowing the possible precautions against accidents and occupational diseases in the workplace to protect human health and improve the efficiency of labor | | | | | | | |
| **COURSE OUTCOMES** | | | | 1. Ability to interpretation the regulation on Occupational Health and Safety  2. To improve the physical conditions of the workplace, develop alternative solutions and solving.  3. Ability to identify hazards and risks existing in the workplace.  4. Ability to apply the concept of risk assessment | | | | | | | |
| **TEXTBOOK** | | | | 1. Kahya, E., 2022, **İş Güvenliği**, ESOGÜ Yayın No :246, Eskişehir. 2. 6331 Sayılı İş Sağlığı ve Güvenliği Kanunu. | | | | | | | |
| **OTHER REFERENCES** | | | | 1. Yiğit, A., **İş Güvenliği**, 2013, Dora basım-Yayın Dağıtım Ltd. Şti, Bursa. 2. Ayır, M. ve Ergül, M., 2006, **İş Güvenliği ve Risk Değerlendirme Uygulamaları**, Bursa. 3. Dizdar, E.N., 2008, **İş Güvenliği**, 4.Baskı, Murathan Yayınevi, Trabzon. 4. Esin, A., 2006, **Yeni Mevzuatın Işığında İş Sağlığı ve Güvenliği***,*  TMMO MMO Yayın No:MMO/363/2, Ankara. | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | Computer, projection equipment, personal protective equipment, UZEMOYS | | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Course scope, execution, evaluation |
| 2 | Occupational Safety (defines, importance, etc.) |
| 3 | Occupational Safety Culture |
| 4 | OHS legislation |
| 5 | Occupational accidents (agents, type, performance criteria) and basic safety precautions |
| 6 | Occupational accidents (Formation theories, statistics, investigations) and basic safety precautions |
| 7 | Occupational diseases |
| 8 | Risk Factors (physical, chemical, biological) |
| 9 | Risk Factors (psychosocial and ergonomic) |
| 10 | Basic safety rules in workplaces |
| 11 | Risk Assesment |
| 12 | Personal Protective Equipment |
| 13 | Health and safety signs |
| 14 | Fire |
| **15,16** | **Final Exam** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | X |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | X |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | X |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | X |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | X |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  |  | X |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | X |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | X |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | X |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | X |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | X |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**Course Information Form**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211512300 | **COURSE TITLE** | CULTURAL AND ARTISTIC ACTIVITIES |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY CLASS HOURS** | | | | | | **COURSE** | | | | |
| **Theoric** | | **APPLICATION** | **lab** | | | **credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | one | | 0 | 0 | | | 0 | one | REQUIRED ( ) ELECTIVE ( X ) | | Turkish |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Specialized Courses** | | | | **Social Lessons** | | | | | **Support Lessons** |
|  | |  | | | |  | | | | | **X** |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **IN SEMESTER** | | | | | **Type of activity** | | | | | **Number** | **%** |
| I. Midterm Exam | | | | |  |  |
| II. Midterm | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | | one | 40 |
| Other ( ……… ) | | | | |  |  |
| **SEMESTER FINAL EXAM** | | | | |  | | | | | one | 60 |
| **SUGGESTED PREREQUISITES, IF ANY** | | | | | None | | | | | | |
| **BRIEF CONTENT OF THE COURSE** | | | | | Participation in social, scientific, cultural, artistic and sports activities | | | | | | |
| **COURSE OBJECTIVES** | | | | | Supporting students' participation in activities such as cinema, theatre, concerts and exhibitions | | | | | | |
| **CONTRIBUTION OF THE COURSE TO PROVIDING VOCATIONAL EDUCATION** | | | | | Students participating in social activities can communicate positively with their environment and develop appropriate behavior in social areas. | | | | | | |
| **LEARNING OUTCOMES OF THE COURSE** | | | | | Social skill acquisition | | | | | | |
| **BASIC TEXTBOOK** | | | | | None | | | | | | |
| **HELPING RESOURCES** | | | | | University Events, Municipal Events | | | | | | |
| **TOOLS AND MATERIALS REQUIRED IN THE COURSE** | | | | | In distance learning requirement: personal computer  ESUZEM-ÖYS | | | | | | |

|  |  |
| --- | --- |
| **WEEKLY PLAN OF THE COURSE** | |
| **WEEK** | **TOPICS PROCESSED** |
| one | Attending courses or workshops in the arts |
| 2 | Taking part in university/municipal artistic and cultural shows or watching events |
| 3 | panels, symposiums , congresses, conferences |
| 4 | Join the folk dance team or watch their performances |
| 5 | Getting Museum Information and visiting |
| 6 | Getting Museum Information and visiting |
| 7 | Report |
| 8 | Engaging in environmental protection activities |
| 9 | Attending the concert as a listener |
| 10 | Participate in sporting events |
| 11 | Go to cinema |
| 12 | watching theater |
| 13 | Reading books |
| 14 | Reading books |
| 15.16 | **FINAL EXAM** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | **X** |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  |  | **X** |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. | **X** |  |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | **X** |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGÜ Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation and Secretarial Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **SEMESTER** | SPRING |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 211512301 | **COURSE NAME** | SOCIAL RESPONSIBILITY PROJECT |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** | |
| 2 | 1 | | 0 | 0 | | | 0 | 1 | COMPULSORY (X) ELECTIVE ( ) | | TURKISH | |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **Basic vocational courses** | | **Profession Courses** | | | | **Social Courses** | | | | | | **Support Courses** |
|  | |  | | | |  | | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 40 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Determining the current problems of society and preparing projects to produce solutions. Volunteering in various projects within the framework of social responsibility. | | | | | | | |
| **COURSE OBJECTIVES** | | | | | To be able to work together to solve the problems of the society; to be able to work in coordination in solving these problems; It is expected that environmental sensitivity outside the profession should be equipped with the skills of reflecting on life by developing civil society sensitivity. | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | To contribute to them being responsible person and responsible profession members. | | | | | | | |
| **COURSE OUTCOMES** | | | | | Awareness of Social Responsibility.  To be able to develop a social responsibility project.  To be able to carry out projects with teamwork. | | | | | | | |
| **TEXTBOOK** | | | | | Philip Kotler, Nancy Lee (2006).Kurumsal Sosyal Sorumluluk, Mediacat Kitapları. | | | | | | | |
| **OTHER REFERENCES** | | | | | İşletmelerde Sosyal Sorumluluk ve Etik (2015). Anadolu Üniversitesi Yayınları. | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | UZEMOYS, Projection, Computer, Laser Pointer | | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | What is Social Responsibility? The importance of social responsibility studies |
| 2 | Examples of corporate social responsibility projects |
| 3 | Determination of social responsibility studies |
| 4 | Determination of social responsibility project groups |
| 5 | Social responsibility projects as a group-1 |
| 6 | Social responsibility projects as a group-2 |
| 7 | Social responsibility projects as a group-3 |
| 8 | Social responsibility projects as a group-4 |
| 9 | Social responsibility projects as a group-5 |
| 10 | Social responsibility projects as a group-6 |
| 11 | Project presentations-1 |
| 12 | Project presentations-2 |
| 13 | Project presentations-3 |
| 14 | Project presentations-4 |
| 15,16 | **FINAL EXAM** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | **X** |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  |  | **X** |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  | **X** |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  | **X** |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  | **X** |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **X** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

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**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentatıon And Secreterıal Program Meşelik**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Term** | FALL |

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| --- | --- | --- | --- |
| **COURSE CODE** | 211513296 | **COURSE NAME** | HEALTH INSTITUTIONS APPLICATIONS I |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | | **LANGUAGE** |
| 3 | 1 | | 6 | 0 | | | 4 | 6 | COMPULSORY (X ) ELECTIVE ( ) | | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | | |
|  | | **X** | | | |  | | | | |  | | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** | |
| 1st Mid-Term | | | | |  | | 30 | |
| 2nd Mid-Term | | | | |  | |  | |
| Quiz | | | | |  | |  | |
| Homework | | | | |  | | 20 | |
| Project | | | | |  | |  | |
| Report | | | | |  | |  | |
| Others (………) | | | | |  | |  | |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 50 | |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Practicing theoretical courses in the field of medical secretarial. | | | | | | | | |
| **COURSE OBJECTIVES** | | | | | Teaching the theoretical courses taken in the field of medical secretarial practice in the health institution. | | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | Gaining the ability to apply the knowledge learned in vocational courses. | | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1- To have the knowledge of detail application in professional sense  2- Gaining vocational skills related to the course  3- Realization of the subjects learned in vocational courses in practice | | | | | | | | |
| **TEXTBOOK** | | | | | Textbook is not used as it is practiced in practice. | | | | | | | | |
| **OTHER REFERENCES** | | | | | Dilaver Tengilimoğlu, Aysel Köksal (2013). Tıp Sekreterliği. Seçkin Yayıncılık. | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Office equipment in the unit where the student practices | | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Recognition of health institution, meeting with staff and orientation process. |
| 2 | To learn the theoretical knowledge learned in Office Management course by application |
| 3 | To learn the theoretical knowledge learned in Office Management course by application |
| 4 | To learn the theoretically learned information by practicing in Secretariat Information course. |
| 5 | To learn the theoretically learned information by practicing in Secretariat Information course. |
| 6 | To learn theoretically learned information by practicing in Medical Documentation course |
| 7 | To learn theoretically learned information by practicing in Medical Documentation course |
| 8 | To learn the theoretically learned information by practicing in the Medical Secretariat course. |
| 9 | To learn the theoretically learned information by practicing in the Medical Secretariat course. |
| 10 | To learn the theoretically learned information by practicing in Health Services Management course |
| 11 | To learn the theoretically learned information by practicing in Health Services Management course |
| 12 | Correspondence and Filing Techniques course to learn theoretically learned by practice. |
| 13 | Correspondence and Filing Techniques course to learn theoretically learned by practice. |
| 14 | To learn theoretically learned information in Behavioral Sciences |
| 15-16 | **FINAL EXAM** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. | **X** |  |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

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**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentatıon And Secreterıal Program Meşelik**

**COURSE INFORMATION FORM**

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| **Term** | SPRING |

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| **COURSE CODE** | 211514230 | **COURSE NAME** | HEALTH INSTITUTIONS APPLICATIONS II |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | | | **LANGUAGE** |
| 4 | 2 | | 28 | 0 | | | 16 | 30 | COMPULSORY (X ) ELECTIVE ( ) | | | | TURKISH |
| **COURSE CATAGORY** | | | | | | | | | | | | | |
| **Basic Vocational Courses** | | **Basic Field Courses** | | | | **Social Courses** | | | | | **Supportive Courses** | | |
|  | | X | | | |  | | | | |  | | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** | |
| 1st Mid-Term | | | | |  | | 30 | |
| 2nd Mid-Term | | | | |  | |  | |
| Quiz | | | | |  | |  | |
| Homework | | | | |  | | 20 | |
| Project | | | | |  | |  | |
| Report | | | | |  | |  | |
| Others (………) | | | | |  | |  | |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 50 | |
| **PREREQUIEITE(S)** | | | | | None | | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Implementation of all courses such as Basic Professional Courses, Specialized Courses, Social Courses, Support Courses in the health institution. | | | | | | | | |
| **COURSE OBJECTIVES** | | | | | To teach all courses such as Basic Professional Courses, Specialized Courses, Social Courses, Support Courses in the health institution. | | | | | | | | |
| **CONTRIBUTION TO APPLY PROFESSIONAL EDUCATION ON COURSE** | | | | | To gain the ability to apply the knowledge learned in courses such as Basic Professional Courses, Specialized Field Courses, Social Courses, Support Courses. | | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1- To have the knowledge of detail application in professional sense  2- Gaining vocational skills related to the course  3- Realization of the subjects learned in vocational courses in practice | | | | | | | | |
| **TEXTBOOK** | | | | | Textbook is not used as it is practiced in practice. | | | | | | | | |
| **OTHER REFERENCES** | | | | | Dilaver Tengilimoğlu, Aysel Köksal (2013). Tıp Sekreterliği. Seçkin Yayıncılık. | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Office equipment in the unit where the student practices | | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Recognition of health institution, meeting with staff and orientation process. |
| 2 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 3 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 4 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 5 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 6 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 7 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 8 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 9 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 10 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 11 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 12 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 13 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 14 | To learn theoretically learned knowledge by applying in Basic Professional Courses, Specialized Field Courses, Social Courses and Support Courses. |
| 15-16 | **FINAL EXAM** |

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| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. | **X** |  |  |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. | **X** |  |  |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. | **X** |  |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. | **X** |  |  |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  |  |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. | **X** |  |  |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. | **X** |  |  |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. | **X** |  |  |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. | **X** |  |  |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. | **X** |  |  |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. | **X** |  |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**ESOGU Vocational School of Health Services**

**Department of Medical Services and Techniques**

**Medical Documentation And Secreterial Program Meşelik**

**COURSE INFORMATİON FORM**

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| **SEMESTER** | Fall |

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| **COURSE CODE** | 211513278 | **COURSE NAME** | RESEARCH METHODS |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 3 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (X) ELECTIVE ( ) | | Turkish |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **Basic Science** | | **Basic Engineering** | | | | **Life Science** | | | | | **Social Science** |
| X | |  | | | |  | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM EXAM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | None | | | | | | |
| **COURSE DESCRIPTION** | | | | | In this course, Research Planning, Choosing Research Topic, Finding References, Criticize Scientific Paper, Determination Aimes of Research, Determination of Research Population and Sample, Preparation Research Project, Practice in test and principle research | | | | | | |
| **COURSE OBJECTIVES** | | | | | The purpose of this course,students' planning scientific research, Practise, control and analysing data and techniques of writting scientific report, paper and thesis | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Candidates in health care settings to use the candidates working in their livesby providing extensive information about scientific research is touse technology effectively. | | | | | | |
| **COURSE OUTCOMES** | | | | | Writting Scientific Paper with research techniques. | | | | | | |
| **TEXTBOOK** | | | | | ÖZDAMAR, K. (2003). Modern Bilimsel Araştırma Yöntemleri. Eskişehir:Kaan Kitabevi. | | | | | | |
| **OTHER REFERENCES** | | | | | DAY, R.A. (1996). Bilimsel Makale Nasıl Yazılır ve Yayımlanır? Ankara: Tübitak. | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, Datashow, The Microsoft Office Package Program (Microsoft Word, Microsoft Power Point) | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Research Planning |
| 2 | Choose research subject |
| 3 | Researching Clasical and Actual references. Internet and Library, Searchig |
| 4 | How to read, Criticise and Categorize scientific papers? |
| 5 | Determination of research space, time, population or Population at Risk, aims, problems, variables. And Formulate research and statistical hypothesis |
| 6 | IMRAD Rules and Standart Contents of scientific paper sections according to APA Style and TUBITAK Style (Title, Author(s), Summary, Introduction, Materyal and Methods, Result and Statistical Analysis, Discussion and Conclusion, References, Acknowledgement, Appendices ) |
| 7 | Research population and sample definition, Power analysis and sample size calculations and sampling methods. |
| 8 | Data summary and presentation methods (Text, Table, Graphs, statistics and mixed presentation style) |
| 9 | Preparation research plan, project and protocol |
| 10 | Preparation of data collecting and storage forms and style (the questionare, research and scale/inventory forms) |
| 11 | Pilot research application, controlling research conditions and preparation for application and real research application. |
| 12 | Collect, Input to SPSS, Control research data and Summarize and analyze with SPSS statistical analysis procedures. Make decision according to statistical test results |
| 13 | Make a fictional/pseudo-sample research. Write and Publish a scientific paper of that research. How to WRITE and PUBLISH a scientific paper? (Rules of Scientific paper writing (APA 6.0 and TUBITAK Style), |
| 14 | General Ethical rules and Research ethics |
| 15,16 | **FINAL EXAM** |

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| --- | --- | --- | --- | --- |
| **NO** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Gaining the knowledge and skills specific to medical documentation and secretarial services and having the ability to use them in business life. |  |  | **X** |
| 2 | To have the ability to use basic computer programs and related technologies related to medical documentation and secretarial services. |  |  | **X** |
| 3 | To inform the relevant persons and institutions verbally and in writing, to convey their thoughts and solutions to problems by using their basic knowledge and skills on medical documentation and secretarial services. |  | **X** |  |
| 4 | To be able to carry out the creation, arrangement, recording and storage of medical documents. |  |  | **X** |
| 5 | To be able to report by using the knowledge of medical terminology related to the field of health. |  |  | **X** |
| 6 | To have the ability to establish good communication and healthy human relations with people and organizations inside or outside the organization. |  |  | **X** |
| 7 | To be able to follow the information in the field and communicate with colleagues by using at least one foreign language at the basic level. |  |  | **X** |
| 8 | To have the ability to represent the behavior and image in accordance with the corporate culture and image with the knowledge gained through medical secretarial services. |  |  | **X** |
| 9 | Being able to perform the duties and responsibilities that fall on him in a harmonious way with his teammates as a member of the medical team. |  |  | **X** |
| 10 | To have sufficient awareness on individual and social health, environmental protection, occupational health and safety. |  |  | **X** |
| 11 | To reach awareness of patient rights, social responsibility, universal, social and professional ethics and to act in accordance with the legislation. |  | **X** |  |
| 12 | To follow the professional developments related to the field, to improve oneself with the awareness of lifelong learning. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |