



**MUŞ ALPARSLAN ÜNİVERSİTESİ**  
**Health Services Vocational School**  
**Department of Medical Services and Techniques**  
**Tıbbi Dokümantasyon ve Sekreterlik**

1.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
ATİ167	Atatürk's Principles and History of Turkish Revolution I	2+0+0	Compulsory	2
TDI167	Turkish Language I	2+0+0	Compulsory	2
TDS101	Basic Computer Usa	2+2+0	Compulsory	5
TDS103	Basic Secretarial Knowledge	2+0+0	Compulsory	5
TDS105	Basic Anatomy and Physiology	2+0+0	Compulsory	4
TDS107	Medical Terminology	2+0+0	Compulsory	4
TDS109	Ergonomics	2+0+0	Compulsory	3
TDS111	Occupational health and Safety	2+0+0	Compulsory	2
YDÖ167	English I	2+0+0	Compulsory	3
<b>Total ECTS</b>				<b>30</b>

2.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
ATİ168	Atatürk's Principles and History of Turkish Revolution II	2+0+0	Compulsory	2
TDİ168	Turkish Language II	2+0+0	Compulsory	2
TDS102	Practice of keyboard technique I	0+4+0	Compulsory	5
TDS104	Medical Documentation I	2+2+0	Compulsory	6
TDS106	Basic Mathematics	2+0+0	Compulsory	5
TDS108	Office Management and Organization	2+0+0	Compulsory	5
YDÖ168	English II	2+0+0	Compulsory	3
DOY102	Digital Literacy	2+0+0	Elective	3
SEÇ 1	Elective 1	2+0+0	Elective	2
<b>Total ECTS</b>				<b>33</b>

Course Groups				
KPD102	Career planning	2+0+0	Elective	2
TDS110	Introduction to Sociology	2+0+0	Elective	2
TDS112	Behavioral Sciences	2+0+0	Elective	2
TDS114	Health Law	2+0+0	Elective	2
TDS116	Protocol Rules	2+0+0	Elective	2

3.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
STJ201	Summer internship	0+4+0	Compulsory	8
TDS201	Practice of keyboard technique II	0+4+0	Compulsory	5
TDS203	Medical Documentation II	2+2+0	Compulsory	5
TDS205	Biostatistics	2+0+0	Compulsory	4
TDS207	Health Institutions Management I	2+0+0	Compulsory	3
TDS209	Introduction to Psychology	2+0+0	Compulsory	3
SEÇ 2	Elective 2	2+0+0	Elective	2
<b>Total ECTS</b>				<b>30</b>

Course Groups				
TDS211	Diction and Speech	2+0+0	Elective	2
TDS213	Hospital Automation	2+0+0	Elective	2
TDS215	Sign Language	2+0+0	Elective	2
TDS217	Marketing in Healthcare	2+0+0	Elective	2

4.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
TDS202	Filing and Archiving	2+0+0	Compulsory	5
TDS204	Medical Librarianship	2+0+0	Compulsory	5
TDS206	Professional Writing Techniques	2+0+0	Compulsory	4
TDS208	Public Health	2+0+0	Compulsory	3
TDS210	Public Relations and Communication	2+0+0	Compulsory	3
TDS212	Health Institutions Management II	2+0+0	Compulsory	5
TDS214	Basic First Aid Knowledge	2+0+0	Compulsory	3
SEÇ 3	Elective 3	2+0+0	Elective	2
<b>Total ECTS</b>				<b>30</b>

Course Groups				
GÖÇ202	Volunteering works	1+2+0	Elective	4

TDS216	Executive Assistant	2+0+0	Elective	2
TDS218	Professional Ethics	2+0+0	Elective	2
TDS220	Disease Information	2+0+0	Elective	2
TDS222	Keyboard Development	2+0+0	Elective	2