



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
TDİ167	Turkish Language I	2+0+0	Compulsory	2
TDS105	Basic Anatomy and Physiology	2+0+0	Compulsory	4
TDS113	Basic Secretarial Knowledge	2+0+0	Compulsory	4
TDS115	Occupational health and Safety	2+0+0	Compulsory	3
TDS117	Medical Documentation I	2+2+0	Compulsory	5
TDS119	Basic Information Technology Use	2+2+0	Compulsory	5
TDS121	Medical Terminology	2+0+0	Compulsory	3
YDÖ167	English I	2+0+0	Compulsory	2
Total ECTS				30

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
TDS106	Basic Mathematics	2+0+0	Compulsory	5
TDS108	Office Management and Organization	2+0+0	Compulsory	5
TDS118	Ergonomics	2+0+0	Compulsory	3
TDS120	Medical Documentation II	2+2+0	Compulsory	7
YDÖ168	English II	2+0+0	Compulsory	2
DOY102	Digital Literacy	2+0+0	Elective	3
SEÇ 1	Elective 1	2+0+0	Elective	2
Total ECTS				31

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
TDS209	Introduction to Psychology	2+0+0	Compulsory	3
TDS221	Biostatistics	2+0+0	Compulsory	4
TDS227	Filing and Archiving	2+0+0	Compulsory	3
TDS229	Summer internship	2+0+0	Compulsory	5
TDS231	Practice of keyboard technique I	0+4+0	Compulsory	6
TDS233	Health Institutions Management I	2+0+0	Compulsory	5
SEÇ 2	Elective 2	2+0+0	Elective	2
Total ECTS				28

Course Groups				
AFE201	HSE: Disaster Management	2+0+0	Elective	3
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
TDS204	Medical Librarianship	2+0+0	Compulsory	5
TDS206	Professional Writing Techniques	2+0+0	Compulsory	4
TDS224	Keyboard Technique Practice II	0+4+0	Compulsory	5
TDS226	Health Institutions Management II	2+0+0	Compulsory	4
TDS228	Public Health	2+0+0	Compulsory	4
TDS230	Public Relations and Communication	2+0+0	Compulsory	4
SEÇ 3	Elective 3	2+0+0	Elective	2
Total ECTS				28

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

IAY202	HSE: First and Emergency Aid	2+2+0	Elective	3
TDS216	Executive Assistant	2+0+0	Elective	2
TDS218	Professional Ethics	2+0+0	Elective	2
TDS220	Disease Information	2+0+0	Elective	2
TDS232	Quality in Health Services	2+0+0	Elective	2