

GAZI UNIVERSITY
VOCATIONAL SCHOOL OF HEALTH SERVICES
ECTS INFORMATION PACKAGE

ADMINISTRATION

1.Head of Vocational School

Prof. Dr. Yusuf KALENDER, Tel: 4841125, E-mail: kalender@gazi.edu.tr

2.Secretary of Vocational School

Sevgi CANATAN, Tel: 4845635

3.ECTS Coordinator

Assoc. Prof. Dr. Arzu Evrim KOÇKAYA, Tel: 4845635, E-mail: evrima@gazi.edu.tr

Address: Gazi Üniversitesi Gölbaşı Kampüsü

GENERAL INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The basic structure of the Turkish National Education system consists of four main stages as pre-school education, primary education, secondary education and higher education.

Pre-school education consists of non-compulsory programs for children from birth to the age of 72 months whereas primary education is a compulsory 8 years program for all children beginning from the age of 6. The secondary education system includes “General High School” and “Vocational and Technical High Schools”. General High Schools offer programs lasting at least three years and preparing students for higher education. Within the category of General High Schools, the following sub categories exist: General High School, Foreign Language High School, Anatolian Preparation High School, Science High School, Anatolian Fine Arts High School, Anatolian Teacher Preparation High Schools. Vocational Technical High Schools offer three-years programs (vocational schools) or four-year programs (technical schools). They prepare students for employment in various occupations, or for higher education. There are four main groups of high schools within this category: technical schools for boys, technical schools for girls, commerce and tourism schools, and religious education schools.

Higher education is defined as all post-secondary programs with duration of at least two years. The system consists of universities (state and foundation) and non-university institutions of higher education (police and military academies and colleges). Each university consists of faculties and four year schools offering bachelor's level programs, the latter with a vocational emphasis, and two year vocational higher schools offering pre-bachelor's (associate's) level program of a strictly vocational nature. Anadolu University in Eskişehir offers two and four-year programs through distance education. Lectures are broadcasted on television and contact hours are available.

The establishment of foundation universities is based on Law No. 2547, the Law on Higher Education. They gain income from a foundation, tuition fees, and donations. They may receive state assistance from the Ministry of Finance provided that they meet certain requirements concerning their staff, admitted students, number of publications per faculty and scholarships awarded to their students.

Admission to higher education is based on a nation-wide Student Selection Examination (ÖSS). The examination is held every year and is administered by the Student Selection and Placement Center (ÖSYM). Candidates gain access to institutions of higher education based on their composite scores consisting of the scores on the selection examination as well as their high school grade point averages.

Beginning from the academic year 2002-2003, those who graduate from vocational-technical high schools have an opportunity to be placed in two-year vocational higher schools without taking any entrance examinations.

Those who graduate from a two-year vocational higher school can continue their education in four-year programs, based on the quotas available and their scores on a vertical transfer examination.

Graduate-level programs consist of master's and doctoral programs, coordinated by graduate schools. Master's programs are specified as "with thesis" or "without thesis" programs. "With thesis" master programs consist of a specified course completion followed by a submission of a thesis whereas "without thesis" programs consist of completion of graduate courses and a term project. The duration of these programs is a minimum of two years. Access to doctoral programs requires a master's degree. Doctoral programs have duration of a minimum of four years that consists of completion of courses, passing a doctoral qualifying examination, and preparing and defending a doctoral dissertation. Medical specialty training programs are

equivalent to doctoral level programs and carried out with the faculties of medicine and the training hospitals.

The Council of Higher Education (YÖK) regulates the Higher Education System. Established in 1981, the Council regulates the institutions' activities concerning research, governance, planning and organization. Two-year vocational schools and departments are founded by the Council whereas universities and institutions are established by the law.

MEDICAL DOCUMENTATION AND SECRETARY PROGRAM

INFORMATION IDENTIFYING THE QUALIFICATION

Name of the qualification and title conferred:

Tıbbi Dokümantasyon ve Sekreterlik, Önlisans; Medical Documentation and Secretary, Associate Degree.

Title conferred:

Tıbbi Dokümantasyon Sekreteri; Medical Documentation Secretary

Main field(s) of study for the qualification:

The aim of this program is to graduate students for both private and public medical secretary, patient and medical documentation and administrative secretary jobs

Name and status of awarding institution

Gazi University, Non-profit, State recognized.

Gazi Üniversitesi, kar amacı gütmeyen, kanunla kurulmuş, devlet tarafından tanınan üniversite

Name and status of institution administering studies

Gazi University Vocational School of Health Services; Medical Documentation and Secretary Program

Gazi Üniversitesi Sağlık Hizmetleri Meslek Yüksekokulu; Tıbbi Dokümantasyon ve Sekreterlik Programı.

Language(s) of instruction/examination:

Turkish

INFORMATION ON THE LEVEL OF THE QUALIFICATION

Level of qualification:.

Associate Degree

Official length of program:

2 years, 2 semesters per year, 14 week per semester, 25 workdays of practical summer training course in related government or private institutions per year, full-time practical training course in the related government or private institutions within the last semester.

Access requirements:

High school diploma,

Placement through a centralized national university placement examination and graduation from related vocational high schools

INFORMATION ON THE CONTENTS AND RESULTS GAINED**Mode of study:**

Full-time

Program requirements:**Requirements**

The Associate Degree is awarded to students who have successfully completed all courses in the curriculum, including two 25 workdays of summer practice course and in term practical training course, and have obtained a cumulative grade point average of at least 2.00 over 4.00.

Objectives

The aim of this program is to prepare and graduate students for medical secretary job, both for private and public medical institutions.

Program details and the individual grades/ marks obtained:

SEMESTER I				<i>Hr./Week</i>
CODE	NAME of COURSE	LECTURE	PRACTICE	ECTS CREDITS
ATA101	History of Turkish Republic I	2	0	2
TUR101	Turkish I	2	0	2
ING101	Foreign Language I	2	0	2
ENF101	Information Technology	1	2	2
DOK101	Anatomy	2	0	2
DOK103	Infections and Disease	2	0	2
DOK105	General Business Knowledge	2	0	2
DOK107	Secretary Techniques	2	0	2
DOK109	Medical Documentation I	4	0	4
DOK111	Medical Terminology I	2	0	2
DOK113	Hospital Archive	2	0	2
DOK115	Biostatistics I	2	2	3
DOK117	Health Services Management	2	0	2
	Total:	27	4	29
SEMESTRE II				
CODE	NAME of COURSE	LECTURE	PRACTICE	ECTS CREDITS
ATA102	History of Turkish Republic II	2	0	2
TUR102	Turkish II	2	0	2
ING102	Foreign Language II	2	0	2
ENF102	Computer Applications	2	2	3
DOK102	First Aid	2	0	2
DOK104	Hospital Administration And Organization	2	0	2
DOK106	Patient Psychology And Interpersonal Communications	2	0	2
DOK108	Medical Documentation II	2	2	3
DOK110	Turkish Writing Techniques	2	0	2
DOK112	Talking Skills	2	0	2
DOK114	Anatomy II	2	0	2
DOK116	Medical Terminology II	2	0	2
DOK118	Biostatistics II	2	2	3
DOK120	Professional English I	2	0	2
	Total:	28	6	31
CODE	NAME of COURSE	LECTURE	PRACTICE	ECTS CREDITS
DOK100	Summer Practice I			4
	Total :			4

SEMESTRE III				
CODE	NAME of COURSE	LECTURE	PRACTICE	ECTS CREDITS
DOK201	Research Techniques	2	0	2
DOK203	Computer Aided Statistics	2	2	3
DOK205	Public Health	2	0	2
DOK207	Medical Documentation II	2	2	3
DOK209	Hospital Computer Database Systems	2	0	2
DOK211	Medical Library	2	0	2
DOK213	Behavioral Sciences	2	0	2
DOK215	Material And Equipment Management	2	0	2
DOK217	Health Legislation	2	0	2
DOK219	Manager's Secretarial	2	0	2
DOK221	Professional English II	2	0	2
DOK223	Deontology And Professional Ethics	2	0	2
DOK225	Office Management	2	0	2
DOK227	Human Resources Management	2	0	2
	Total:	28	4	30
SEMESTRE IV				
CODE	NAME of COURSE	LECTURE	PRACTICE	ECTS CREDITS
DOK202	Practical Course *	0	32	16
DOK204	Health Planning And Strategy Development	4	0	4
	Total:	4	32	20
CODE	NAME of COURSE	LECTURE	PRACTICE	ECTS CREDITS
DOK200	Summer Practice II			4
	Total:			4
	Grand Total:	97	46	120
* The program coordinator selects practice courses departments in .the University Hospital.				

Note: ECTS credits and local credits are same. Therefore the both credits are given in the same column.

All are must courses and there are not any electives in this program.

Grading Scheme and Grades:

The University grading systems uses letters as follows:

GRADES	POINT
AA	4.0
BA	3.5
BB	3.0
CB	2.5
CC	2.0
DC	1.5
DD	1.0
FD	0.5
FF	0.0

Other letters and signs:

B: Passes non-credit course

K: Fails non-credit course

D: Not attended to lessons.

G: Not attended to exams

M: Exempt

S: Continuing study

E: Missing grade

DC+: Student with higher cumulative grade than 2.00 will pass

DC-: Student with lower cumulative grade than 2.00 will fail

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

A student's academic performance is determined at the end of the semester by computing an average of grades she/he has received during that semester.

INFORMATION ON THE FUNCTION OF THE QUALIFICATION

Access to further study: Graduates with the associate degree may apply to university programs in related fields according to their Cumulative Grade Point Average.

Professional status (if applicable): Graduates may apply to Ministry of Health or to any related private institutions or companies as a medical secretary.

ENF 101 INFORMATION TECHNOLOGY				VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM					
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	14	28	-			-	42	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalog Description	Introducing to computer, Computer Structure, Operating Systems, Introducing to Windows Operating System, Characteristic of Windows Operating System, Introducing to WORD, Taking help, Working to document, Edit, Format, Views and printing, Developing to document, Working to tables, Working to templates, Web Pages								
Course Objectives	Introducing and using to computer technology								
Course Outcomes	Establishment of effective working capabilities with computer technology								
Textbook and /or References	Bülbül H.İ., etc., Basic Computer Technology and Applications, Ada Publishment, Ankara, 2002.								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Introducing to Computer							10	
	Windows							40	
	Word							40	
	Web Pages							10	
Instructors	Hakan TEKEDERE, tekedere@gazi.edu.tr								

DOK 101 ANATOMY-1				VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester							Credits	
	<i>Lecture</i>	<i>Recite</i>	<i>Lab.</i>		<i>Other</i>	<i>Total</i>	<i>Credit</i>	<i>ECTS Credit</i>
1/2	28	-	-	-	-	28	2	2
Language	Turkish							
Compulsory/Elective	Compulsory							
Prerequisites	none							
Course Contents	Skeletal system, Muscular system, Upper limb and Lower limb, Back, Cardiovascular system, Respiratory system, Lymphatic system, Thorax , respiratory system							
Course Objectives	The meaning of human anatomy; basic Latin terminology; systematic analysis of the human anatomy with stress on motion anatomy.							
Learning Outcomes and Competences	Knowledge of the normal human anatomy							
Textbook and/or References	Netter FH : Atlas of Human Anatomy. Third edition. Icon Learning Systems. 2003 Figen Gövsa Gökmen: Sistematik Anatomi. İzmir, Güven Kitabevi, 2003							
Assessment Criteria							<i>If any, mark as (X)</i>	Percent (%)
	<i>Midterm Exams</i>						X	60
	Quizzes							
	Homeworks							
	Projects							
	Term Paper							
	Laboratory Work							
	Other							
	Final Exam						X	100
Instructors								
Week	Subject							
1	Axial skeleton							
2	Appendicular skeleton							
3	articulations							
4	Head, neck and back muscles							
5	Pectoral and abdominal muscles							
6	Upper and lower extremity muscles							
7	Mediastinum, heart							
8	Circulatory system: aorta							
9	İnternal iliac artery							
10	Venous circulation (head, neck, extremities)							
11	Venous circulation (abdomen, thorax)							
12	Lymphatic system							
13	Respiratory system: nose, larynx							
14	Respiratory system: trachea, lungs							

DOK 103 INFECTIONS AND DISEASE					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	-	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalog Description	Health and disease, aging, balance and out of balance of liquid-electrolyte and acid-base, shock, cancer, diseases of urinary system, diseases of breathing system, diseases of heart and vascular, diseases of blood, diseases of digestive system, diseases of kidney, diseases of endocrine system, diseases of bone and articulation, diseases of nervous system.								
Course Objectives	Giving knowledge about the diseases								
Course Outcomes	Learning knowledge about the diseases in practice.								
Textbook and /or References	-Akdemir, N.,The Handbook in Nursing of Internal Diseases, Vehbi Koç Foundation Publishing Company, Number:9, Ankara, 1998. -Erdil, F.,and Elbaş (Özhan), N., Nursing of Surgery Diseases, Kaya Publishing, Ankara, 1996.								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes							-	-
	Homeworks							-	-
	Projects							-	-
	Term Paper							-	-
	Laboratory Work							-	-
	Other							-	-
	Final Exam							1	60
Course Category by Content (%)	Health Sciences							90	
	Social Sciences							10	
Instructors	Yrd.Doç.Dr. Şükran ŞİMŞEK, ssimsek@gazi.edu.tr								

DOK 105 GENERAL BUSINESS KNOWLEDGE					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-				-	28	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Concept of business management, management system and relation with external environment, enterprise of management, legal structure of management, basis functions of management, production, marketing, planning, finance, another processing, analyzing of business and duty, personal evaluation.								
Course Objectives	To teach general structure and functions of management.								
Course Outcomes	Gaining information of general management.								
Textbook and /or References	Genel İşletmecilik Bilgileri, Prof.Dr.Halil Can, Prof.Dr.Doğan Tuncer, Prof.Dr. Doğan Yaşar Ayhan.								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
Final Exam							1	60	
Course Category by Content (%)	Social Sciences							100	
Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr								

DOK 107 SECRETARY TECHNIQUES					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-				-	28	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Definition of secretarial, types, place of secretarial in health team, emotional and mental properties, duty and responsibility of medical secretaries in health institutions, respect of job, attributions of medical reports, types and preparing, relation of medical secretaries with health personal, patient and related of patient, communication and talking rules, legal correspondences, workings of office, usage of this equipment, equipment maintenance, techniques of job simplification, to provide information and ability planning, organization, implementation, control in secretarial.								
Course Objectives	To learn information and ability about secretarial.								
Course Outcomes	Gaining information and ability about secretarial.								
Textbook and /or References	-Büro Yöneticiliği ve Sekreterlik, Gülbin GÜRAL -Yönetici Asistanlığı, Doç. Dr. Dilaver TENGİLİMOĞLU, Öğr. Gör. Pınar COŞAN -Sekreterlik, İş Yazıları, Dosyalama ve Büro Makineleri , Ünal UZDİL, Güneş UZDİL								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Social Sciences							100	

Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr								
DOK 109 MEDICAL DOCUMENTATION I					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	56	-	-				-	56	4
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Basis description of medical record, history of patient records, import, specialties, types of filing, systems of filing, content of patient records, arrangement, legal sides and government achieves, regulations, to learn patient records and instruments. Prefixes, stems and suffixes of medical terms. To introduce theoretic and practical method, international classification of disease and medical intervention (ICD).								
Course Objectives	To learn medical records description and method.								
Course Outcomes	Gaining general information about medical records.								
Textbook and /or References	Tıbbi Dokümantasyon, Prof.Dr.Adil Artukoğlu, Tıbbi Dokümantasyon, Prof.Dr.Kadir Sümbüloğlu, Doç.Dr.Vildan Sümbüloğlu Arşiv Binaları ve Teçhizatı, Micheal Duchein, Çeviren : Cemil Göker Tıbbi Dökümantasyon I, Ramazan Uçmaz								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Health Sciences							100	
Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr								

DOK 111 MEDICAL TERMINOLOGY I				VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM					
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Introducing to medical terminology, elements of medical terms (prefixes, stems, suffixes), the terms of related with human body systems (act, breathing, cardiovascular, digestion, nerve, endocrine, blood and immune, urine, genital systems, eyes, ear and skin) diagnosis, operation and symptom.								
Course Objectives	Giving information of medical terms.								
Course Outcomes	Gaining information of medical terms.								
Textbook and /or References	- Artukoğlu, A., Kaplan, A. Ve Yılmaz, A., Tibbi Terminoloji, 2. Baskı, Denge Matbaacılık, ANKARA, 2004.								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Health Sciences							100	
Instructors	Yrd. Doç. Dr. Şükran ŞİMŞEK, ssimsek@gazi.edu.tr								

DOK 113 HOSPITAL ARCHIVE				VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM					
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	<p>Archive, equipment of archive and archive functions, type of archive, record keeping and history in Turkey and World, sorting and extirpation, protection and restoration, abrasive of archives equipment, processing of filing, processing of microfilm, to transfer magnetic occasion.</p> <p>Medical archive, hospital archive, aim of medical archive, duty and equipment, processing of filing, processing of ordering and classification, section of hospital archive, organization of hospital archive, usage, style of hiding file, automation of archive.</p>								
Course Objectives	To learn about function, importance and methods of medical documentation and archive systems.								
Course Outcomes	Gaining information and ability about medical documentation and archive.								
Textbook and /or References	Tıbbi Dokümantasyon, Prof.Dr.M.Adil Artuk,oğlu, Yrd.Doç.Dr.Aslan Kaplan Tıbbi Dokümantasyon – II, Ramazan Uçmaz, Arşiv Binaları ve Teçhizatı, Micheal Duchein, Çeviren : Cemil Göker								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
Final Exam							1	60	
Course Category by Content (%)	Social Sciences							100	
Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr								

DOK 115 BIOSTATISTICS I				VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM					
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	28	-			-	56	3	3
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalog Description	Introduction and definitions, data collection methods, sampling, distribution criteria and applications, data classification and application-distribution criteria of classified data and application-graphs, tables and application.								
Course Objectives	Giving the concept of Biostatistic, data arrangement, distribution criteria, graphs and tables								
Course Outcomes	Learning the concept of Biostatistic, data arrangement, distribution criteria, forming graphs-tables and applications.								
Textbook and /or References	<ul style="list-style-type: none"> • Sümbüloğlu, K., Sümbüloğlu, V., Biyoistatistik, Özdemir Yayınları, Ankara, 1995. • Esin, A., Ekni, M., Gangam, H., Sağlık Bilimlerinde İstatistik, Gazi Üniversitesi Yayınları, No:171, Ankara, 1991. • Sümbüloğlu, K., Sağlık Alanına Özel İstatistik Yöntemler, Hatiboğlu Yayınları, 1990. 								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes							-	-
	Homeworks							-	-
	Projects							-	-
	Term Paper							-	-
	Laboratory Work							-	-
	Other							-	-
Final Exam							1	60	
Course Category by Content (%)	Biostatistical Science							80	
	Mathematical Science							15	
	Social Sciences							5	
Instructors	Öğr.Gör. İlker ÖZGEDİK, iozgedik@gazi.edu.tr								

DOK 117 HEALTH SERVICES MANAGEMENT					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Management, management process, management sources, public management, health services, protective health services, therapeutical health services, rehabilitate health services, health institutions, health institutions variety, legal structure of health institutions, hospital organizations, health services organization, legal support of health services organization in Turkey, central organizations in health services, upstate organizations in health services, hospital organizations in Turkey, hospital organizations in some countries, international health organizations.								
Course Objectives	To teach characteristic and management of health services and organizations.								
Course Outcomes	Gaining knowledge of health organizations management.								
Textbook and /or References	Sağlık Hizmetlerinde ve İşletmelerinde Yönetim, Yrd.Doç.Dr.Çetin AKAR, Uzm.Hüseyin ÖZALP Sağlık Hizmetlerinde Yönetim, Prof.Dr.Doğan BENLİ, Uzm.Hüseyin ÖZALP Hastane ve Sağlık Kurumları Yönetimi, Doç.Dr.Şahin KAVUNCUBAŞI Sağlık Yönetimine Giriş, Prof. Dr. Nevzat EREN Sağlık Hizmetlerinde Yönetim, Prof. Dr. Nevzat EREN								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Social Sciences							100	

Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr								
ENF 102 COMPUTER APPLICATIONS					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
2/2	28	28	-			-	56	3	3
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalog Description	Introducing to Excel, Taking help, Working to worksheet, Edit, Making and formatting a table, Calculation, printing, functions, Graphics, Introducing to Powerpoint, making to presentation, making to graphics, management to slide, usement to internet, making to web page, MS Outlook								
Course Objectives	Teaching of effective working with Office programs and internet								
Course Outcomes	Establishment of effective working capabilities with Office programs and internet								
Textbook and /or References	Bülül H.İ., etc., Basic Computer Technology and Applications, Ada Publishment, Ankara, 2002.								
Assessment Criteria								Number	%
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Excel							30	
	Powerpoint							30	
	Internet							20	
	Web Pages and MS Outlook							20	
Instructors	Hakan TEKEDERE, tekedere@gazi.edu.tr								

DOK 102 FIRST AID							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
2/2	28	-	-			-	28	2	2	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalog Description	Importance and rules of first aid, disaster conditions in society, causes, civil defence, first aid of injures, first aid of bleedings, first aid practice related with respiration and circulation systems and first aid in shock extremity broken, broken of vertebra, head, breast bone and first aid in bleedings, rescue and transport methods, burn, electric shock, gelidity, poisoning of nutrition and chemical material and another conditions.									
Course Objectives	Giving the principles of first aid									
Course Outcomes	Learning and applications of the of first aid									
Textbook and /or References	-Somyürek İ.(1998) -Adım adım ilkyardım ve kurtarma Palme Yayınları- ANKARA Türkiye Kızılay Derneği, İlk Yardım El Kitabı, Pelit Ofset, Ankara, 2001.									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other									
Final Exam							1	60		
Course Category by Content (%)	Social Sciences							100		
Instructors	Sevinç AKTAŞ, sevinc@gazi.edu.tr									

DOK 104 HOSPITAL ADMINISTRATION AND ORGANIZATION					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
2/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Purposes and functions of hospitals, development of hospital in the historical period, hospital types, patient beds, patient day, average day of hospital accommodation, acceptance of patients, discharge from hospital, hospital management structure, medical treatment units, management units, units of accountment and technique, properties of hospital management and sources of management, concept of hospital organization, characteristic of hospital manager, motivation, business evaluation, protection against occupational illness, patient and worker accident.								
Course Objectives	General structure of hospitals, to teach functions, organizations and management.								
Course Outcomes	Gaining knowledge of hospital management and functions.								
Textbook and /or References	Hastane ve Sağlık Kurumları Yönetimi, Doç.Dr.Şahin KAVUNCUBAŞI Hastane İşletmeleri Yönetiminde Temel Bilgiler, Haydar KIRAL Hastane Yöneticiliği, Yrd.Doç.Dr.Bilal Bumin AK Hastane Yönetim ve Organizasyonu, Hikmet SEÇİM Hastane Yöneticiliği, Osman HAYRAN, Haydar SUR Hastane İdaresi ve Organizasyonu, Şemsi ÖZDİLEK, Nejat AKGÜN								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Social Sciences							100	

Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr								
DOK 106 PATIENT PSYCHOLOGY AND INTERPERSONAL COMMUNICATIONS						VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
2/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Introduction to psychology, fields of psychology, patient psychology, patient perspectives of health and disease, comprehensive approach to health and disease concepts, culture-health and disease, psychology and epidemiology, psychological defence mechanism and communication, stress and methods of solutions to stress problem, communication role of body language, empathy, emphatic approachment, being illness and meaning of hospitalization, psychology of patient and patient relatives, process of communication, communication tools, communication techniques and occupational communication, the communication rules paid attention by health personal, teaching of concept about occupational respect and public respect.								
Course Objectives	Learning about concept of patient psychology and interpersonal relations.								
Course Outcomes	Gaining abilities about patient psychology and interpersonal relations.								
Textbook and /or References	<ul style="list-style-type: none"> - Trakye, G. 1995, Hasta Hemşire İlişkileri, Aydoğdu, ANKARA - Cüceloğlu, D., 2002, Yeniden İnsan İnsana, Remzi Kitabevi, İSTANBUL. 								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
Final Exam							1	60	
Course Category by Content (%)	Social Sciences							100	

Instructors	Sevinç AKTAŞ, sevinc@gazi.edu.tr								
DOK 108 MEDICAL DOCUMENTATION II					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
2/2	28	28			-	56	3	3	
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Medical documentation and importance of this documents, arrange of patient records, index of patient, physicians, disease and operation, index systems of disease and operation, using computer in patient files archives. Prefixes, stems and suffixes of medical terms. To introduce theoretic and practical method, international classification of disease and medical intervention (ICD 9- 10).								
Course Objectives	To teach Medical documentation and ICD method.								
Course Outcomes	Gaining information and ability about medical records.								
Textbook and /or References	ICD.9.CM International Classification of Diseases 9 TH Revision, 3 RD Edition, Clinimal Modification Tıbbi Terminoloji, Prof.Dr.Adil ARTUKOĞLU İnsan Anatomisi, Prof.Dr.Mehmet YILDIRIM Anatomi Sözlüğü Tıbbi Terminoloji, Uzm. Sebahat EKİNCİ, Dr. H. Gül HATİPOĞLU								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Health Sciences							100	

Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr
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DOK 110 TURKISH WRITING TECHNIQUES		VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM							
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
2/2	24						24	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalog Description	Legislative basis of public and private writings. To obey the writing principles of forms, titles, contexts, texts and other parts in official correspondences.								
Course Objectives	To teach appropriate and official writing rules and how to write and organize understandable writings.								
Course Outcomes	Learning the writing techniques.								
Textbook and /or References	-Tutar Hasan, Mesleki Yazışma Teknikleri, Nobel Yayın Dağıtım, Ocak 2002. -Yazışma Teknikleri, Halis GÖKDERE , -Yazışma Teknikleri, Hakan KOÇ, Menekşe Tahran ÖZTOPRAK -Dosyalama- Arşiv Resmi Yazışma Rapor Yazma Teknikleri, Fikret AR								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	30
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Social Sciences							100	
Instructors	Yrd.Doç.Dr.Cemal Çalık, calikc@gazi.edu.tr								

DOK 112 TALKING SKILLS					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
2/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Communication, verbal communication, necessity of talking, basic elements of talking, tone of voice, language, mental efficiency, quality and characters of well talking, to effect factors of well talking, art of well talking, rules of talking, usage of language, importance of well talking in business and society life.								
Course Objectives	To teach information about communication.								
Course Outcomes	Gaining of communication abilities.								
Textbook and /or References	No								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams								
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other							1	100
	Final Exam								
Course Category by Content (%)	Social Sciences							100	
Instructors	Charge								

DOK 114 ANATOMY-2						VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM		
Semester							Credits	
	Lecture	Recite	Lab.		Other	Total	Credit	ECTS Credit
2/2	28	-	-	-	-	28	2	2
Language	Turkish							
Compulsory/Elective	Compulsory							
Prerequisites	none							
Course Contents	Digestive system, Pelvis and perineum, Nervous system: Central nervous system, peripheral nervous system, somatic nervous system, autonomic nervous system, sense organs							
Course Objectives	The meaning of human anatomy; basic Latin terminology; systematic analysis of the human anatomy with stress on motion anatomy.							
Learning Outcomes and Competences	Knowledge of the normal human anatomy							
Textbook and/or References	Netter FH : Atlas of Human Anatomy. Third edition. Icon Learning Systems. 2003 Figen Gövsa Gökmen: Sistemantik Anatomi. İzmir, Güven Kitabevi, 2003							
Assessment Criteria							<i>If any, mark as (X)</i>	Percent (%)
	<i>Midterm Exams</i>						X	60
	<i>Quizzes</i>							
	<i>Homeworks</i>							
	<i>Projects</i>							
	<i>Term Paper</i>							
	<i>Laboratory Work</i>							
	<i>Other</i>							
	Final Exam						X	100
Instructors								
Week	Subject							
1	Digestive system: mouth and pharynx							
2	Oesophagus, gaster, small intestine							
3	Caecum, colon ascendens, colon descendens, rectum, anus							
4	Hepar, vesica biliaris, pancreas							
5	Spleen, portal system							
6	Urinary system: kidneys and ureters							
7	Bladder, female-male urethra							
8	Female genital organs							
9	Male genital organs, pelvis and perineum							
10	Central nervous system							
11	Peripheric nervous system							
12	Cranial nerves							
13	Senses and sense organs: nose, eye							
14	ear, skin, tongue							

DOK 116 MEDICAL TERMINOLOGY II					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
2/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	General repetition of medical terms, terms related with system disease, anatomic terms, illustrative terms, terms related with operations and symptoms, to give pharmacologic terms information.								
Course Objectives	To teach necessary information about medical terms.								
Course Outcomes	Gaining information of medical terms.								
Textbook and /or References	Tıbbi Terminoloji, Prof.Dr.Adil ARTUKOĞLU Tıbbi Terminoloji, Prof.Dr.Çağatay GÜLER Tıbbi Terminoloji, Dr.Mehmet ÖZDEN Tıbbi Terminoloji, Uzm. Sebahat EKİNCİ, Dr. H. Gül HATİPOĞLU								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Health Sciences							100	
Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr								

DOK 118 BIOSTATISTICS II							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
1/2	28	28	-			-	56	3	3	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalog Description	Theoretical distributions, tests of hypothesis and general information about these tests, tests of parametric hypothesis and application, tests of nonparametric hypothesis and application, regression and correlation analyses.									
Course Objectives	Giving theoretical distributions, tests of parametric and nonparametric hypothesis, regression and correlation analyses and applications.									
Course Outcomes	Learning theoretical distributions, tests of parametric and nonparametric hypothesis, regression and correlation analyses and applications.									
Textbook and /or References	<ul style="list-style-type: none"> • Sümbüloğlu, K., Sümbüloğlu, V., Biyoistatistik, Özdemir Yayınları, Ankara, 1995. • Esin, A., Ekni, M., Gamgam, H., Sağlık Bilimlerinde İstatistik, Gazi Üniversitesi Yayınları, No:171, Ankara, 1991. • Sümbüloğlu, K., Sağlık Alanına Özel İstatistik Yöntemler, Hatiboğlu Yayınları, 1990. 									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes							-	-	
	Homeworks							-	-	
	Projects							-	-	
	Term Paper							-	-	
	Laboratory Work							-	-	
	Other							-	-	
	Final Exam							1	60	
Course Category by Content (%)	Biostatistical Science							80		
	Mathematical Science							15		
	Social Sciences							5		
Instructors	Öğr.Gör. İlker ÖZGEDİK, iozgedik@gazi.edu.tr									

DOK 120 PROFESSIONAL ENGLISH I							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
2/2	28	-	-			-	28	2	2	
Language	English									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalogue Description	To know and practice of medical terminology and anatomic terms English meaning. To provide usage of English terms related with medical documentation. To provide usage of medical secretary terms and occupational terms. Gaining information of grammar.									
Course Objectives	To teach terms and grammar related with business.									
Course Outcomes	Gaining information about English terms and grammar.									
Textbook and /or References	Snapshot Elementary, Oxford Practice Grammar									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other									
	Final Exam							1	60	
Course Category by Content (%)	Foreign Language							100		
Instructors	Yrd. Doç. Dr. Cengiz GÜLSAYIN, gulsayin@gazi.edu.tr									

DOK 100 SUMMER PRACTICE I							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
-								4	4	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalogue Description	Knowledge about health institute and organization regulation, to practice of general document act, recording, delivery, debit, following, reply, purchasing, medical and chemical material and fixture recording, inpatient acceptance and outpatients discharges, library and archive services, practicing about statistical reports and medical articles.									
Course Objectives	Using theoretic information practically.									
Course Outcomes	Gaining methods of practical works.									
Textbook and /or References	No									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams									
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other							1	100	
	Final Exam									
Course Category by Content (%)	Social Sciences							100		
Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr									

DOK 201 RESEARCH TECHNIQUES							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
1/2	28	-	-			-	28	2	2	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalog Description	The Science, definition of science and stages of the scientific method. The Data, definition of the data, properties of the data, data sources, data collection techniques, preparing of data into/for the analysis. The cause-effect relation between the variables. The Research, definition of the research, properties of the research, research selection and research methods. Polls and observation methods. Planning of experiments. Report writing methods, explanation of how to show references and footnotes.									
Course Objectives	Recognition of the science and scientific methods, and giving definition of the data, data sources, relations between the variables, definition of the research and research methods, planning of experiments, report writing methods, the explanation of how to show references and footnotes.									
Course Outcomes	Learning the concept of the science and scientific methods, and definition of the data, data sources, relations between the variables, definition of the research and research methods, planning of experiments, report writing methods, the explanation of how to show references and footnotes.									
Textbook and /or References	<ul style="list-style-type: none"> Sümbüloğlu, K., Sümbüloğlu, V., araştırma Yöntemleri, Hatiboğlu Yayınevi, Ankara, 2000. 									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes							-	-	
	Homeworks							-	-	
	Projects							-	-	
	Term Paper							-	-	
	Laboratory Work							-	-	
	Other							-	-	
	Final Exam							1	60	
Course Category by Content (%)	Statistical Science							70		
	Social Sciences							20		
	Mathematics and Sciences							10		

Instructors	Öğr.Gör. İlker ÖZGEDİK, iozgedik@gazi.edu.tr

DOK 203 COMPUTER AIDED STATISTICS		VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM							
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	28	-			-	56	3	3
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalog Description	Basic statistics concepts, introducing to SPSS, variable defining and data access to SPSS, SPSS commands, data analysis to SPSS, frequencies, mean, correlate, T test, Anova, regression, Chi-square test, Graphics to SPSS								
Course Objectives	Teaching of statistics method with computer support								
Course Outcomes	Making of statistical analysis with SPSS								
Textbook and /or References	BÜYÜKÖZTÜRK, Ş., “Data Analysis Hand Book ”, Pegema, ANKARA, 2003								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Basic statistical concepts							15	
	Working to SPSS and commands							15	
	Data analysis to SPSS							35	
	Commenting of analysis							35	
Instructors	Hakan TEKEDERE, tekedere@gazi.edu.tr								

DOK 205 PUBLIC HEALTH							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
1/2	28	-	-			-	28	2	2	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalogue Description	Historical development of medicine, basic health services, health manpower and health organization in Turkey, immunity services, general nutrition, health education, business and work place health, family planning, to teach medicine ethics.									
Course Objectives	To teach information related with public health.									
Course Outcomes	Gaining information about public health.									
Textbook and /or References	No									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other									
	Final Exam							1	60	
Course Category by Content (%)	Health Sciences							100		
Instructors	Charge									

DOK 207 MEDICAL DOCUMENTATION III					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	28	-			-	56	3	3
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Numeration, ordering, to take microfilm of patient files and medical records, classification of patient files, index of disease and operation, classification systems of disease and operation, prefixes, stems and suffixes. To introduce theoretic and practical method, international classification of disease and medical intervention (ICD). To provide computer using in patient files archives.								
Course Objectives	To teach and practice medical records than international disease coding systems.								
Course Outcomes	Gaining information and ability about medical records and coding systems .								
Textbook and /or References	ICD.9.CM International Classification of Diseases 9 TH Revision, 3 RD Edition, Clinimal Modification Tıbbi Terminoloji, Prof.Dr.Adil ARTUKOĞLU İnsan Anatomisi, Prof.Dr.Mehmet YILDIRIM Anatomi Sözlüğü Tıbbi Terminoloji, Uzm. Sebahat EKİNCİ, Dr. H. Gül HATİPOĞLU								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Health Sciences							100	

Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr
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DOK 209 HOSPITAL COMPUTER DATABASE SYSTEMS				VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM					
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalog Description	Introducing to information systems of hospital (ISH), necessities of ISH, Module concept, security and secrecy to ISH, standards of ISH, ISH regulations, problems, sample programs								
Course Objectives	Teaching of construction information systems of hospital								
Course Outcomes	Ruling to information systems of hospital								
Textbook and /or References	Tekedere, H., Information Systems Of Hospital course note, 2005.								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Standards Of ISH							40	
	ISH Module							30	
	Working to Sample Program							30	
Instructors	Hakan TEKEDERE, tekedere@gazi.edu.tr								

DOK 211 MEDICAL LIBRARY							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
1/2	28	-	-			-	28	2	2	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalogue Description	What is library and librarianship?, What are the kinds of library?, basis elements of library, library process, importance of library in education, university library, medicine library and basis elements of medicine library, importance of medicine library, analysis of Medical University Library.									
Course Objectives	To transfer information about librarianship and medicine librarianship.									
Course Outcomes	Gaining information about librarianship and medicine librarianship.									
Textbook and /or References	-Kütüphane Teknisyenleri için Teknik Hizmetlere Giriş, Marty BLOOMBERG, G. Edward EVANS -Kütüphane Binaları ve Donatımı, Erdal HAMAMİ									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other									
Final Exam							1	60		
Course Category by Content (%)	Social Sciences							100		
Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr									

DOK 213 BEHAVIORAL SIENCE							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
1/2	28	-	-			-	28	2	2	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalogue Description	Human development, reasons behind the behavioural changes, genetic and personal factors effecting human behaviour									
Course Objectives	To teach factors affecting behaviour of people									
Course Outcomes	Learning human's behaviour types and causes and effects of different types of behaviors									
Textbook and /or References	- Baymur F. (1994) - Genel Psikoloji Anka Basim İSTANBUL									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other									
	Final Exam							1	60	
Course Category by Content (%)								100		
Instructors	Sevinç AKTAŞ, sevinc@gazi.edu.tr									

DOK 215 MATERIAL AND EQUIPMENT MANAGEMENT					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Material and equipment management, principle of material and equipment management, stock control methods, principles of storage, concept of government assets, goods proceeding, supplying management, functions of supplying department, role of supplying manager, supplying method in public institutions, supplying method in private institutions,, supplying methods in health services.								
Course Objectives	To teach information related with material and equipment management.								
Course Outcomes	Gaining information about material and equipment management.								
Textbook and /or References	-Sağlık Hizmetlerinde ve İşletmelerinde Yönetim, Yrd. Doç. Dr. Çetin Akar, Uzm. Hüseyin Özalp								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
Final Exam							1	60	
Course Category by Content (%)	Social Sciences							100	
Instructors	Yrd. Doç. Dr. Cemal ÇALIK, calikc@gazi.edu.tr								

DOK 217 HEALTH LEGISLATION							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
1/2	28	-	-			-	28	2	2	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalogue Description	<p>Juristic terms, goals, mean, sanction types in law, written law, sections of private law, sections of public law.</p> <p>Legislation of health and assistant health personal and health legislation, to teach information about legislation practice, solution method of problem in practice, gaining information about practice in case.</p>									
Course Objectives	To teach information about health legislation.									
Course Outcomes	Gaining information about law and health legislation.									
Textbook and /or References	No									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other									
Final Exam							1	60		
Course Category by Content (%)	Social Sciences							100		
Instructors	Charge									

DOK 210 MANAGER'S SECRETERIAL							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
1/2	28	-	-			-	28	2	2	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalogue Description	Basis concept related with administrative activity, basis concept of manager's secretarial, specialty of manager's secretarial, individual property, external appearance properties, occupational ability, duties, communication, usage of body speech, cultivation and protocol rules, talking to phone, management of meetings, organizing working travel, appointment services, document and recording process in organizations, documentation systems, organizational images, manager assistant image, time management, crisis management and stress management.									
Course Objectives	To learn concept and characteristics of manager's secretarial.									
Course Outcomes	Gaining information related with manager's secretarial.									
Textbook and /or References	-Yönetici Asistanlığı, Doç. Dr. Dilaver TENGİLİMOĞLU, Öğr. Gör. Pınar COŞAN -Büro Yöneticiliği ve Sekreterlik, Gülbin GÜRAL									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other									
Final Exam							1	60		
Course Category by Content (%)	Social Sciences							100		

Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr
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DOK 221 PROFESSIONAL ENGLISH II		VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM							
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Learning business writing and writing techniques in English and practicing . To provide developing of reading, writing, listening and speaking abilities related with business language level.								
Course Objectives	To teach subjects related with business writing, reading, listening and speaking in English.								
Course Outcomes	Gaining subjects related with business writing, reading, listening and speaking in English.								
Textbook and /or References	Snapshot Elementary, Oxford Practice Grammar								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
Final Exam							1	60	
Course Category by Content (%)	Foreign Langage							100	
Instructors	Yrd. Doç. Dr. Cengiz GÜLSAYIN, gulsayin@gazi.edu.tr								

DOK 223 DEONTOLOGY AND PROFESSIONAL ETHICS					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	To introduce lesson and program, expectations, suggestions, profession, professionalism, profession philosophy, health, medicine, ethic concept in health, professions in health services, characteristic of profession, criteria, health deontology and health ethic. Terms and concepts and organizing, basic principles of health ethic, approach to health ethic problems, general evaluation, criticism, suggestions, to expression of patient rights and legal responsibilities.								
Course Objectives	To teach information about deontology and profession ethic.								
Course Outcomes	Gaining information about deontology and profession ethic.								
Textbook and /or References	No								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Social Sciences							100	

Instructors	Charge
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DOK 225 OFFICE MANAGEMENT					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-				28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalog Description	Achieving the office to be faster, economic, systematic, quality and efficiently. Increasing the efficiency of the materials used.								
Course Objectives	To teach management of office and supplies, to increase the efficiency of them.								
Course Outcomes	Learning the management of office and supplies								
Textbook and /or References	- Büro Yönetimi Teknikleri, Yargı Yayınevi, Fikret AR - Dosyalama- Arşiv, Resmi Yazışma Rapor Yazma Teknikleri, Fikret AR								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
Final Exam							1	60	
Course Category by Content (%)	Office Management							70	
	Supplies Management							30	
Instructors	Yrd. Doç.Dr.Cemal Çalık, calikc@gazi.edu.tr								

DOK 227 HUMAN RESOURCES MANAGEMENT					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
1/2	28	-	-			-	28	2	2
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Human resources, concept, importance and types, place of health manpower in sector, training and improve of human resources, fixation of human resources, planning, election and employment, working life and occupational safety, activation of human resources, increase effectiveness with competition advantage, evaluation of human resources and wage policy, after graduate education plan of human resources, human resources management in health institutions.								
Course Objectives	To teach information about human resource management.								
Course Outcomes	Gaining information about human resource management.								
Textbook and /or References	<ul style="list-style-type: none"> - İnsan Kaynakları Yönetimi, Öznur YÜKSEL - Personel Yönetimi, Nuri TORTOP - İşletmelerde Personel Seçimi ve Başarı Değerleme, İlhan ERDOĞAN 								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams							1	40
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam							1	60
Course Category by Content (%)	Social Sciences							100	

Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr

DOK 202 PRACTICAL COURSE				VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM					
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
2/2	-	448	-			-	448	16	16
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	To provide to SHMYO students, using information taken in theoretic and practical lectures related with clinic, laboratory and archive etc. To gain to students necessary skills, to recognize necessary tools and using this tools, to ensure the working area, to gain necessary cooperative working and adaptation to work.								
Course Objectives	Using theoretic information practically.								
Course Outcomes	Gaining methods of practical works.								
Textbook and /or References	No								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams								
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other							1	100
Final Exam									
Course Category by Content (%)	Social Sciences							100	

Instructors	Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr
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DOK 204 HEALTH PLANNING AND STRATEGY DEVELOPMENT							VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM			
Semester	Teaching Methods							Credits		
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit	
2/2	84	-	-			-	84	6	6	
Language	Turkish									
Compulsory / Elective	Compulsory									
Prerequisites	No									
Catalogue Description	Present situation of health services in Turkey and world, inter institutions coordination, manpower in health, medical material, health investment, to provide research in the field of health finance and related this subjects and present this research results as reports by developing strategy considering the present situation and proposal parts at first.									
Course Objectives	To teach development of strategy related with health services.									
Course Outcomes	Gaining ability of strategy development in health services.									
Textbook and /or References	<ul style="list-style-type: none"> - Avrupa Sağlık Reformu Mevcut Stratejilerin Analizi, Dünya Sağlık Örgütü. - Sağlık Reformları Araştırmaları, Sağlık Bakanlığı - Sağlık Hizmetlerinde Etkinlik, Başbakanlık 									
Assessment Criteria								<i>Number</i>	<i>%</i>	
	Midterm Exams							1	40	
	Quizzes									
	Homeworks									
	Projects									
	Term Paper									
	Laboratory Work									
	Other									
	Final Exam							1	60	
Course Category by Content (%)	Social Sciences							100		

Instructors	Yrd. Doç. Dr. Cemal ÇALIK, ccalik@gazi.edu.tr
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DOK 200 SUMMER PRACTICE II					VOC. SCHOOL OF HEALTH SERVICES/MEDICAL DOCUMENTATION AND SECRETARY PROGRAM				
Semester	Teaching Methods							Credits	
	Lecture	Recite	Lab.			Other	Total	Credit	ECTS Credit
-	-	-	-			-	-	4	4
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	No								
Catalogue Description	Knowledge about health institute and organization regulation, to practice of general document act, recording, delivery, debit, following, reply, purchasing, medical and chemical material and fixture recording, inpatient acceptance and outpatients discharges, library and archive services, practicing about statistical reports and medical articles.								
Course Objectives	Using theoretic information practically.								
Course Outcomes	Gaining methods of practical works.								
Textbook and /or References	No								
Assessment Criteria								<i>Number</i>	<i>%</i>
	Midterm Exams								
	Quizzes								
	Homeworks								
	Projects								
	Term Paper								
	Laboratory Work								
	Other							1	100
Course Category by Content (%)	Social Sciences							100	

Instructors

Yrd. Doç. Dr. Hüseyin DEMİRTOLA, demirtola@gazi.edu.tr