



I.TERM					
Code /Credits	Couse	Semester Winter/Spring	Contents	ContactsDetails of Lecturer	Department
AIT101/2	PRINCIPLES OF ATATURK AND HISTORY OF REVOLUTION I	Winter	Concepts, general situation before and after the First World War, conditions that prepared the Turkish Revolution, the war of national independence and its consequences, Atatürk's life, personal characteristics and various aspects, the abolition of the sultanate and the proclamation of the Republic.	Lect. Adem KIZKAPAN <a href="mailto:akizkapan@munzur.edu.tr">akizkapan@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
YDI101/2	FOREIGN LANGUAGE I	Winter	Time clauses, what-who-where(wh) questions, helping verbs (am,is,are), Countries and cities, present continuous tense, many and how much, prepositions, have-has got, how many, there is-there are.	Lect. Duygu YIKMIŞ MERKİT <a href="mailto:dyikmis@munzur.edu.tr">dyikmis@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TRD101/2	TURKISH LANGUAGE-I	Winter	The importance of language and language, the birth, spread and structure of languages; Turkish language and its term, its development, its place among other languages and its fields; Turkish written language and its features, phonetic and morphological structure, Turkish grammar, vocabulary, sentence, paragraphs, reading and comprehension, vocabulary and types, features and sentences, spelling and punctuation marks	Lect. Mehmet DEMİRBAĞ <a href="mailto:mdemirbag@munzur.edu.tr">mdemirbag@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS103/4	BASIC MATHEMATICS	Winter	Numbers, variables and functions, limits in functions of numbers and functions, some special limits, continuity in functions, derivative and differential, trigonometry and trigonometric functions, exponential functions, logarithms, logarithmic functions, hyperbolic functions, applications of derivative.	Lect. Muhlis ÇETİN <a href="mailto:muhliscetin@munzur.edu.tr">muhliscetin@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS107/5	ANATOMY	Winter	The basic structure of the human body, the anatomical structure of the bones, muscles and joints, the anatomical organization of the extremities, the anatomical structure of the circulatory and respiratory system, the anatomical structure of the thorax and the anatomical structure of the thorax comprising.	Lect. Aygül KILIÇ KARABULUT <a href="mailto:aygulkarabulut@munzur.edu.tr">aygulkarabulut@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS105/6	PHYSIOLOGY	Winter	Cell-tissue-organ-system structure of the human organism, the human organism, cells and tissues, structure and functions of the systems forming the body, body functions and homeostatic balance	Lect. Aygül KILIÇ KARABULUT <a href="mailto:aygulkarabulut@munzur.edu.tr">aygulkarabulut@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS101/3	OFFICE PROGRAMS	Winter	Office programs, word, excel, power point, word processor, presentation preparation, spreadsheet and calculation programs for the purposes of the profession and the development of knowledge and skills related to the development of issues	Lect. Bülent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS109/6	MEDICAL DOCUMENTATION AND SECRETARY I	Winter	History of medical documentation, importance of medical documents, basic features of health institutions, types of health institutions, definition and importance of archives, features of patient files, archiving of patient files, features of archiving process, legal aspects of patient files, operating system of archives hospital applications	Lect. Bülent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY

2.TERM					
TRD102/2	TURKISH LANGUAGE II	Spring	Oral and written expression and features, composition arrangements, grammar, correct use of spelling and punctuation rules, words and spelling guide, principles and techniques of speech and discussion, verbal and written expression disorders, petition used in daily life, report, promissory note, invitation, telegraph etc. articles; Analyzes and critiques about selected examples from Turkish literature, reading and examination of texts, methods of developing a writing writing, reviewing and bibliography.	Lect. Mehmet DEMİRBAĞ <a href="mailto:mdemirbag@munzur.edu.tr">mdemirbag@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
AIT102/2	ATATURK'S PRINCIPLES AND REVOLUTION HISTORY II	Spring	Atatürk's reforms and their aims (political, legal, educational and cultural, social and economic revolutions), Atatürk's principles (republicanism, nationalism, populism, secularism, statism, revolutionism), complementary principles, characteristics of Turkish revolution, universal values of Turkish revolution.	Lect. Adem KIZKAPAN <a href="mailto:akizkapan@munzur.edu.tr">akizkapan@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
YDI102/2	FOREIGN LANGUAGE-II	Spring	Using be andhave, PresentProgressive tense, PastProgressive tense, Nouns-some-any, Some-special verbs and expressions, Simple past tense, Expressing ability, Nouns-pronouns, Making comparisons, Superlative forms, Present perfect tense, Adjectives, Adverbs.	Lect. Duygu YIKMIŞ MERKİT <a href="mailto:dyikmis@munzur.edu.tr">dyikmis@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS112/2	OCCUPATIONAL HEALTH AND SAFETY	Spring	The relationship between work and health, Health and safety in the workplace, Occupational health and safety, Labor law, Occupational health and safety in labor, Relevant organizations, Work accidents, accident investigation, occupational health and safety boards, Health surveillance and occupational diseases, Physical risk factors Occupational Health and Safety in the Design, Production and Use of Work Equipment, Occupational Health and Safety in Hand Tools, Personal Protective Equipment, First Aid, Work Accidents, accident investigation, rules, Ergonomics, Chemical, biological and psychosocial risk factors.	Lect. Mehmet ATEŞ <a href="mailto:mehmetates@munzur.edu.tr">mehmetates@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS110/2	NICE SPEECH AND DICTION	Spring	Definition of language, definition of diction, purpose, definition of speech, types of styles, definition of sound, emergence of speech, speech apparatus, breathing and breathing techniques, sound imperfections, sound twist, art of speech, tones of voice, body language, dictation art issues.	Lect. Aygül KILIÇ KARABULUT <a href="mailto:aygulkarabulut@munzur.edu.tr">aygulkarabulut@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS108/6	KNOWLEDGE OF DISEASES	Spring	Definition of health, definition of disease, etiology, symptoms, complications, prognosis, cancer and cancer causes, common types of cancer, epidemiology, methods of protection from cancer, respiration, excretion, circulation, blood, endocrine and nervous system diseases, immune system diseases, joints and connective tissue diseases.	Lect. Ekrem AKBULUT <a href="mailto:ekremakbulut@gmail.com">ekremakbulut@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS106/4	OFFICE MANAGEMENT AND SECRETARY	Spring	Management and office management in general, types and forms of offices, concept of office workers, time management and movement study,	Lect. Haydar BALO <a href="mailto:hbalo@munzur.edu.tr">hbalo@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY



			business management in offices, modern techniques necessary for secretarial, ergonomic design in offices, stages of crisis process, stress management.		
TDS104/2	WRITING TECHNIQUES	Spring	Official and informal articles, letters of gratitude, head health / consolation letters, invitations, writing letters on the computer, documents and file services, incoming and outgoing documents, business reports, documents used in health institutions, curriculum vitae preparation, job interview techniques.	Lect. Ayg�l KILI� KARABULUT <a href="mailto:aygulkarabulut@munzur.edu.tr">aygulkarabulut@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS102/6	MEDICAL DOCUMENTATION AND SECRETARY II	Spring	Patient operations, office management procedures, hospital information systems, correspondence and filing procedures, patient input, ICD coding, archive related operations, effective communication methods in the working environment.	Lect. B�lent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
<b>3.TERM</b>					
TDS205/3	FIRST AID	Winter	Definition of first aid, subject, purpose and general rules, symptoms of respiratory and cardiac arrest, artificial respiration, external cardiac massage (first aid in adult and children respiratory blockages), bleeding first aid in fractures, first aid in burns, first aid in poisoning, first aid in animals and insect bites.	Lect. Mustafa KIZILKOCA <a href="mailto:mkizilkoca@munzur.edu.tr">mkizilkoca@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS219/3	PUBLIC RELATIONS	Winter	Definition of public relations, history, development, working areas, advertising and propaganda, the role of secretary in public relations, the role of secretary in the image creation, organizational communication, definition, processing, types, factors that hinder organizational communication, the role of the secretary in the provision of executive It includes topics.	Lect. Ayg�l KILI� KARABULUT <a href="mailto:aygulkarabulut@munzur.edu.tr">aygulkarabulut@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS215/3	PROTOCOL KNOWLEDGE	Winter	The aim and importance of the protocol in social life and business environment, to gain the knowledge of the protocol to be used in the business world and social life, to develop the ability to exhibit and apply this information as a behavior when working with the people and institutions in which it communicates in appropriate time and place, to represent the institution in which it works and to provide skills to become an example to other employees.	Lect. B�lent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS213/3	MEDICAL TERMINOLOGY	Winter	Basic definitions and terms related to human structure, elements that make up medical terms, region and place definitions in the body, general disease terms, medical abbreviations, causes and classification of diseases, first and emergency help terminology and pharmacological terminology.	Lect. Ekrem AKBULUT <a href="mailto:ekremakbulut@gmail.com">ekremakbulut@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS211/3	HEALTH LEGISLATION	Winter	The legislation on the rights and obligations of health personnel, the legislation on the rights and obligations of health personnel, the legislation on patient rights, the legislation on emergency health services, the practices	Lect. Ayg�l KILI� KARABULUT <a href="mailto:aygulkarabulut@munzur.edu.tr">aygulkarabulut@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY

			within the framework of the health transformation program, and the practices within the framework of the health transformation program.		
TDS209/3	MEDICAL STATISTICS	Winter	Statistical methods related to population, statistical methods related to birth, death, migration, marriage and divorce, statistical methods related to the evaluation of diseases and hospital services, classification of data, frequency distribution, classification of data, averages, table construction method and sampling.	Lect. Haydar BALO <a href="mailto:hbalo@munzur.edu.tr">hbalo@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS207/3	MANAGEMENT AND ORGANIZATION IN HEALTH ORGANIZATIONS	Winter	Management: Definition, Importance for Enterprises, Comparison with similar concepts; Development of Management Science: Classical, Behavioral, Modern management approaches; Comparison and Evaluation; Concepts of Authority and Power: Properties, Authority migration; Concept of Organization: Characteristics, Principles, Comparison with Planning Process, Segmentation; Staffing: Properties; Orientation: Properties, Routing process; Organizational Structures: Classical Approaches, Change in organizational structures from classical approach to present, Comparison; Audit: Features, Audit process includes issues.	Lect. Bülent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS203/3	ARCHIVE INFORMATION	Winter	Definition of the filing, historical development, the importance of executives, organizations and office staff, the management of filing services in organizations, the basic features of an effective filing system, file plan, necessity, importance, a new filing system development, the principles of organization of the filing unit, filing systems Archiving process, archiving and archiving, the purpose and importance of archiving, archiving process, filing and archiving equipment and auxiliary equipment, archives depots, interior and exterior walls, floors, shelving systems.	Lect. Habib UMUD <a href="mailto:humud@munzur.edu.tr">humud@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS201/6	MEDICAL DOCUMENTATION AND SECRETARY III	Spring	Patient operations, office management procedures, hospital information systems, correspondence and filing procedures, patient input, ICD coding, archive related operations, effective communication methods in the working environment.	Lect. Bülent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS221/2	HEALTH INFORMATION SYSTEMS	Spring	The importance of health records, the concept and characteristics of the record, the levels of health level, the terms used in the hospital, the evaluation of the disease data, the disease rates, the records of disease risks and durations, classification of causes of disease and death, statistics about family planning and births, statistics about deaths.	Lect. Bülent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS217/2	MEDICAL RESEARCH TECHNIQUES	Spring	Scientific Method: Definitions, Stages of Scientific Method, Data: General Principles of Data Collection, Characteristics of Data Carrying, Data Types, Measurement Processes and Scales: Measurement Tools, Characteristics of Measurement	Lect. Bülent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY



			Instrument, Causes of Measurement Differences Scales, Investigation of Causal Relations, Errors in Research , Research Methods, Stages and Types: Stages Types, Universe and Sampling, Survey Method, Research Methods in Epidemiology, Ethics in Research, Literature Screening Method, Preparing Data for Analysis, Table and Charting Method, Writing Method of Research Report Characteristics of Report Sections of the Report Writing and Editing, Footnote and Resource Representation, Research Management Application issues		
<b>4.TERM</b>					
TDS220/2	MEDICAL LIBRARY	Spring	Contemporary information centers and their comparison, Library, Librarianship, Medical librarianship, Library types, Elements of the library. Library services, technical services. Reader services, introduction to classification. Introduction to cataloging. Periodicals, application services. Reference sources. Lending services. Medical library automation services	Lect. Bülent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS218/2	PSYCHOLOGY	Spring	Perception, sensory basis of perception, perception of vision, hearing perception and other sensations, objects in perception, role of learning in perception, factors affecting perception, perception beyond perception, cognitive psychology and learning, lifelong development, social psychology, therapy, psychology functions, sub-branches, methods and techniques	Lect. Bülent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS216/3	QUALITY MANAGEMENT STANDARDS IN HEALTHCARE SERVICES	Spring	The concept of quality, standard and standardization, the importance of standards in the production service sector, quality and standards of management, environmental standards, environmental standards, quality management system models, strategic management, process management system, resource management system, quality control in production, inspection and sampling, total quality Includes control topics.	Lect. Mehmet ATEŞ <a href="mailto:mehmetates@munzur.edu.tr">mehmetates@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS214/3	BUSINESS ADMINISTRATION	Spring	Basic concepts of the business, the objectives of the business and the relations with the environment, the classification of enterprises, the establishment of enterprises, the size and capacities of enterprises, the location of the establishment of the enterprise, Business Management, Business Ethics.	Lect. Haydar BALO <a href="mailto:hbalo@munzur.edu.tr">hbalo@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS212/3	INTERNATIONAL CLASSIFICATION OF DISEASES	Spring	Defining international classification of diseases and defining their types, defining ICD-10 classification and levels, tabular list, abbreviated lists, alphabetical index and use of alphabetical index.	Lect. Mehmet ATEŞ <a href="mailto:mehmetates@munzur.edu.tr">mehmetates@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS210/4	MEDICAL SECRETARY SERVICES	Spring	Historical Development of medical secretarial profession, World Development, Development in Turkey, definition of the Secretary, Position, Classification and importance, definition and Duties of the Secretary,	Lect. Habib UMUD <a href="mailto:humud@munzur.edu.tr">humud@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY

			Classification of Secretary Importance of Secretarial Occupation, General as Administrator Secretarial Services, Executive Secretary of the Physical Aspects Requeired Properties, the executive secretary's knowledge, skills and affective aspects, the duties of the executive secretary in the office, phone calls, arranging appointments, office stewardesses, organizing meetings, supervising, organizing archives.		
TDS208/4	PUBLIC HEALTH	Spring	The historical process of public health, what is public health? What are the public health duties? What is the health system? How is it classified? health organization in Turkey, personal hygiene, prevention. The concept of health includes reproductive health and sexually transmitted diseases, health services in unusual cases, the relationship between environmental factors and health, measures to be taken in infectious diseases, immunization, vaccination, health care of health workers.	Lect. Ayg�l KILI� KARABULUT <a href="mailto:aygulkarabulut@munzur.edu.tr">aygulkarabulut@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS206/4	BEHAVIORAL SCIENCES	Spring	Consciousness, ego, motivation, psychoanalytic approach, self-concept, self-directedness, reaction, defense mechanism, Freud's psycho-sexual development steps, personality development, empathy, mental health and disorder definition, Anxiety, symptoms of anxiety, Psychoanalytic meaning, the origin of anxiety and development of Musculoskeletal System.	Lect. Nida PLAT�N <a href="mailto:nidaplatin@munzur.edu.tr">nidaplatin@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS204/3	COMMUNICATION IN HEALTH SERVICES	Spring	Basic communication, Human and communication Communication period, Verbal communication, Non-verbal communication, Written communication, Effective use of body language, Empathy, motivation, Art of addressing, Stage fear, Feedback, Communication on the phone, Listening, assertiveness, responsibility and place in communication, Presentation techniques and CV preparation.	Lect. Ayg�l KILI� KARABULUT <a href="mailto:aygulkarabulut@munzur.edu.tr">aygulkarabulut@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
TDS202/6	MEDICAL DOCUMENTATION AND SECRETARY IV	Spring	Patient operations, office management procedures, hospital information systems, correspondence and filing procedures, patient input, ICD coding, archive related operations, effective communication methods in the working environment.	Lect. B�lent KAR <a href="mailto:bulentkar38@gmail.com">bulentkar38@gmail.com</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY
G�R222/3	ENTREPRENEURSHIP	Spring	Entrepreneur, entrepreneurship, basic concepts about entrepreneurship, the basis of entrepreneurial thinking, testing of entrepreneurial personality, entrepreneurship process, business idea development and creativity, creative problem solving techniques, innovation, business plan concept and business plan elements (market research), primary and secondary Researching the market using resources, identifying customers, current and future needs, business plan concept and business plan elements (market research), market research using primary and secondary resources, customer identification, current and future needs, business plan concept and	Lect. Habib UMUD <a href="mailto:humud@munzur.edu.tr">humud@munzur.edu.tr</a> +904282131794	MEDICAL DOCUMENTATION AND SECRETARY

			business plan elements (marketing the marketing mix (marketing, product, price, distribution, promotion), business plan concept and business plan elements (production (manufacturing / service) plan), production planning, business plan concept and business plan elements (management plan), of San resources management, business plan concept and business plan elements (financial plan), finding financial resources, planning the investment, preparation of financial statements and financial management elements, accounting (budget and cash flow), preparation and presentation of business plan.		
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