

Bolu Abant İzzet Baysal University

Mehmet Tanrıkulu Health Services Vocational School

Department of Medical Services and Techniques / Tıbbi Dokümantasyon ve Sekreterlik Course Plan
2018-ECTS-uyumlu

1. CLASS

1.Semester

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
3004001012018	Ataturk's Principles and History of Revolution I	Z	2.00	0.00	0.00	2.00	2.00
3004001032018	Turkish Language I	Z	2.00	0.00	0.00	2.00	2.00
3004001052018	English I	Z	2.00	0.00	0.00	2.00	2.00
TDS3010718	Medical Terminology	Z	2.00	0.00	0.00	2.00	4.00
TDS3010918	Anatomy	Z	2.00	0.00	0.00	2.00	5.00
TDS3011118	Ten Finger Keyboard Usage	Z	1.00	3.00	0.00	3.00	5.00
TDS3011318	Computer Technology and Use I	Z	1.00	2.00	0.00	2.00	4.00
TDS3011518	Medical Documentation I	Z	1.00	3.00	0.00	3.00	6.00

2.Semester

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
3004001022018	Ataturk's Principles and History of Revolution II	Z	2.00	0.00	0.00	2.00	2.00
3004001042018	Turkish Language II	Z	2.00	0.00	0.00	2.00	2.00
3004001062018	English II	Z	2.00	0.00	0.00	2.00	2.00
TDS3010818	Secretarial Techniques	Z	3.00	0.00	0.00	3.00	6.00
TDS3011018	Medical Documentation II	Z	1.00	3.00	0.00	3.00	6.00
TDS3011218	Computer Technology and Use III	Z	1.00	2.00	0.00	2.00	4.00

ELECTIVE COURSES

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
3004001982018 Seçmeli Dersler I Unit Elective Pool							8.00
THT3030918	Technical English	S	2.00	0.00	0.00	2.00	4.00
MTK3032318	Professional Ethics	S	2.00	0.00	0.00	2.00	4.00
THT3031918	Kimya	S	2.00	0.00	0.00	2.00	4.00
THT3030218	Laboratuvar Kimyası	S	1.00	2.00	0.00	2.00	4.00
THT3032118	Biostatistics	S	2.00	0.00	0.00	2.00	4.00
MTK3010618	Communication	S	2.00	0.00	0.00	2.00	4.00
THT3031618	Halkla İlişkiler	S	2.00	0.00	0.00	2.00	4.00
MTK3012118	Sex Education and Sexual Development	S	2.00	0.00	0.00	2.00	4.00
THT3030818	Bilgisayar Programcılığı	S	2.00	1.00	0.00	2.00	4.00
MTK3011318	Environment Protection	S	2.00	0.00	0.00	2.00	4.00
THT3030718	Tıbbi Laboratuvarında Organizasyon	S	2.00	0.00	0.00	2.00	4.00
THT3031218	Physiology	S	2.00	0.00	0.00	2.00	4.00
THT3030418	Büro Yönetimi ve Teknolojileri	S	2.00	0.00	0.00	2.00	4.00
MTK3011118	Fast Reading and Comprehension Techniques	S	2.00	0.00	0.00	2.00	4.00
THT3031518	Sağlık Kurumları İşletmeciliği	S	2.00	0.00	0.00	2.00	4.00
MTK3011418	Quality Management Systems	S	2.00	0.00	0.00	2.00	4.00

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
MTK3010518	İş Sağlığı ve Güvenliği	S	2.00	0.00	0.00	2.00	4.00
THT3030618	Hızlı Klavye Kullanımı	S	1.00	2.00	0.00	2.00	4.00
THT3030518	İnsan Kaynakları Yönetimi	S	2.00	0.00	0.00	2.00	4.00
MTK3010118	Physical Education I	S	1.00	2.00	0.00	2.00	4.00
MTK3010318	Information And Communication Technology	S	1.00	2.00	0.00	2.00	4.00
MTK3011218	Araştırma Yöntem ve Teknikleri	S	2.00	0.00	0.00	2.00	4.00
THT3031818	Fizik	S	2.00	0.00	0.00	2.00	4.00
THT3032218	Biyokimya	S	2.00	0.00	0.00	2.00	4.00
MTK3010818	First Aid	S	1.00	2.00	0.00	2.00	4.00
THT3031718	İstatistik	S	2.00	0.00	0.00	2.00	4.00
MTK3010418	Entrepreneurship	S	2.00	1.00	0.00	3.00	4.00
MTK3031018	Healthcare Management	S	2.00	0.00	0.00	2.00	4.00
MTK3010718	Mathematic	S	2.00	0.00	0.00	2.00	4.00
MTK3010218	Physical Education II	S	1.00	2.00	0.00	2.00	4.00
THT3030118	Contrast Drug Pharmacology	S	2.00	0.00	0.00	2.00	4.00
THT3030318	Tıbbi Arşivcilik	S	2.00	0.00	0.00	2.00	4.00
MTK3010918	Gıda Güvenliği	S	2.00	0.00	0.00	2.00	4.00
THT3031118	Infectious Diseases	S	2.00	0.00	0.00	2.00	4.00
MTK3012218	Social responsibility project	S	1.00	2.00	0.00	2.00	4.00
MTK3011918	Basic Health	S	2.00	0.00	0.00	2.00	4.00
MTK3012018	Sunum Teknikleri	S	2.00	0.00	0.00	2.00	4.00
MTK3011518	Behavioral sciences	S	2.00	0.00	0.00	2.00	4.00
MTK3031318	Hastalıklar Bilgisi	S	2.00	0.00	0.00	2.00	4.00
MTK3011018	Drama	S	2.00	0.00	0.00	2.00	4.00
MTK3011718	Turkish Sign Language I	S	1.00	2.00	0.00	2.00	4.00
MTK3012418	Health Psychology	S	2.00	0.00	0.00	2.00	4.00
MTK3011818	Turkish Sign Language II	S	1.00	2.00	0.00	2.00	4.00
MTK3011618	Nutrition	S	2.00	0.00	0.00	2.00	4.00
THT3032018	Modern Fizik	S	2.00	0.00	0.00	2.00	4.00
THT3031418	Sağlık Hukuku	S	2.00	0.00	0.00	2.00	4.00
MTK3012521	Kariyer Planlama	S	2.00	0.00	0.00	2.00	2.00
MTK3012621	Gönüllülük Çalışması	S	2.00	0.00	0.00	2.00	4.00
MTK3012721	İnsan Hakları	S	2.00	0.00	0.00	2.00	4.00
MTK3030022	Ekip çalışması ve Liderlik	S	2.00	0.00	0.00	2.00	4.00
MTK3030122	Stres Yönetimi	S	2.00	0.00	0.00	2.00	4.00
MTK3030222	Temel Afet Bilgisi	S	2.00	0.00	0.00	2.00	4.00

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
THT3032322	Good Speech and Diction	S	2.00	0.00	0.00	2.00	4.00
THT3032422	Temel Arapça	S	2.00	0.00	0.00	2.00	4.00
THT3032522	Hastane İdaresi ve Organizasyonu	S	2.00	0.00	0.00	2.00	4.00
THT3032622	Tıp Kütüphaneciliği	S	2.00	0.00	0.00	2.00	4.00
THT3032722	Kriz ve Stres Yönetimi	S	2.00	0.00	0.00	2.00	4.00
THT3032822	Sağlık Turizmi	S	2.00	0.00	0.00	2.00	4.00
THT3032922	Örnek Olay İncelemesi	S	2.00	0.00	0.00	2.00	4.00

Total ECTS Credits Required	30.00
Total ECTS Credits Required Electively	0
Total ECTS Credits Required for the 1 th Semester	30.00

Total ECTS Credits Required	22.00
Total ECTS Credits Required Electively	8.00
Total ECTS Credits Required for the 2 th Semester	30.00

2. CLASS

3.Semester

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
TDS3020118	Medical Documentation III	Z	1.00	3.00	0.00	3.00	6.00
TDS3020318	Computer Technology and Use III	Z	1.00	2.00	0.00	2.00	4.00
TDS3020518	Hospital Information Management System	Z	1.00	2.00	0.00	2.00	4.00
TDS3020718	Internship I	Z	0.00	0.00	0.00	0.00	4.00

4.Semester

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
TDS3020218	Medical Documentation IV	Z	1.00	3.00	0.00	3.00	6.00
TDS3020418	Computer Technology and Usage IV	Z	1.00	2.00	0.00	2.00	4.00
TDS3020618	Correspondence Techniques	Z	1.00	2.00	0.00	2.00	4.00
TDS3020818	Internship II	Z	0.00	0.00	0.00	0.00	4.00

ELECTIVE COURSES

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
3004002992018 Seçmeli Dersler II Unit Elective Pool							12.00
THT3030918	Technical English	S	2.00	0.00	0.00	2.00	4.00
THT3030218	Laboratuvar Kimyası	S	1.00	2.00	0.00	2.00	4.00
THT3032018	Modern Fizik	S	2.00	0.00	0.00	2.00	4.00
MTK3010618	Communication	S	2.00	0.00	0.00	2.00	4.00
THT3030518	İnsan Kaynakları Yönetimi	S	2.00	0.00	0.00	2.00	4.00
MTK3012118	Sex Education and Sexual Development	S	2.00	0.00	0.00	2.00	4.00
MTK3011618	Nutrition	S	2.00	0.00	0.00	2.00	4.00
MTK3012018	Sunum Teknikleri	S	2.00	0.00	0.00	2.00	4.00
THT3031618	Halkla İlişkiler	S	2.00	0.00	0.00	2.00	4.00
MTK3010418	Entrepreneurship	S	2.00	1.00	0.00	3.00	4.00
THT3030718	Tıbbi Laboratuvarlarda Organizasyon	S	2.00	0.00	0.00	2.00	4.00
MTK3010218	Physical Education II	S	1.00	2.00	0.00	2.00	4.00
THT3030618	Hızlı Klavye Kullanımı	S	1.00	2.00	0.00	2.00	4.00

ELECTIVE COURSES

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
3004002982018 Seçmeli Dersler III Unit Elective Pool							12.00
MTK3010218	Physical Education II	S	1.00	2.00	0.00	2.00	4.00
THT3030918	Technical English	S	2.00	0.00	0.00	2.00	4.00
MTK3012118	Sex Education and Sexual Development	S	2.00	0.00	0.00	2.00	4.00
THT3032118	Biostatistics	S	2.00	0.00	0.00	2.00	4.00
MTK3032318	Professional Ethics	S	2.00	0.00	0.00	2.00	4.00
MTK3010518	İş Sağlığı ve Güvenliği	S	2.00	0.00	0.00	2.00	4.00
THT3030818	Bilgisayar Programcılığı	S	2.00	1.00	0.00	2.00	4.00
MTK3010418	Entrepreneurship	S	2.00	1.00	0.00	3.00	4.00
THT3032218	Biyokimya	S	2.00	0.00	0.00	2.00	4.00
THT3031218	Physiology	S	2.00	0.00	0.00	2.00	4.00
THT3031518	Sağlık Kurumları İşletmeciliği	S	2.00	0.00	0.00	2.00	4.00
MTK3011618	Nutrition	S	2.00	0.00	0.00	2.00	4.00
THT3031618	Halkla İlişkiler	S	2.00	0.00	0.00	2.00	4.00
MTK3011718	Turkish Sign Language I	S	1.00	2.00	0.00	2.00	4.00

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
MTK3010518	İş Sağlığı ve Güvenliği	S	2.00	0.00	0.00	2.00	4.00
THT3031218	Physiology	S	2.00	0.00	0.00	2.00	4.00
MTK3011418	Quality Management Systems	S	2.00	0.00	0.00	2.00	4.00
THT3032218	Biyokimya	S	2.00	0.00	0.00	2.00	4.00
MTK3011118	Fast Reading and Comprehension Techniques	S	2.00	0.00	0.00	2.00	4.00
THT3030418	Büro Yönetimi ve Teknolojileri	S	2.00	0.00	0.00	2.00	4.00
MTK3010318	Information And Communication Technology	S	1.00	2.00	0.00	2.00	4.00
THT3030818	Bilgisayar Programcılığı	S	2.00	1.00	0.00	2.00	4.00
THT3031418	Sağlık Hukuku	S	2.00	0.00	0.00	2.00	4.00
MTK3010118	Physical Education I	S	1.00	2.00	0.00	2.00	4.00
MTK3011318	Environment Protection	S	2.00	0.00	0.00	2.00	4.00
THT3031918	Kimya	S	2.00	0.00	0.00	2.00	4.00
MTK3011518	Behavioral sciences	S	2.00	0.00	0.00	2.00	4.00
MTK3031018	Healthcare Management	S	2.00	0.00	0.00	2.00	4.00
MTK3012218	Social responsibility project	S	1.00	2.00	0.00	2.00	4.00
THT3032118	Biostatistics	S	2.00	0.00	0.00	2.00	4.00
MTK3032318	Professional Ethics	S	2.00	0.00	0.00	2.00	4.00
MTK3010918	Gıda Güvenliği	S	2.00	0.00	0.00	2.00	4.00
MTK3011218	Araştırma Yöntem ve Teknikleri	S	2.00	0.00	0.00	2.00	4.00
THT3031118	Infectious Diseases	S	2.00	0.00	0.00	2.00	4.00
MTK3011018	Drama	S	2.00	0.00	0.00	2.00	4.00
THT3031818	Fizik	S	2.00	0.00	0.00	2.00	4.00
MTK3031318	Hastalıklar Bilgisi	S	2.00	0.00	0.00	2.00	4.00
THT3031718	İstatistik	S	2.00	0.00	0.00	2.00	4.00
MTK3011718	Turkish Sign Language I	S	1.00	2.00	0.00	2.00	4.00
THT3031518	Sağlık Kurumları İşletmeciliği	S	2.00	0.00	0.00	2.00	4.00
MTK3011818	Turkish Sign Language II	S	1.00	2.00	0.00	2.00	4.00
THT3030118	Contrast Drug Pharmacology	S	2.00	0.00	0.00	2.00	4.00
MTK3012418	Health Psychology	S	2.00	0.00	0.00	2.00	4.00
MTK3011918	Basic Health	S	2.00	0.00	0.00	2.00	4.00
MTK3010718	Mathematic	S	2.00	0.00	0.00	2.00	4.00
THT3030318	Tıbbi Arşivcilik	S	2.00	0.00	0.00	2.00	4.00
MTK3010818	First Aid	S	1.00	2.00	0.00	2.00	4.00

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
MTK3010318	Information And Communication Technology	S	1.00	2.00	0.00	2.00	4.00
THT3031918	Kimya	S	2.00	0.00	0.00	2.00	4.00
THT3030718	Tıbbi Laboratuvarlarda Organizasyon	S	2.00	0.00	0.00	2.00	4.00
MTK3011118	Fast Reading and Comprehension Techniques	S	2.00	0.00	0.00	2.00	4.00
MTK3010618	Communication	S	2.00	0.00	0.00	2.00	4.00
MTK3031318	Hastalıklar Bilgisi	S	2.00	0.00	0.00	2.00	4.00
MTK3012218	Social responsibility project	S	1.00	2.00	0.00	2.00	4.00
MTK3011318	Environment Protection	S	2.00	0.00	0.00	2.00	4.00
MTK3010818	First Aid	S	1.00	2.00	0.00	2.00	4.00
MTK3011918	Basic Health	S	2.00	0.00	0.00	2.00	4.00
MTK3011518	Behavioral sciences	S	2.00	0.00	0.00	2.00	4.00
THT3031818	Fizik	S	2.00	0.00	0.00	2.00	4.00
MTK3012018	Sunum Teknikleri	S	2.00	0.00	0.00	2.00	4.00
THT3030618	Hızlı Klavye Kullanımı	S	1.00	2.00	0.00	2.00	4.00
THT3032018	Modern Fizik	S	2.00	0.00	0.00	2.00	4.00
MTK3011018	Drama	S	2.00	0.00	0.00	2.00	4.00
THT3031418	Sağlık Hukuku	S	2.00	0.00	0.00	2.00	4.00
THT3031718	İstatistik	S	2.00	0.00	0.00	2.00	4.00
THT3031118	Infectious Diseases	S	2.00	0.00	0.00	2.00	4.00
MTK3031018	Healthcare Management	S	2.00	0.00	0.00	2.00	4.00
MTK3010918	Gıda Güvenliği	S	2.00	0.00	0.00	2.00	4.00
MTK3011218	Araştırma Yöntem ve Teknikleri	S	2.00	0.00	0.00	2.00	4.00
MTK3011418	Quality Management Systems	S	2.00	0.00	0.00	2.00	4.00
MTK3012418	Health Psychology	S	2.00	0.00	0.00	2.00	4.00
THT3030318	Tıbbi Arşivcilik	S	2.00	0.00	0.00	2.00	4.00
MTK3010718	Mathematic	S	2.00	0.00	0.00	2.00	4.00
MTK3011818	Turkish Sign Language II	S	1.00	2.00	0.00	2.00	4.00
THT3030418	Büro Yönetimi ve Teknolojileri	S	2.00	0.00	0.00	2.00	4.00
THT3030118	Contrast Drug Pharmacology	S	2.00	0.00	0.00	2.00	4.00
THT3030218	Laboratuvar Kimyası	S	1.00	2.00	0.00	2.00	4.00
MTK3010118	Physical Education I	S	1.00	2.00	0.00	2.00	4.00
THT3030518	İnsan Kaynakları Yönetimi	S	2.00	0.00	0.00	2.00	4.00
MTK3012521	Kariyer Planlama	S	2.00	0.00	0.00	2.00	2.00

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
MTK3012521	Kariyer Planlama	S	2.00	0.00	0.00	2.00	2.00
MTK3012621	Gönüllülük Çalışması	S	2.00	0.00	0.00	2.00	4.00
MTK3012721	İnsan Hakları	S	2.00	0.00	0.00	2.00	4.00
MTK3030022	Ekip çalışması ve Liderlik	S	2.00	0.00	0.00	2.00	4.00
MTK3030122	Stres Yönetimi	S	2.00	0.00	0.00	2.00	4.00
MTK3030222	Temel Afet Bilgisi	S	2.00	0.00	0.00	2.00	4.00
THT3032322	Good Speech and Diction	S	2.00	0.00	0.00	2.00	4.00
THT3032422	Temel Arapça	S	2.00	0.00	0.00	2.00	4.00
THT3032522	Hastane İdaresi ve Organizasyonu	S	2.00	0.00	0.00	2.00	4.00
THT3032622	Tıp Kütüphaneciliği	S	2.00	0.00	0.00	2.00	4.00
THT3032722	Kriz ve Stres Yönetimi	S	2.00	0.00	0.00	2.00	4.00
THT3032822	Sağlık Turizmi	S	2.00	0.00	0.00	2.00	4.00
THT3032922	Örnek Olay İncelemesi	S	2.00	0.00	0.00	2.00	4.00

Total ECTS Credits Required	18.00
Total ECTS Credits Required Electively	12.00
Total ECTS Credits Required for the 3 th Semester	30.00

Course Code	Course Name	Z/S	T	U	L	Credit	ECTS
MTK3012621	Gönüllülük Çalışması	S	2.00	0.00	0.00	2.00	4.00
MTK3012721	İnsan Hakları	S	2.00	0.00	0.00	2.00	4.00
MTK3030022	Ekip çalışması ve Liderlik	S	2.00	0.00	0.00	2.00	4.00
MTK3030122	Stres Yönetimi	S	2.00	0.00	0.00	2.00	4.00
MTK3030222	Temel Afet Bilgisi	S	2.00	0.00	0.00	2.00	4.00
THT3032322	Good Speech and Diction	S	2.00	0.00	0.00	2.00	4.00
THT3032422	Temel Arapça	S	2.00	0.00	0.00	2.00	4.00
THT3032522	Hastane İdaresi ve Organizasyonu	S	2.00	0.00	0.00	2.00	4.00
THT3032622	Tıp Kütüphaneciliği	S	2.00	0.00	0.00	2.00	4.00
THT3032722	Kriz ve Stres Yönetimi	S	2.00	0.00	0.00	2.00	4.00
THT3032822	Sağlık Turizmi	S	2.00	0.00	0.00	2.00	4.00
THT3032922	Örnek Olay İncelemesi	S	2.00	0.00	0.00	2.00	4.00

Total ECTS Credits Required	18.00
Total ECTS Credits Required Electively	12.00
Total ECTS Credits Required for the 4 th Semester	30.00

PROGRAM ECTS SUMMARY

Total ECTS Credits Required for Mandatory Courses in All Years	88.00
Total ECTS Credits Required for Elective Courses in All Years	32.00
Total ECTS Credits Required to Graduate from the Program	120.00