

Vocational School / Medical Documentation and Secretariat

2022 - 2023 Academic Year

VOCA. ENGLISH in MEDICAL DOCU. and SECRETERIAT

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
VOCA. ENGLISH in MEDICAL DOCU. and SECRETERIAT	TDS2276800	Spring Semester	2+0	2	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. İPEK TAMARA ÇETİNER ÖZTÜRK				
Name of Lecturer(s)	Lect. Özlem ÜZÜM				
Assistant(s)					
Aim	The aim of the course is to examine the basic concepts of professional English regarding medical documentation and secretariat, to improve reading and comprehending skills of students and to contribute to their writing and speaking skills.				
Course Content	This course contains; 1. Introduction,2. Basic Medical Terminology,3. Basic Medical Terminology,4. Basic Medical Terminology,4. Basic Medical Terminology,5. Hospital Management Terminology,6. Hospital Management Terminology,7. Public Health Terminology,8. Public Health Terminology,9. Medical Record Documentation,10. Medical Record Documentation,11. Medical Record Documentation,12. Medical Record Documentation,13-14. Relevant article reading and discussion.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. will be able to use English terminology regarding health management.			1, 10, 2, 3	A	
1.1. identifies terms used in all relevant areas of health management.			1, 10, 2	A	
1.2. identifies basic concepts used in health management.			1, 10, 3	A	
1.3. uses English terminology regarding health management in professional life and in academic studies.			1, 10, 3	A	
2. will be able to follow literature in health management.			1, 10, 15, 2	A	
2.1. interprets articles in English.			1, 10, 3	A	
2.2. orally or in writing expresses herself/himself in English in health management field.			1, 10, 2	A	
2.3. assesses trends in health management in English.			1, 10, 2, 3	A	
3. will be able to communicate with the stakeholders in English.			1, 10, 2	A	
3.1. adapts health management concepts in English to professional life.			1, 10, 2	A	
3.2. debates in English about the successes, experiences and problems in health management filed with relevant sectors.			1, 10, 2, 3	A	
3.3. expresses herself/himself in English at international conferences/meetings in health management.			1, 10, 2	A	
Teaching Methods	1: Lecture, 10: Brainstorming, 15: Problem solving, 2: Question - Answer, 3: Discussion				
Assessment Methods	A: Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	1. Introduction				
2	2. Basic Medical Terminology				
3	3. Basic Medical Terminology				
4	4. Basic Medical Terminology				
5	4. Basic Medical Terminology				
6	5. Hospital Management Terminology				
7	6. Hospital Management Terminology				
8	7. Public Health Terminology				
9	8. Public Health Terminology				
10	9. Medical Record Documentation				
11	10. Medical Record Documentation				
12	11. Medical Record Documentation				
13	12. Medical Record Documentation				
14	13-14. Relevant article reading and discussion				
Evaluation Methods			Weight(%)		
Midterm Exam			40		
General Exam			60		

Resources

Lecture notes, Powerpoint presentations, Relevant web pages