

Vocational School / Medical Documentation and Secretariat
2023 - 2024 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. Tuba ŞENEL İNCE				
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; Introduction, Basic Medical Terminology I, Basic Medical Terminology II, Basic Medical Terminology III, Basic Medical Terminology IV, Hospital Management Terminology I, Hospital Management Terminology II, Public Health Terminology I, Public Health Terminology II, Medical Record Documentation I, Medical Record Documentation II, Medical Record Documentation III, Medical Record Documentation IV, Relevant article reading and discussion.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Use English terminology regarding health management.			10, 16, 9	A	
Identifies terms used in all relevant areas of health management.			16, 9	A	
Uses English terminology regarding health management in professional life and in academic studies.			10, 9	A	
Expresses oneself in written and oral English.			16, 9	A	
In the field of Medical Documentation and Secretarial Services, they apply English communication with stakeholders in the sector.			16, 9	A	
Teaching Methods	10: Discussion Method, 16: Question - Answer Technique, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Introduction				
2	Basic Medical Terminology I				
3	Basic Medical Terminology II				
4	Basic Medical Terminology III				
5	Basic Medical Terminology IV				
6	Hospital Management Terminology I				
7	Hospital Management Terminology II				
8	Public Health Terminology I				
9	Public Health Terminology II				
10	Medical Record Documentation I				
11	Medical Record Documentation II				
12	Medical Record Documentation III				
13	Medical Record Documentation IV				
14	Relevant article reading and discussion				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			
Resources					
Lecture notes, Powerpoint presentations, Relevant web pages					