



**KASTAMONU UNIVERSITY**  
**TOSYA VOCATIONAL SCHOOL**  
**DEPARTMENT OF MEDICAL SERVICES AND TECHNIQUES**  
**MEDICAL DOCUMENTATION AND SECRETARIAL PROGRAM LESSONS**  
**CATALOG**

**1st Semester (1st Year Fall Semester)**

Lesson code	Lesson name	Lesson Type	Theoric	Practice	Lab	Local Credit	ECTS
AIITOL101	ATATURK'S PRINCIPLES AND HISTORY OF TURKISH REVOLUTION I	Compulsory	2	0	0	0	2
TDOL103	TURKISH LANGUAGE I	Compulsory	2	0	0	0	2
YDOL105	FOREIGN LANGUAGE I	Compulsory	2	0	0	0	2
TDS 101	MEDICAL TERMINOLOGY I	Compulsory	2	0	0	0	2
TDS 121	MEDICAL DOCUMENTATION I	Compulsory	4	0	0	0	6
TDS 109	COMPUTER TECHNOLOGIES I	Compulsory	2	2	0	0	4
TDS 111	KNOWLEDGE OF DISEASES I	Compulsory	2	0	0	0	3
ELECTIVE-I	ELECTIVE	Dep. Elective	6	2	0	0	6
Total :			24	4	0	0	30

**2nd Semester (1st Year Spring Semester)**

Lesson code	Lesson name	Lesson Type	Theoric	Practice	Lab	Local Credit	ECTS
AIITOL102	ATATURK'S PRINCIPLES AND HISTORY OF TURKISH REV. II	Compulsory	2	0	0	0	2
TDOL104	TURKISH LANGUAGE II	Compulsory	2	0	0	0	2
TDS102	MEDICAL TERMINOLOGY II	Compulsory	2	0	0	0	2
TDS110	COMPUTER TECHNOLOGIES II	Compulsory	2	2	0	0	4
TDS116	MEDICAL DOCUMENTATION II	Compulsory	1	7	0	0	6
TDS120	KNOWLEDGE OF DISEASES II	Compulsory	2	0	0	0	3
YDL106	FOREIGN LANGUAGE II	Compulsory	2	0	0	0	2
ELECTIVE II	ELECTIVE	Dep. Elective	6	0	0	0	9
Total :			19	9	0	0	30

**3rd Semester (2nd Year Fall Semester)**

Lesson code	Lesson name	Lesson Type	Theoric	Practice	Lab	Local Credit	ECTS
TDS219	HEALTH INFORMATION SYSTEM	Compulsory	2	0	0	0	2
TDS223	COMMUNICABLE DISEASES	Compulsory	2	0	0	0	2
TDS225	PROFESSIONAL PRACTICE I	Compulsory	1	7	0	0	6
TDS227	INTERNATIONAL CLASSIFICATION OF DISEASES	Compulsory	2	0	0	0	2
TDS229	MEDICAL DOCUMENTATION III	Compulsory	4	0	0	0	4
TDS233	INTERNSHIP	Compulsory	0	0	0	0	8
ELECTIVE III	ELECTIVE	Dep. Elective	6	0	0	0	6
Total :			17	7	0	0	30

#### 4th Semester (2nd Year Spring Semester)

Lesson code	Lesson name	Lesson Type	Theoric	Practice	Lab	Local Credit	ECTS
TDS204	PROFESSIONAL PRACTICE II	Compulsory	1	7	0	0	8
TDS218	FILING AND ARCHIVING	Compulsory	3	0	0	0	3
TDS220	WRITING TECHNIQUES	Compulsory	2	0	0	0	3
TDS224	MEDICAL DOCUMENTATION IV	Compulsory	4	0	0	0	6
TDS226	HEALTH LAW	Compulsory	2	0	0	0	4
ELECTIVE IV	ELECTIVE	Dep. Elective	4	0	0	0	6
Total :			16	7	0	0	30

#### Departmental Elective Lessons (ELECTIVE-I)

Lesson code	Lesson name	Lesson Type	Theoric	Practice	Lab	Local Credit	ECTS
TDS 119	BIOSTATISTICS	Elective	2	2	0	0	2
TDS 107	HEALTH SERVICES MANAGEMENT	Elective	2	0	0	0	2
TDS115	ANATOMY AND PHYSIOLOGY	Elective	2	0	0	0	2
OSDM	COMMON ELECTIVE COURSE	Elective	2	0	0	0	3

#### Departmental Elective Lessons (ELECTIVE-II)

Lesson code	Lesson name	Lesson Type	Theoric	Practice	Lab	Local Credit	ECTS
TDS118	FIRST AID	Elective	2	0	0	0	3
TDS126	BEHAVIORAL SCIENCE	Elective	2	0	0	0	3
TDS128	PROFESSIONAL ETHICS	Elective	2	0	0	0	3

#### Departmental Elective Lessons (ELECTIVE-III)

Lesson code	Lesson name	Lesson Type	Theoric	Practice	Lab	Local Credit	ECTS
TDS213	PROFESSIONAL ENGLISH	Elective	2	0	0	0	2
TDS217	EFFECTIVE PRESENTATION TECHNIQUES	Elective	2	0	0	0	2
TDS231	PATIENT-EMPLOYEE AND SAFETY	Elective	2	0	0	0	2

#### Departmental Elective Lessons (ELECTIVE-IV)

Lesson code	Lesson name	Lesson Type	Theoric	Practice	Lab	Local Credit	ECTS
TDS228	PHARMACOLOGY	Elective	2	0	0	0	3
TDS230	HEALTH COMMUNICATION	Elective	2	0	0	0	3

\*Each semester, the number of ECTS lessons will be selected from the elective lessons.

\* The ECTS required to be completed each semester is 30.

\*Increased semester credits: 36 (1/5) - 40 (1/3) ECTS.

\*\*For students to graduate; At the end of 4 semesters, they must have taken 120 ECTS courses in total and succeeded in these lessons and completed their 30 work-day internship.