



# Kilis 7 Aralık University

## Vocational School of Health

### Department of Medical Documentation and Secretary

#### Courses for 2014-2016

FALL SEMESTER		
Course Code	Course Name	ECTS
ENF103	USING OF BASIC INFORMATION TECHNOLOGY	3
İNG101	ENGLISH I	3
SHTD101	KNOWLEDGE OF DISEASES I	2
SHTD103	ANATOMY	2
SHTD105	PHYSIOLOGY	2
SHTD107	MEDICAL DOCUMENTATION AND ARCHIVE KNOWLEDGE I	4
SHTD109	HEALTH CARE MANAGEMENT	2
TÜRK101	TURKISH LANGUAGE I	2
BESR101	PHYSICAL EDUCATION I	2
MZK101	MUSIC I	2
SHBE001	NUTRITION	2
SHİK001	HUMAN RESOURCE MANAGEMENT	2
SHİS001	OCCUPATIONAL HEALTH AND SAFETY	2
SHİT001	COMMUNICATION TECHNIQUES	2
SHSS001	HEALTH SOCIOLOGY	2
SHTT001	MEDICAL TERMINOLOGY I	2
SHTD201	MEDICAL DOCUMENTATION AND ARCHIVE KNOWLEDGE III	6
SHTD203	FINGER ON THE USE KEYBOARD	4
SHTD205	HOSPITAL MANAGEMENT INFORMATION SYSTEMS-I	4
SHTD207	WRITING TECHNIQUES I	3
SHTD209	HEALTH CODIFICATION SYSTEMS	5
SHBİ003	BIOSTATISTICS	2
SHBK003	BIOCHEMISTRY	3
SHHİ003	PUBLIC RELATIONS	3
SHÖD003	ORGANIZATIONAL BEHAVIOR	3
SHSK003	HEALTH INSTITUTIONS ACCOUNTING	2
SHTK003	MEDICAL LIBRARIANSHIP	3
SPRING SEMESTER		
Course Code	Course Name	ECTS
ENF104	ENFORMATICS COMPUTER PROGRAMS	4
İNG102	ENGLISH II	3
SHTD102	KNOWLEDGE OF DISEASES II	2



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**Courses for 2014-2016**

SHTD106	RESEARCH METHODS AND TECHNIQUES	2
SHTD108	MEDICAL DOCUMENTATION AND ARCHIVE KNOWLEDGE II	3
SHTD110	PUBLIC HEALTH AND MEDICAL DEONTOLOGY	2
STAJ	PRACTICE	8
TÜRK102	TURKISH LANGUAGE II	2
BESR102	PHYSICAL EDUCATION II	2
MZK102	MUSIC II	2
SHED002	EFFECTIVE SPEAKING AND DICTION	1
SHİY002	FIRST AID	1
SHPK002	PATIENT PSYCHOLOGY AND INTERPERSONAL RELATIONS	2
SHTT002	MEDICAL TERMINOLOGY II	1
SHTD202	MEDICAL DOCUMENTATION AND ARCHIVE KNOWLEDGE IV	6
SHTD204	SERVICES OF SECRETARY	6
SHTD206	HOSPITAL MANAGEMENT INFORMATION SYSTEMS	6
SHTD208	WRITING TECHNIQUES II	4
SHBY004	OFFICE MANAGEMENT	2
SHHİ004	HOSPITAL ADMINISTRATION AND ORGANIZATION	3
SHMİ004	PROFESSIONAL ENGLISH	3
SHSH004	HEALTH LAW	2
SHTS004	MEDICAL SECRETARY	3
SHTY004	TOTAL QUALITY MANAGEMENT	3

ECTS= European Credit Transfer System

\*These courses are for Associate's Degree and offered only in specified academic semester.

\*\* PLEASE be aware that some classes may be cancelled or offered as individual study if there are not enough students registered for them.

\*\*\* For detailed information, please contact [mevlana@kilis.edu.tr](mailto:mevlana@kilis.edu.tr)