

VOCATIONAL SCHOOL MEDICAL DOCUMENTATION AND SECRETERIAL PROGRAMI

Cou	rse Code	Cor	Credit			ECTS Value				
TDS216		Gradu		2 (2-0-2)			5			
Prere	quisite ses	None								
Course Language		Turkish	Course Delivery Method: Online			e				
	se Type	Elective/2nd Year/Spr	ring Semester							
I	nstructor' S	Title, Name and urname Coume and Last Name		Hours	Office Hours		cs Contact		Contact	
	Lecture	r Betül AKTAŞ	Friday 13:25-14:55		Pzrt. 11:00-12:0		:00	00 betulaktas@cag.edu.tr		
Coor	se dinator	Lecturer Betül AKTAŞ								
			Cours	se Objective						
							Relationships			
es	Upon sud	ccessful completion of thi	ident will be ab	·			ogram tcomes	Program Outcomes		
COM	1	Clearly explains the main objectives and goals of the project.						6	4	
) Out	2	Uses fundamental and technical scientific knowledge to offer innovative solutions to potential problems.						6	5	
rning	3	Can research how to a Documentation And Se		8		4				
Course Learning Outcomes	4	Interprets by emphasizing analytical thinking.						4	4	
	5	Presents information verbally and in writing, using an appropriate academic writing style for a research project.						5	5	
ŏ	6	Organizes the research into introduction, development, and conclusion sections using appropriate techniques and methods.						5	5	
	7		accordance with social,			3 4		4		
Conte		It encompasses the ability to acquire, interpret, and summarize current information related to all areas of Medical Documentation And Secreterial in accordance with scientific standards.								
		C	Course Content	(Weekly Cou	rse Plan)				
Wee	k	Topic		Preparation			Teaching Methods and Techniques			
1		ding Information About th	Slides			Lecture				
2		tion and Content of Scier elated Databases	Slide	les Lec			.ecture–Dis	ecture-Discussion		
3	Selec	tion of the Project Topic		Resea	arch		L	scussion		
4	Sourc	e Research Using Datab	ases	Resea	arch	n Lecture			e-Discussion	
5	Writin	g Rules	Slide	ides l			Lecture-Discussion			
6		w of Research Studies	Resea							
7		le Applications						cture-Discussion		
8	•	ct Design			All Lecture Notes Project Prepar			'		
9	Projec	ct Q&A		All Lectur	e Notes	Notes Project Preparation				



10 Project Draft Submission					All Lecture Notes P			oject Preparation		
11	11 Preparing a PowerPoint Presentation				;	Slides	Lecture			
12 Creating Presentation Examples and Co				ontent	t Slides		Lecture			
13 Project Progress Check					Research		Lecture			
14			Slides		Lecture					
15			Slides		Lecture					
16	Project Submis			All Lecture Notes		Individual Study				
17 Project Submission					All Lecture Notes		Individual Study			
18 General Evaluation					All Le	cture Notes	Individual Study			
Course Resources										
Textboo	k									
Recomn Resource	re notes and pres	entation slides, applications								
Course Assessment and Evaluation										
Activities Number				Contribution			Notes			
Midterm	Exam-Project		1	%4	%40 Project		aration			
Final Exa	am-Project		1	%6	0	Project Prepa	ration			
ECTS Table										
		Number		Hours		Total				
Course D	Duration		12	2			24			
Out-of-C	lass Study		14		6		84			
Assignm	ubmission	1		16		16				
Project F	Presentation and	Subm	ission	1	27			27		
	151									
Total / 30: =15										
	5									