

**LESSON SYLLABUS (SYLLABUS)**  
**Vocational School**

Your lesson Code	Your lesson Ordinary		Credit	ECTS Value	
TDS 203	Medical Secretarial Techniques		(2-1-3 )	6	
Front Conditions Courses:	None				
Your lesson Language:	Turkish	Lesson Processing Style:	Face to face		
Your lesson Type And Level:	Required/Fall/Preliminary Licence				
Your lesson Teaching Member's Title, Ordinary And Last name		Lesson The time	Meeting Hours		Communication
Lecturer Hilal EKİM		3	Monday 13.25-14.05 14.15-14.55 15.05-15.45		<a href="mailto:hilalekim@cag.edu.tr">hilalekim@cag.edu.tr</a>
Your lesson Coordinator:	Lecturer Hilal EKİM				
Purpose of the Course					
Your lesson Learning Outputs	This lesson successfully completed student;			Relationships	
				Program Outcomes	Net Contribution
	1	Students secretarial your profession, types features And understands their duties .	9,10	5,4	
	2	Students medical secretarial types, their duties understands.	9,10	5,5	
	3	Students medical documents in the secretariat applies the flow .	6,7	4,5	
	4	Students filing And archiving process applies.	6,7	5,5	
Your lesson Content:	The concept of medical secretarial work, types, characteristics and duties of medical secretarial work, principles of medical secretarial work, rights and responsibilities, medical secretarial work and professional standards in legislation, professional practices in medical secretarial work. ethic concept, Medical in secretarial services stress management, Medical in the secretariat includes document management and filing archiving process.				
Lesson Contents: (Weekly Lesson Plan)					
Week	Subject		Preparation		Teaching Method And Techniques
1	Lesson The program Review/Meeting		None		Meeting, lesson program of examination
2	General Aspect Secretary And Secretarial Profession		Professional promotion materials, video examples		Expression
3	The secretary Features		Current article reading		Expression
4	The secretary Information And Skills		None		Expression
5	Medical Secretarial		Medical secretarial duty definitions		Expression

6	In the legislation Medical Secretarial And Professional Standards	Legislation samples, standard documents	Expression
7	Vocational Ethic	Ethics examples	Expression, example examination
8	Search Exam		
9	Search Exam		
10	Secretarial In your services Stress Management	Stress management with related examples	Expression, example examination
11	Secretarial In your services Crisis Management	Crisis samples, case studies	Expression, example examination
12	In the secretariat Desk Management And Organization	None	Expression
13	Secretarial And Effective Communication	Communication examination of samples	Expression, communication games
14	Document Management	Document samples, standard forms	Expression
15	Filing	Filing materials examination	Expression
16	Archiving	Archive samples, templates, electronic archive materials	Expression
17	Final Exam		
18	Final Exam		

#### Lesson For Resources

<b>Lesson Book:</b>	faculty member by prepared presentations
<b>Recommended Sources:</b>	Executive And Medicine Secretariat, Prof. Dr. D. Tengilimoğlu And Expert N. Çıtak. Lecturer Fikret Ceylan Bursa, 2015 - Lecture Notes

#### Your lesson Measuring And Evaluation

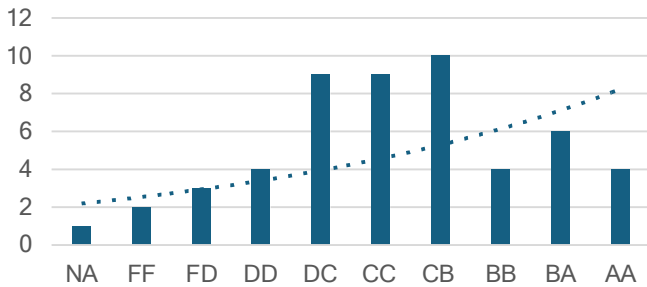
Events	Number	Contribution	Notes
Search Exam	1	20%	Written exam
Homework	3	30%	Individual Report
Final	1	50%	Comprehensive written exam

#### ECTS Table

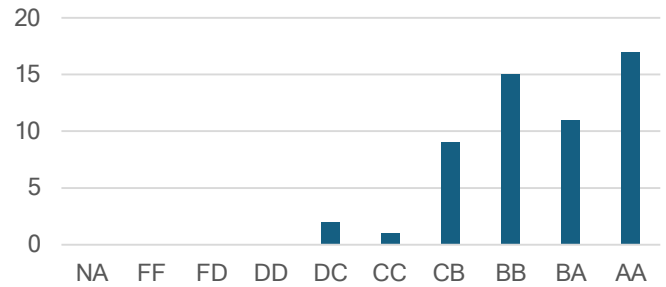
Contents	Number	Hour	Total
Course duration	14	3	42
Class Female Study	14	3	42
Homework	3	15	45
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	20	20
Final Exam (Final Exam Duration + Final Exam Preparation)	1	25	25
<b>Total:</b>			174
<b>Total / 30:</b>			174:30=5.8
<b>ECTS Credits:</b>			6

**Past Period Their achievements**

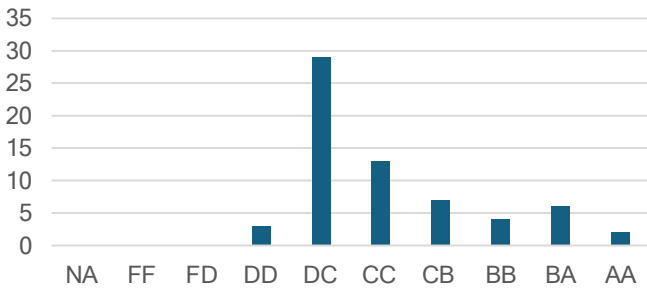
2019-2020 Fall Semester  
TDS 203 Medical Secretarial Techniques



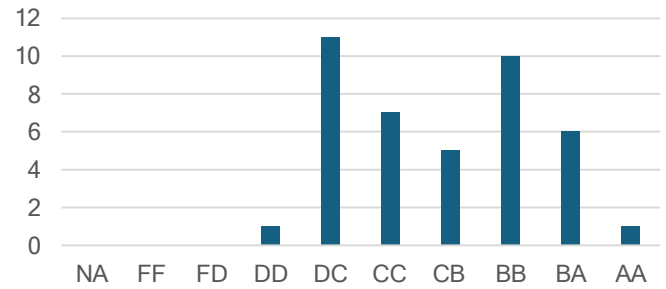
2020-2021 AUTUMN Semester  
TDS 203 Medical Secretarial Techniques



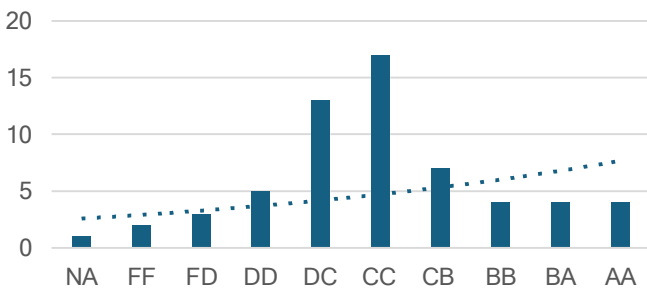
2021-2022 Autumn Semester  
TDS 203 Medical Secretarial Techniques



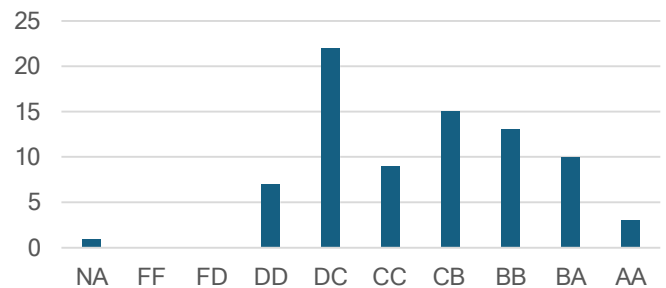
2022-2023 Autumn Semester  
TDS 203 Medical Secretarial Techniques



2023-2024 Autumn Semester  
TDS 203 Medical Secretarial Techniques



2024-2025 Autumn Semester  
TDS 203 Medical Secretarial Techniques



**Turkish Republic  
ÇAĞ UNIVERSITY  
PROFESSION HIGH  
SCHOOL  
MEDICAL DOCUMENTATION AND SECRETARIAL  
DEPARTMENT HOMEWORK PREPARATION GUIDE**

The assignments to be prepared by the students of the Vocational School Medical Documentation and Secretarial Department during the semester must be systematic and in accordance with the academic format. 'Homework Preparation Guide' has been created for the students. The written assignments to be submitted by the students The points that must be followed when preparing the documents are stated below:

**Homework 1**

**Health In your industry 1 piece Ethic Example The incident Examination**

Example Analysis And Interpretation **(50P)**

Homework template the following **page in order** should be prepared **(50P)**

- ☐ Font Arial or the Times New **12** in novel type **should be in point** sizes and the text should be written in a left and right block format
- ☐ Page numbers should appear in the bottom right corner of each page. Page numbers should not be written on the cover page.
- ☐ Text inside line range “1.5” should be.
- ☐ The page Right And lower from the edges 2.5 cm, left And top from the edges whereas 3 cm space must be left.
- ☐ Main titles dark point and big letters shaped should be written.

**Homework report delivery date It is October**

**27, 2025. Homework 2**

**Medical In the secretariat 1 Stress Management with Relating to Example The**

**incident Review Evaluation Criteria:**

Example Analysis And Interpretation – Given examples on TRUE evaluation And commented **(50P)**

Homework template the following **page in order** should be prepared **(50P)**

- ☐ Writing shape Arial either in Times New Novel in type **12 point** in size must be and the text should be written in a left and right block format
- ☐ Page numbers should appear in the bottom right corner of each page. Page numbers should not be written on the cover page.
- ☐ Text inside line range “1.5” should be.
- ☐ The page Right And lower from the edges 2.5 cm, left And top from the edges whereas 3 cm space must be left.
- ☐ Main titles dark point and big letters shaped should be written.

**Homework report delivery date It is 17.11.2025.**

### **Homework 3**

#### **Medical In the secretariat 1 piece Crisis For example Review**

#### **Evaluation Criteria:**

Case Analysis And Interpretation – Crisis example on TRUE evaluation And inferences made  
**(50P)**

Homework template the following **page in order** should be prepared **(50P)**

- ☐ Font Arial or the Times New **12** in novel type **should be in point** sizes and the text should be written in a left and right block format
- ☐ Page numbers should appear in the bottom right corner of each page. Page numbers should not be written on the cover page.
- ☐ Text inside line range “1.5” should be.
- ☐ The page Right And lower from the edges 2.5 cm, left And top from the edges whereas 3 cm space must be left.
- ☐ Main titles dark point and big letters shaped should be written.

**Homework report delivery date It is 24.11.2025.**

