



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Medical Terminology							
Course Code		TS103		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	70 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To provide to students the knowledge and ability which is necessary to prepare medical records and report also to understand and write medical terms correctly.							
Course Content		Items which forms medical terms, Roots, Prefix, Suffix. Synonymous medical terms. Diagnostic terms. Medical abbreviation.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Individual Study					
Name of Lecturer(s)		Ins. Begüm İNCEDEMİR ÜNDEY, Res. Assist. Ayşe Gizem ŞAHMELİKOĞLU							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Polat, M. Eroglu, F.:Medical Terminology Faculty Publications No: 108 Print Istanbul, 2009.
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Week	Weekly Detailed Course Contents	
1	Theoretical	General terminology. Introduction of medical terminology
2	Theoretical	Rules of pronunciation
3	Theoretical	Items which forms medical terms
4	Theoretical	Roots
5	Theoretical	Prefix
6	Theoretical	Suffix
7	Theoretical	Suffix
8	Intermediate Exam	vize
9	Theoretical	Synonymous terms
10	Theoretical	Eponym terms. Medical abbreviation
11	Theoretical	Diagnostic terms (radiological terms, clinical terms, laboratory terms)
12	Theoretical	Direction terms
13	Theoretical	Medical Terms Related to Systems
14	Theoretical	Medical Terms Related to Systems

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	2	5	5	20
Midterm Examination	1	2	2	4
Final Examination	1	2	2	4
Total Workload (Hours)				70
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Writing and pronunciation medical terms correctly
2	Saperate the terms into the pieces
3	Understand the medical terms
4	To know medical suffix



5	Knows medical terms related to systems.
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**Programme Outcomes (Medical Documentation and Secretarial Practices )**

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients' rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.
19	Have general information about the world and biological formations.
20	English speaking writer

**Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High**

	L1	L2	L3	L4	L5
P1	5	5	5	5	5
P2	5	5	5	5	5
P3	5	5	5	5	5
P8	3	3	3	3	3
P10	3	3	3	3	3
P17	5	5	5	5	5
P18	5	5	5	5	5

