

Public Authority For Applied Education & Training
Deanship of Admission and Registration
Major Sheet

College : HEALTH SCIENCES	Term : FIRST SEMESTER 2000-2001
Department : MEDICAL RECORDS PROGRAM	Program : DP-0304 MEDICAL RECORDS PROGRAM
Degree: دبلوم	No. of units required for graduation : 68 at least

1- مقررات ثقافية عامة - (18) Credit

مجموعة إجبارية (16) Credit

Course No.	Course Title	Units	Hours	Pre-requisit
03 01 101	ISLAMIC CULTURE	2	2	
03 10 104	RESEARCH AND LIBRARIES	1	2	
03 29 102	ARABIC WORD PROCESSING	2	4	
03 29 205	ENGLISH SHORTHAND	2	4	
03 30 111	ENGLISH MEDICAL RECORDS	5	10	
03 30 161	ENGLISH FOR MEDICAL RECORDS (1)	2	4	03 30 111
03 30 211	ENGLISH FOR MEDICAL RECORDS (2)	2	4	03 30 161
03 30 99	BEGINNER"S ENGLISH LANGUAGE	0	5	

مجموعة إختيارية (2) Credit

Course No.	Course Title	Units	Hours	Pre-requisit
03 03 123	HUMAN RELATIONS	2	2	
03 03 125	KUWAIT AND DEVELOPMENT	2	2	
03 15 114	INTRODUCTION TO PSYCHOLOGY	2	2	
03 22 104	Establishments & Management of small Projects	2	2	
03 65 101	CAR MECHANICS	2	2	

2- مقررات تخصصية - (32) Credit

مجموعة إجبارية (32) Credit

Course No.	Course Title	Units	Hours	Pre-requisit
03 47 103	INTRODUCTION TO MEDICAL RECORDS	2	2	
03 47 104	HEALTH CARE DELIVERY SYSTEMS	2	2	
03 47 105	FILING SYSTEMS	5	12	03 47 103
03 47 204	CONTENT & ANALYSIS OF MEDICAL RECORDS	4	8	03 42 160 03 47 105
03 47 205	CODING AND INDEXING	4	9	03 42 120 03 47 105

Course No.	Course Title	Units	Hours	Pre-requisit
03 47 206	ADMINISTRATION OF MEDICAL RECORDS	5	12	03 47 204 03 47 205
03 47 207	HEALTH INFORMATION SYSTEMS	4	8	03 27 107 03 47 205
03 47 208	COMPUTER APPLICATIONS IN MEDICAL RECORDS	3	4	03 24 108 03 47 204
03 47 209	FIELD TRAINING	3	30	03 47 204 03 47 205

4- مقررات مساندة عامة - (18) Credit

مجموعة إجبارية (18) Credit

Course No.	Course Title	Units	Hours	Pre-requisit
03 24 108	COMPUTERS	3	4	
03 27 107	INTRODUCTION TO STATISTICS	4	6	03 47 105
03 42 120	MEDICAL TERMINOLOGY	3	3	
03 42 152	Anatomy	3	3	
03 42 160	CLINICAL MEDICINE	4	4	03 42 152
03 48 146	PHARMACOLOGY	1	2	03 42 152