

Medical Secretarial Diploma – Level 3

Designed for Individuals who wish to gain comprehensive secretarial skills and put them into practice in a medical environment, using Microsoft Office applications.

SYLLABUS INCLUDES:

Develop your keyboard skills

Master Audio Transcription Techniques

Learn word processing skills using Microsoft Word to Advanced Level

Gain a comprehensive knowledge of spreadsheets using Microsoft Excel

Learn to create professional presentations using Microsoft PowerPoint

Learn to use databases effectively using Microsoft Access

Prepare for and take 2 invigilated examinations, as follows:

- *Text Production Level 3*
and either
- *Medical Word Processing Level 2*
or
- *Medical Audio Transcription Level 2*

DURATION

This course has an overall training content of 135 hours.

FEATURES:

- Fast track training to give individuals a strong grounding in essential business skills
- Structured modular approach to make learning easy
- Practical exercises to consolidate knowledge gained
- The opportunity to gain a Diploma
- The flexibility and value of a self-study course designed to enable you to work at your own pace

All necessary workbooks are included in the cost of the training. A Diploma is issued upon successful completion of the course

The use of multimedia-based training allows students to work at their own pace. The course duration may therefore vary.