



FACULTY OF OFFICE MANAGEMENT SCIENCES

NATIONAL N-DIPLOMA

Medical Secretary N4-N6

ENTRY REQUIREMENTS

Grade 12 Certificate or related
NCV Level 4 qualification

DURATION

3 Years (18 months theory and 18 months
practical work experience)

WHAT IS THIS PROGRAMME ABOUT?

The purpose of this programme is to equip you with knowledge and skills for successful entry into a secretarial position in the medical field. Medical secretaries perform administrative work in a clinical, hospital, or other medical environment. Tasks performed in this profession will include reception duties, answering phones, compiling medical records, correspondence with patients and medical aids, etc. The programme integrates theoretical learning with practical skills. During the practical session of 18 months, these vital skills will be applied in the secretarial environment to build a successful career.

WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- > Health Practice Manager
- > Hospital Ward Secretary
- > Medical Office Administrative Assistant
- > Medical Practice Manager
- > Medical Stenographer
- > Medical Transcriptionist
- > Pathology Secretary
- > Patient Care Secretary

WHAT SUBJECTS WILL I BE TAKING?

FUNDAMENTAL SUBJECTS

N4, First Semester

- > Office Practice
- > Communication and/or Kommunikasie
- > Information Processing/Introductory Information Processing
- > Medical Practice

N5, Second Semester

- > Office Practice
- > Communication and/or Kommunikasie
- > Information Processing
- > Medical Practice

SECOND YEAR

N6, First Semester

- > Office Practice
- > Communication and/or Kommunikasie
- > Information Processing
- > Medical Practice

WHAT DO THESE SUBJECTS ENTAIL?

OFFICE PRACTICE

Office Practice provides secretarial students with the required knowledge of the secretarial career and with the practical skills in office procedures, to perform with self-confidence the functions attached to the post of secretary and eventually the post of management assistant.

COMMUNICATION

Communication equips students with the necessary verbal and non-verbal communication knowledge (theoretical) and skills (practical) to function effectively.

INFORMATION PROCESSING

Information Processing equips the student with the necessary skills to effectively capture relevant medical data, to effectively utilize computer skills, and to attain keying-in excellence. These skills help develop accuracy and speed for the successful operation of an office.

MEDICAL PRACTICE

Medical Practice equips the students to perform tasks that will include reception duties, answering phones, compiling medical records, correspondence with patients and medical aids, etc. Medical secretaries perform administrative work in a clinical, hospital, or other medical environments.

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