

# SCHOOL OF BUSINESS, FINANCE & MANAGEMENT

PROGRAMME TITLE	LEVEL	SAQA ID
Medical Secretary	N4	66878
	N5	66957
	N6	67002

## PROGRAM DESCRIPTION

The Medical Secretarial Diploma offers you the best of both worlds – business and medical. Not only will you get the highest level of skills required to work for a commercial firm, you'll also get the specialist expertise required to work within the medical profession. You'll gain excellent IT skills and become proficient in medical terminology, medical audio-transcription and medical word processing.

With the highly regarded skills you'll gain from completing the Medical Secretary Diploma, there'll be nothing stopping you from getting a well-paid, highly valued role as Medical Secretary, Medical Administrator, Healthcare Assistant, or use it as an initial taster into the world of nursing.

## CAREER OPPORTUNITIES

- Medical Assistant
- Medical Secretary
- Medical Record Officer
- Medical Administrative Officer
- Medical Personal assistant
- Medical Office Administrator
- Patient Registration Clerks

## MODULES PER SEMESTER

<b>Semester one (Year one)</b> <ul style="list-style-type: none"> <li>• Medical Practice N4</li> <li>• Office Practice N4</li> <li>• <i>English language for Higher Education*</i></li> </ul>	<b>Semester two (Year one)</b> <ul style="list-style-type: none"> <li>• Communication N4</li> <li>• Information Processing N4</li> <li>• <i>Internet &amp; Email*</i></li> </ul>
<b>Semester one (Year two)</b> <ul style="list-style-type: none"> <li>• Medical Practice N5</li> <li>• Office Practice N5</li> <li>• Communication N5</li> <li>• Information Processing N5</li> </ul>	<b>Semester two (Year two)</b> <ul style="list-style-type: none"> <li>• Medical Practice N6</li> <li>• Office Practice N6</li> <li>• Communication N6</li> <li>• Information Processing N6</li> </ul>

*\*This examination is set and managed by the college; the aim is to improve certain academic qualities of the learner*

## DURATION & MODE OF STUDY

- Full Time (in-class): 1½Years –2Years
- Part Time: (in-class): 1½Years –2½Years
- Distance learning: –1½Years–2½Years
- In-Service Training: 18 Months (After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.)

## ENTRY REQUIREMENTS

- Grade 12 - Matric,
- A senior certificate or
- National Certificate (N3) or a relevant Nated equivalent qualification

## ADMISSION PERIODS

January and June every year

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**STUDY MATERIALS**

Please contact the College for the cost of recommended textbooks

**PRICING**

For the current pricelist please contact the College.

**EXAMINATION AUTHORITY**

All examinations which hold twice a year are set and conducted by the Department of Higher Education and Training.

**CERTIFICATE & DIPLOMA ISSUANCE**

Certificates of completion and Diplomas are issued to learners by the Department of Higher Education and Training on successful completion of each level and the mandatory 18 months practical work experience.

**STUDYING BEYOND THE DIPLOMA STAGE**

The qualification obtained from this study can be used to apply to study further in any University or Higher education colleges in the country because it is nationally recognized qualification.

**ARTICULATION**

Based on Report 191 from the Department of Higher Education & training, a learner who has successfully completed all the three levels i.e. N4 - N6 may pursue the following path in order to obtain the National-N Diploma

- Complete all compulsory instructional offerings required for the issuance of the National N Diploma Obtain
- work experience for a minimum of 18 months in the field related to his or her studies and provide documentary evidence to the Department of Higher Education & training of applicable experience in relevant field to the candidate’s program of study.
- Candidate must present the N4, N5 and N6 certificates in addition to letter from Employer to the Department of Higher Education & training to apply for the National N Diploma.

**DISCLAIMER NOTICE**

The information contained in this FACT SHEET is accurate at the time of this publication. In the event of factors beyond the control of HillCross Business College occurring hence causing the contents of this fact sheet and or of the program to change, HillCross Business College will make frantic effort to formally notify current and affected learners. Meanwhile HillCross Business College will as much as possible ensure the intactness of the information contained herein.

Learner/Parent/Sponsor Assent	For Official Use
<p>I,....., herewith acknowledge that I fully understand the information contained herein based on the qualification stated within this context.</p> <p>Signature.....</p> <p>Name (Parent/Guardian/sponsor).....</p> <p>Signature (Parent/Guardian/Sponsor).....</p>	