



Boost your career prospects with a Pitman Training

# Medical Secretarial Diploma Programme

**Designed for:** People who want to provide important secretarial support to doctors, consultants and healthcare professionals. Suitable for all levels, from beginners to advanced.

**Objectives:** To provide you with all the essential skills necessary to enable you to deliver dependable and reliable secretarial support quickly and efficiently!

## Core Subjects:

Computer Keyboard Skills  
Keyboard Speed Development  
Audio Transcription 1  
Medical Audio Transcription  
Effective Business Communication  
The Medical Secretary – An Introduction  
Microsoft Word Proficient  
Microsoft Excel Proficient  
Microsoft Outlook  
Microsoft PowerPoint

## Recommended Electives – Choose Two:

Word or Excel Expert  
Shorthand  
Meetings & Minutes Seminar  
MS Office 2007

## Guideline Learning Time:

You can complete this programme in as little as 10 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

*As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.*



For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700 for High Holborn** or **020 7792 5214 for Notting Hill** or visit [www.holborntesting.co.uk](http://www.holborntesting.co.uk)